

SPST Policy: CCP 8
Security Awareness Programs for Students and Employees

Adopted: 6/30/2015

Updated: 7/1/2015

1. Saint Paul School of Theology is committed to ensure a safe and secure campus environment for all students, employees, and visitors. Safety awareness begins with new student orientation and employee notification, where initial information is provided to new members of the community depending on the campus where they are located. This training includes personal safety and crime prevention awareness. Sexual assault prevention training is included in the anti-harassment training provided by the seminary twice a year to all students and employees (and is required of new members in the community).

2. Once a year, Saint Paul will distribute community wide reminders related to the following security awareness information, which is published online in both the *Annual Security and Safety Report* as well as the *Community Handbook*:

Consider the following tips to ensure safety, security and crime prevention on our campus, as well as anywhere else.

- Lock the doors on your vehicle when you park and leave your vehicle, even if for just a moment.
- Keep items out of sight in your car. Move things into the trunk or conceal items beneath a coat or other cover.
- Use an anti-theft device on your vehicle.
- Keep your office doors locked anytime that you step away from the location. Check the knob as you leave to confirm that it is locked and that the latch has properly engaged.
- Check to be sure that exterior building doors close, latch and lock properly when you leave or enter a building. This is particularly important at the office/program buildings at times other than regular business or class hours.
- Do not block open a locked exterior door, not for a friend who is coming over shortly, nor for the convenience of not having to use your key on frequent trips in and out of a building. It only takes a second for someone to slip into a building when an unsecured door is unattended.
- Immediately report any suspicious or unusual activity on campus to the local police if at Resurrection, Avila, or Fox Hill by dialing 911 or to the OCU Police at Oklahoma City University by dialing 208-5911. Follow up with the Campus Security Authorities.

And, remember that it is always appropriate and wise to:

- Let someone know where you intend to be and when. This allows someone else, a family member, another student, a parishioner, or a neighbor to watch out for you. This also assists the school or others to locate you when we receive emergency calls for you.
- Stay alert and aware of your surroundings. Look around as you walk or as you enter a new space, like a building entryway, an office, or a car.
- When walking outdoors alone, keep your keys in your hand ready to open your car or building. Consider carrying pepper spray or a whistle, keeping items in your hand and ready for use.