

SPST Policy: CCP 6

Statement on Security and Access to SPST Facilities

Adopted: 6/29/2015

Updated:

1. Although Saint Paul School of Theology does not own the buildings in which we conduct our classes and administrative support work, our goal is to ensure a safe and secure campus environment for all students, employees, and visitors.

2. **Access to Resurrection Campus.** Access to Church of the Resurrection Building C is available 7:00 am – 11:00 pm, 7 days a week excluding holidays. The building is locked and unlocked via computer program. All buildings have contact/glass break and motion sensors, and are monitored 24/7. Additionally the Leawood campus has 74 surveillance cameras recording 24/7.

Certain interior areas of the Resurrection campus are kept locked and are accessed by authorized personnel using electronic key cards. Some sensitive areas are kept locked and are accessible only by Facilities Staff. Landscaping is planted and maintained to allow a clear field of vision. The parking lots and walkways are programmed to be lighted from dusk until 11:30 pm.

3. **Access to the Fox Hill administrative offices** is typically available Monday through Friday 8:00 am to 4:30 pm. Outside of regular business hours, the office is accessible only by employee ID card. The Fox Hill office building is unlocked 7:00 am-7:00 pm, outside of these hours, the building is only accessible by employee ID card.

4. **Access to and security of facilities at OCU.** For the safety of its students, faculty, staff and guests Saint Paul School of Theology at Oklahoma City University seeks to maintain a closed campus and discourages trespassers. Students, faculty and staff must carry University identification cards at all times, and must present them to any University official upon request. With the exception of the Tom & Brenda McDaniel University Center all University buildings are secured by midnight. For safety reasons students are not to remain in University buildings after midnight unless accompanied by a full-time University employee. While the University strives to maintain adequate evening lighting, individuals are discouraged from walking unaccompanied during the evening and late night hours. A call to OCUPD dispatch for an escort will enhance individual safety. The Physical Plant supervises custodial services and maintains the buildings, grounds and utility systems. University employees routinely inspect building door locking mechanisms, windows, and fire alarm systems. Burned out lights, broken doors, windows and malfunctioning alarm systems are repaired as quickly as possible. University community members are encouraged to report maintenance problems, including lighting and elevator concerns to 405-208-5382 or after hours 405-208-5383.

5. **Residence Halls** at Avila University and Oklahoma City University are accessed by ID card and monitored for guests seeking access.