



HOUSING &  
RESIDENTIAL  
LIFE  
HANDBOOK  
2020-2021



## Housing and Residential Life Handbook

Mission .....	3
Vision .....	3
Goals .....	3
Rights and Responsibility .....	4
Statement of Responsibility .....	4
FERPA .....	4
Community Statement.....	4
Housing Contract .....	5
RATES and PAYMENTS.....	5
TERMINATION of CONTRACT.....	6
Check-In process and fees.....	7
Keys.....	7
Move-in Checklist .....	8
Prohibited items .....	8
Transfers .....	10
Consolidation.....	10
Room entry and search .....	11
confiscation .....	12
Common Area Damage.....	12
Sports in the residence halls.....	12
Residential life services .....	12
Service desk.....	12
Internet/computer services.....	12
mail .....	12
Laundry.....	13
Lockouts.....	13



Maintenance and Repairs .....	13
Parking.....	13
Bed bug treatment .....	13
Alcohol, Tobacco, and Vape.....	14
Drugs.....	14
Use of Grounds and Facilities.....	14
Compliance.....	16
Noise .....	16
Pets and Service Animals.....	16
Severe Weather.....	17
Severe Weather Refuge Procedures.....	17
Community Style Halls –Holter hall and Field Hall.....	18
Suites – Aggie Apartment, Married Student Housing, and Aggie Annex.....	18
Fire Safety.....	18
Fire drills.....	18
Fire alarm instructions.....	19
Smoke Detector and Sprinkler System.....	19
Notice of nondiscrimination .....	20
Annual Security Report .....	20
Community standards.....	20



## MISSION

Rooted in “Progress through Knowledge,” Oklahoma Panhandle State University is committed to promoting excellence in the preparation of students for success in a global community.

## VISION

Oklahoma Panhandle State University, a national leader among regional universities, will empower its learners and community through the cultivation of lifelong opportunities.

**Integrity:** We are held accountable to maintain ethical practices.

**Inclusion:** We embrace and support our diverse cultures.

**Excellence:** We seek continuous improvement opportunities.

**Service:** We operate as a center for educational and cultural opportunities.

## GOALS

Provide excellence to all stakeholders.

### **Student Learning**

Through empowerment, innovation, access, and student-centered support Panhandle State will shape lifelong learners and improve student outcomes.

### **Resource Optimization**

Engagement, partnerships, and collaboration will empower Panhandle State to cultivate all resources responsibly.

### **Graduate Production**

Provide comprehensive student experience focused on promoting excellence across each student’s academic career to graduation and beyond.

### **Life-Long Learning**

Improve the quality of life and transform the communities we serve through engagement and partnerships.



## RIGHTS AND RESPONSIBILITY

### STATEMENT OF RESPONSIBILITY

Information provided in this handbook is for the benefit of the community and residents of Oklahoma Panhandle State University Housing and Residential Life. Community members are responsible for adhering to this information and could be held accountable if individual or group actions are a detriment to the community.

The information contained in this document is the information residents need to know about living in the residence halls. Being well versed in this information will help make the living experience an educational and enriching one as well as provide the resources to be a good community member. Residents are responsible for what happens in their living unit. Students in the presence of any policy violation may be subject to disciplinary action. Any type of damage caused by the residents, incidental or malicious, will result in restitution of damaged property.

### FERPA

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect his or her education records and to protect the privacy of these records. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education. For more information on FERPA visit: <https://www.opsu.edu/Offices/Bursar/?page=FERPA>.

### COMMUNITY STATEMENT

The students and staff of Housing and Residential Life are a multicultural community of individuals. We are of diverse national, racial, ethnic, and socioeconomic origins.

Our community encompasses a broad spectrum of religious and political beliefs, and our sexual orientations may differ. We are unique in that we strive to work and live together. In the process, we learn from one another in an atmosphere of positive contact and mutual respect.

We are committed to behaving and expecting others to behave in ways which demonstrate our beliefs about the respectful treatment of each member of our community. We believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions.

The Department of Housing adheres to all Oklahoma Panhandle State University policies pertaining to non-discrimination and harassment.



## HOUSING CONTRACT

### RATES AND PAYMENTS

- The amounts you are to pay under this contract shall be determined by the rate sheet which is incorporated into this contract by reference, available at the housing office. Room rates are subject to change at the direction of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.
- Funds allocated to student housing groups will be spent in accordance with community council bylaws.
- There is a one-time initial \$220 payment, payable in advance, for a housing contract. The payment includes a \$200 deposit and a non-refundable \$20 application fee. The deposit will be refunded by a bursar account credit when applicable.
- Rent, damage, and other miscellaneous housing charges are assessed to your Oklahoma Panhandle State University bursar account. Housing rental payments are to be made to or at the Bursar's Office. Failure to make timely payments may result in the termination of your housing contract.
- Any late payment is subject to a late fee, as assessed by the Bursar's Office. A hold may be placed on your official University record if your account remains delinquent.
- Residents are responsible for the condition of the facility until he/she has properly turned in the keys and checked out. Any facility damage repairs caused by the residents will be estimated and charged to the resident's OPSU bursar account. Residents are encouraged to complete a Room Occupancy Checklist upon checking in and again upon checking out to verify existing conditions. Further, residents are encouraged to report damage as it occurs to prevent escalating damages and/or safety issues.

### HOUSING ASSIGNMENTS

The housing application can be found online:

<https://www.opsu.edu/Offices/Housing/Application/>. The student may request where his/her living facility and roommate. The process is a first-come, first-serve basis.



The University reserves the right to manage housing occupancy in order to maximize space utilization. The University may take such action as necessary to control the use of spaces in the event of an epidemic, disaster, or other circumstances that appear to require such control.

#### TERMINATION OF CONTRACT

A termination request will be considered valid if received in writing, in person, or by email to Panhandle Housing or Admissions. The email must be from an email account previously provided to Oklahoma Panhandle State University. This contract may be terminated under the following conditions and deadlines:

- Contract Termination Prior to the Beginning of Occupancy:
  - Cancellations received by Housing and Residential Life on or before the beginning of the following term (January 5th for a spring-only contract) will receive a full credit of the \$200 deposit.
  - Any contract entered into after May 1 for the following term (January 5th for a spring-only term) will receive a full credit of the \$200 deposit if said contract is canceled within five (5) days of paying the application fee. If not canceled within five (5) days of paying the fee, then no refund will be made.
  - Cancellations received by Housing and Residential Life after July 15 (January 10th for spring-only contracts) will result in a late cancellation charge of \$250 in addition to the forfeiture of the deposit.
  - Housing Renewal - There is no fee for choosing a housing assignment during the spring renewal process. However, all renewal cancellations will be subject to a \$75 cancellation fee. A \$250 late cancellation fee will also be assessed if said contract is canceled after July 15<sup>th</sup> or after January 15<sup>th</sup> for the spring term.
  - Housing and Residential Life reserves the right to cancel a contract if the student fails to select a room prior to August 1st or if reasonable accommodations are offered to but rejected by the student. In such cases, there will be no refund of the initial \$20 application fee.
- Contract Termination on or After Beginning of Occupancy will be subject to the following charges:
  - A prorated charge based on the daily rate and the number of days the resident retained the keys.
  - A charge equal to two month's rent will be assessed based on the rent for the residence resided in by the student for the majority of the contract



term. Residents that vacate due to policy violations will also be assessed this charge.

- Forfeiture of any deposit paid.
- Residents who cancel due to withdrawal from the University will forfeit any deposit.
- Contracts terminated in less than three months following the date of occupancy will be assessed an additional 25% of the prorated rent charge.
- Furniture Accommodation Fee - If an apartment has been furnished or unfurnished to specifically accommodate a person's request and he/she chooses not to move in, the person will be assessed a \$100 furniture accommodation fee.
- The University/Housing and Residential Life may terminate the housing contract if rent or other charges due are not paid in a timely manner; a resident does not comply with the University or Housing and Residential Life Policies and Procedures; a resident is not enrolled as a student attempting at least 12 hours at OPSU; or in rare cases, the housing area is to be converted to another use. In such cases, Housing and Residential Life will provide a minimum of 72-hour notice.

## CHECK-IN PROCESS AND FEES

### KEYS

For the safety of our community, keys are only issued to a resident for access to the assigned room/unit. Residents are not permitted to lend or give their room or apartment key(s) to anyone nor are they permitted to use the room or apartment key(s) of another student. To control inventory of the keys, duplication of University keys is **PROHIBITED**. University students are assigned an Oklahoma Panhandle State University identification (ID) card. When living in University housing, student ID cards are encoded with the ability to grant access to designated doors with card readers. The student ID card will only function for the assigned community of residence. For the safety of our community, lending and giving ID cards to another person is prohibited. If an ID card is lost, contact the housing office to receive a new card.

**Students propping locked doors or allowing access to non-residents of the building are endangering the community. If doors are found unlocked, doors which are locked at the wrong hours, suspicious behavior, maintenance problems, or other safety hazards, residents should notify the desk student staff and/or Residential Life building staff immediately.**

### CHECK-IN



Students will be instructed what day(s) they can check-in via email or letter from the housing office prior to arrival. Students should complete the emergency contact form in the housing office. When arriving for check-in, go to the building to check-in with the Hall Staff.

After arriving at the room, students will finish filling out the Room Condition Report. This form verifies receipt of keys, documents the condition of the room upon check-in, and gathers emergency contact information. If a student arrives before the scheduled check-in day, an improper check-in fee of \$150 will be assessed in addition to the daily room rate up to the date of the appropriate move-in day. Please note that rooms may not be available, clean, or ready to be occupied if students arrive before their regularly scheduled move-in.

#### MOVE-IN CHECKLIST

- Plan to arrive at the appointed day and time. Arrival will run smoothly if everyone arrives at appointed times/days
- Coordinate room furnishings with roommates to prevent doubling up.
- Arrange optional services. Discuss this with roommates as well.
- Pack only what is needed. Remember more can always be brought later.
- Review the housing prohibited items list.
- Send mail/packages to the campus address after move-in day to avoid items returned to sender.
- Park to avoid traffic congestion. After unloading, move vehicle to parking lot
- Review and complete the Room Occupancy Check for accuracy to avoid damage billing for existing conditions.
- Attend the mandatory first-floor meeting and read the Housing and Residential Life Handbook.

#### PROHIBITED ITEMS

Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living. Housing and Residential Life regulates the use of these appliances to ensure the safety and security of the community.

**Prohibited Appliances:** Open fire or open-coil cooking appliances, such as electric griddles, and George Foreman Grills. Also prohibited are portable heaters, air conditioners, large amplifiers (public address system, oversize stereo, and musical instrument), and halogen lamps. Students may have one microwave oven in Holter Hall room. Microwaves must be rated 900 watts or less at the highest setting. George Foreman Grills and microwaves are permitted in Aggie Apartments.



**Cooking Appliances:** Cooking appliances may only be operated in kitchen areas.

**Candles & Incense:** Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, are prohibited in all University owned housing. Decorative candles must be non-burning, have clipped wicks, or be wickless. The number one cause of residence hall and apartment fires is open flames. Incense, as well as being a fire hazard, can be an eye and respiratory irritant. To ensure the safety and comfort of our community, Housing and Residential Life prohibits these items.

**Extension Cords:** Any electrical extension cord that is used must be 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Be aware that overloading an electric circuit with too many appliances can cause serious problems.

**Fireworks and Explosives:** Under state and federal law, fireworks and explosives are prohibited in Housing and Residential Life buildings and on grounds.

**Flammable Liquids:** Flammable liquids including gasoline, propane, etc. are prohibited in Housing and Residential Life buildings and on grounds.

**Hover boards and drones:** Possession and use of hover boards (also known as self-balancing scooters) is prohibited in all campus housing. This applies to all residence halls and campus apartments, including Family Housing. Drones may be possessed but not used in any housing facility.

**Motor Vehicles:** Motor vehicles, including recreational vehicles, are prohibited in Housing and Residential Life buildings and on grounds. These items must be kept in the parking lots.

**Refrigerators:** Refrigerators are permitted with a limit of 3 amps and 3 cubic feet per room. The University is not responsible for loss of items due to power outages.

**Waterbeds:** Waterbeds are not allowed due to the number of pounds per square foot exerted on floor structure.

**Weapons:** Possessing, using, or storing firearms, explosives (including firecrackers), weapons or dangerous chemicals on University property or during any University activity, except as specifically authorized under applicable state law. This includes, but is not limited to BB guns, paintball guns, knives longer than 4 inches, swords, crossbows, handguns, shotguns and rifles.



## TRANSFERS

Room transfers may be requested starting the first day of classes in the fall semester. Transfers will be allowed from the day the semester starts to two weeks into the semester. Transfers will be accommodated on a first-come, first-serve basis and may not be available immediately. Transfer fees will begin after the two weeks into the semester and are \$150. Students may request a transfer by going to the housing office. Students requesting a transfer will be contacted in 3-5 business days regarding the status of their transfer request. Please note that residents must check in to their new room and check out of their old room within 48 hours of accepting the transfer assignment. If this process is not completed in 48 hours duplicate room charges and improper check-out charges will occur.

**NOTE** – *In the event of students placed in overflow housing, no transfers will be accommodated until all students housed in temporary locations are assigned to a permanent space.*

## CONSOLIDATION

During the semester, if a resident moves out of a double room and the remaining resident is not assigned a roommate; the remaining resident may be asked to select one of the following options:

1. Elect to pay the single room rate and retain the room privately. This option is available only when space is available. Single room rates will be calculated on the remaining prorated portion of the contract.
2. Choose to move into another half-filled room in the community.
3. Find another resident in a half-filled room who is willing to move into the current resident's room.
4. Be prepared to accept a new roommate at any time by:
  - Keeping the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
  - Displaying an attitude of cooperation and acceptance toward any resident who may examine the room while considering occupancy.
  - Agreeing to accept a roommate assigned by the Office of Housing.



This consolidation policy does not require an individual to move out of his/her community, but rather could require residents to pay for a single room or consolidate with another individual who is living singly in a double occupancy room. If more than one resident in the same community is without a roommate, the individual who paid his or her housing contract last may be the one to move.

#### ROOM ENTRY AND SEARCH

Oklahoma Panhandle State University recognizes and respects residents' desire for privacy and will make efforts to ensure and protect residents' privacy rights. However, without violating residents' privacy rights, OPSU officials may enter and inspect a resident's room at any time for reasonable institutional purposes. Such purposes include, but are not limited to, the following:

- Permission has been given by the resident or the resident's roommate(s);
- To provide service or conduct inspection for the purposes of cleaning, maintenance, repair, and/or pest control;
- To conduct an inventory of University property;
- To silence unattended loud alarms, stereos, radios, phones or other noise-producing devices;
- For closing inspections;
- When notified of the presence of an unauthorized animal or where an authorized animal is present, to review facility conditions, to verify the number of animals present, and to assess the welfare/living conditions of the animal(s);
- At least each semester, Housing staff will perform health and safety inspections. When possible, notification of the inspections will be posted at least twenty-four (24) hours prior to the inspection;
- To address emergencies in which imminent danger to life, safety, health, or property is reasonably feared. OPSU retains the authority to determine what constitutes an emergency;
- During safety drills or alarms;
- Upon authority of a lawfully issued search warrant; or
- Whenever reasonably necessary to protect and maintain the property of the University; to ensure compliance with OPSU policies, including all relevant campus health and safety regulations; or to carry out OPSU's responsibility to maintain an educational atmosphere and preserve order and discipline.

*Law enforcement officials may enter, search and seize evidence in accordance with applicable laws.*



## CONFISCATION

Housing staff may confiscate items that are deemed illegal, in violation of Housing & Residential Life or Oklahoma Panhandle State University policy or deemed unsafe. In instances when Housing & Residential Life has confiscated an item, a notice will be left in the room in question and the residents of that room should expect to receive further notification from their Residential Assistant.

## COMMON AREA DAMAGE

If the Residential Assistants are unable to determine the individual(s) responsible for damages to common areas (lounges, hallways, lobbies, building exterior, etc.), all residents in that area will be billed for common area damages for that Residence Hall. For this reason, we encourage you to report vandalism. This is one way you can reduce unnecessary costs. Residents are not permitted to remove, destroy, damage, or tamper with or remove materials posted by or property of the University, University contractors, and vendors, other residents, or their guests from their designated locations.

## SPORTS IN THE RESIDENCE HALLS

Dart boards, sport activities, throwing objects, roughhousing, water fights, and practical jokes are not allowed in Housing buildings. Riding bicycles, roller blades, and skateboarding are not allowed in the halls, common areas, or walkways. Housing prohibits these behaviors due to possible damage, injury, and disruption to members of the community.

## RESIDENTIAL LIFE SERVICES

### SERVICE DESK

The Service Desk is a hub of information and resources for customer service in the residence hall environment. Services provided may include access to staff; borrowing games and sports equipment; lockouts; lost and found; lost key; mail distribution and drop-off; maintenance concern reporting; package pick-up; and policy violation reporting.

### INTERNET/COMPUTER SERVICES

Every resident room has a physical internet connection. All community lounges/common areas in Housing have public wireless internet.

### MAIL

Residents can get mail in their residence halls. It will be available for pickup in the Residential Assistant office of each corresponding Residential Hall.



#### LAUNDRY

Laundry facilities are provided in all Residence Halls. The University is not responsible for any lost, stolen, or damaged items. Please report any machine issues to the Housing Office.

#### LOCKOUTS

If you are locked out of your room, you must go to the Service Desk for assistance. The staff at the desk will issue you a key to your room that you must turn back in. You **MUST** be prepared to verify your identification.

#### MAINTENANCE AND REPAIRS

If you have any maintenance issue with your room, bathroom, common area, grounds, lounge, etc. please contact Oklahoma Panhandle State University Housing Facilities 580-349-1360 or email [panhandlehousing@opsu.edu](mailto:panhandlehousing@opsu.edu) from 8 am to 4:30pm, Monday-Friday. Non-emergency issues may also be called into the office after hours, and a voicemail may be left, and a work order will be entered the next business day.

Note: Housing reserves the right to charge for repair service if it is determined that repair was not the result of everyday wear and tear.

#### PARKING

Any motor vehicle parked on University property between the hours of 5:00 a.m. and 5:00 p.m., Monday through Friday, must display a valid Oklahoma Panhandle State University paid parking permit. This includes all **RESIDENCE HALL** students who own a vehicle. A parking permit can be purchased in the office of residential life and housing.

#### BED BUG TREATMENT

If you suspect you have bed bugs, the first thing to do is notify your Residential Assistant. Be sure to include your room number, name, and cell phone number.

Oklahoma Panhandle State University Housing can provide a temporary living space during the inspection and treatment if your unit is found to be positive for bed bugs. You may also elect to remain in your unit during the inspection and treatment process. Until the unit can be inspected and treated, please limit your movement to other living spaces, lounges, off campus housing, etc. It is important to try and contain the situation as much as possible.

If you are found to have the bugs, Pest Control will schedule a treatment as soon as possible. There are very specific instructions for all residents of the living space to follow **EXACTLY** for the treatment to be successful.



## ALCOHOL, TOBACCO, AND VAPE

Alcohol and tobacco (vaping) are prohibited in **ALL** our communities. Housing supports alcohol-free and tobacco-free environments to help ensure comfortable, safe, and successful communities.

In addition to the Code of Conduct, Housing policy prohibits the possession of empty alcohol containers and hookahs. The possession or consumption of alcoholic beverages or tobacco by residents and/or invited guests within the interior living spaces, including patios is strictly prohibited even if the resident(s) and/or invited guests is of age. Residents may not display advertisements of alcohol that are visible outside of their room.

### DRUGS

Drugs are prohibited in all our communities. Housing supports drug-free environments to help ensure comfortable, safe, and successful communities.

In addition to the Code of Conduct, Housing policy also prohibits the use, consumption, possession or being under the influence of drugs.

## USE OF GROUNDS AND FACILITIES

**Roofs:** Residents are not allowed on any roofs due to potential structural damage and safety concerns.

**Screens:** Screens are not to be removed from the window due to potential pest control issues and resident safety.

**Trash:** It is the responsibility of residents to keep the living space in the community clean and free from waste. Trash, food containers, and unsanitary situations can attract pests as well as create unpleasant living situations for the community. Such items should not be stored in excess within the room/unit but taken to the designated dumpster or recycle location. Residents and their guests are required to keep trash or recyclables inside their apartments, or rooms. Any trash or recyclables in the breezeway or hallway is prohibited. Trash in the balconies, lobbies, lounges, bathrooms, and outside rooms will be assessed a \$25 per bag damage charge. Residents are required to transport personal trash to nearest dumpster.

**Windows/Air Vent Blockage:** Windows must remain closed and air vents unobstructed. No items should be hung outside the windows, placed on the ledges, or on balcony or patio railings.



**Decorations:** For the safety of the community, no live trees or live cut greenery are permitted, lighting/wiring may not stretch across doorways or across common areas, and decorative lighting must be turned off when unattended. Use of paint or material that will result in permanent changes to the room/suite/apartment or common area(s) are strictly prohibited. Decorations may not: cover more than 1/3 (33%) of door surface area, be three dimensional, or obstruct the peep hole or the room number. Decorations deemed unsafe by Housing and Residential Life may be removed.

**Postings:** All posted materials require authorization from The Communications Office or The Office of Outreach. Unauthorized postings will be removed.

**Furniture:** All University owned furniture is designated for use in the space to which it is assigned. The removal of furniture from its designated location is prohibited. At no time may furniture be removed from the room/apartment or left outside the unit on a balcony or porch. Closet doors must always remain attached to the closet.

The Department of Housing and Residential Life strongly discourages residents from purchasing used furniture and placing it in a Residence Hall, or apartment. Residents who bring furniture that contains pests will bear remediation costs to rid residential space of the pests.

**Shared Living Space:** Residents are not permitted to occupy or use any space in their unit to which they are not assigned. This includes vacant beds, bedrooms and/or a bathroom on an unoccupied side of room, suite, or apartment. Residents found in violation of this policy will be responsible for all charges necessary to return the room(s) to a move- in ready state by Residential Life standards or may be charged for occupying both.

**Guest Policy:** The hosting of guests is a privilege and all residents of a room or apartment must approve of any guests. Guests must be registered with Housing and always be escorted by their host. Residents are responsible for their guests and all policies must be observed. Residents are welcome to have overnight guests of the same gender. Guests are limited to three overnight visits in a semester and no more than two consecutive nights. Visits of greater than three nights, even with breaks in between or in three different residents' rooms, are prohibited except with permission of the Residential Housing Coordinator. Guests may not sleep in lounges or lobbies. Infringement on the rights of roommates or of other residents is prohibited.

For the safety and security of our residents, Housing regulates access to residential buildings on campus. In support of privacy and the academic environment, it is



important that members of the community feel comfortable with guests in their living space.

## COMPLIANCE

To ensure safety always, residents and guests need to follow the directions of University staff members and provide accurate information and identification. Interfering with staff while they are performing their duties will not be tolerated. Such interference includes conduct that causes a material and substantial disruption, unlawful harassment, threats, intimidation, and other conduct in violation of state or federal law or of other applicable university policies.

### NOISE

**Courtesy Hours:** 24 hours a day, 7 days a week. During courtesy hours, a resident may ask another resident to reduce the noise. Noise should not be disruptively audible more than three doors down the hallway, inside and/or outside of the building.

**Quiet and Visitation Hours:** Sunday through Thursday, 11pm - 11am and Friday and Saturday, 12am - 11am. The Sunday before finals week, Housing adheres to 24-hour quiet hours for the benefit of those studying for final exams. During Quiet Hours, audible sound should not be heard beyond the boundaries of the resident's room/apartment. The 24-hour quiet hour period ends on Friday of finals week at 5pm. Residents are always expected to be courteous to others in their community. Compliance is necessary to ensure an environment for academic success. Visitation hours are from 12pm-12am Sunday-Thursday and 11am-1am Friday and Saturday. If visitation hours are broken a fee will be assessed and there will be a probation period where no visitation is allowed.

### PETS AND SERVICE ANIMALS

Pets are not allowed in any Housing facility due to concerns for health, safety, sanitation, noise, and humane treatment.

Pets must be removed immediately, and the resident will face an immediate minimum fine of \$300, with additional charges as needed to restore the unit to an occupiable state (as determined by Housing). Oklahoma Panhandle State University is not responsible for what happens to any pet when it is removed or while it is on OPSU property. OPSU is also not responsible for any injuries or damages caused by any animal on campus.

**Emotional support animals are allowed only when approved by the University. All necessary paperwork, evaluation, and authorization forms required by the**



**Housing office must be completed prior to the animal's arrival in the residence halls. Residents who need accommodations for an emotional support animal must complete the agreement in the Housing office prior to residing in the residence halls.**

## SEVERE WEATHER

In the event of severe weather residents should stay tuned to a local radio station or any TV station for the latest report on conditions. Please follow these instructions.

- When the sirens sound you are to take cover. Immediately proceed to a room without windows - a community lounge, community bathroom, or personal bathroom on the lowest floor possible.
- When assembled in an area of refuge, sit on the floor with your back to the wall or in a central portion of the room. Stay away from windows and doors. If a storm strikes, you should duck your head between your knees and cover the back of your head with your hands for protection.
- Weather sirens are tested quarterly every year weather permitting.
- Residents should be aware of their surroundings, including weather conditions.
- If you need assistance or accommodation, please contact the Goodwell Police at 580-349-2566

### SEVERE WEATHER REFUGE PROCEDURES

- Residents are responsible for finding an area of refuge in the event of a tornado.
- Stay away from glass. Avoid being in areas with windows or exterior walls.
- Get as low as possible in the lowest level inside the building you are in ("area of refuge"). A basement generally offers the best protection. Otherwise, go into an interior room or hallway at the lowest possible floor.
- Put as many walls between you and the outside as possible.
- Get under a piece of sturdy furniture, such as a table or desk and hold onto it.
- **If possible, avoid large open rooms.**
- Crouch as low as possible to the floor, facing down, and cover your head with your hands.
- Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, and pillows) to protect against falling debris and flying objects in case the roof and ceiling fail.
- Stay in refuge location until advised that it is safe to return to work, study, or residence hall room area. Listen for "all clear" (tornado/severe weather has passed) message via local media.



#### COMMUNITY STYLE HALLS –HOLTER HALL AND FIELD HALL

- Do not stay in your room. Instead, move to the lowest level possible in the building. Holter Hall—1<sup>st</sup> floor bathrooms and lounge. Field Hall—basement hallways.
- Then find a windowless floor lounge or bathroom and close the doors.
- If there is not enough room in the lounge, close the room doors and begin to line the interior hallways.
- Stay close to the walls furthest from the buildings' exteriors.
- Crouch as low as possible to the floor, facing down, and cover your head with your hands.

#### SUITES – AGGIE APARTMENT, MARRIED STUDENT HOUSING, AND AGGIE ANNEX

- If there is time to move safely, Aggie Apartment residents will go to the shelter underneath the gazebo. Married Student Housing and Aggie Annex residents will go to the locker room in the Noble Center.
- If there is not time to move to safer shelter do the following:
  - Move to an interior hallway (i.e. one as far as possible from windows). Make sure that all room doors are closed. If leaving your room is not possible, move into your unit's bathroom. Note: Take something to cover yourself with to serve as protection from shattered glass.
  - Crouch as low as possible to the floor, facing down, and cover your head with your hands. A blanket, jacket, etc. is preferable for head-covering, but your hands will suffice. Halls
  - Do not leave your apartment. This is risky, however, as you expose yourself both to the dangerous weather and the possibility of not being able to get into a lower apartment.
  - Once in an apartment, move into the bathroom, or space permitting, the laundry room.
  - Crouch as low as possible to the floor, facing down, and cover your head with your hands. A blanket, jacket, etc. is preferable for head- covering, but your hands will suffice.

## FIRE SAFETY

### FIRE DRILLS

For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the Goodwell Fire Marshall during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm



sounds residents are to leave the building. Participation in fire evacuations is required by state law.

#### FIRE ALARM INSTRUCTIONS

In inclement weather, wear a coat and shoes and carry a towel.

- Close windows and leave lights on in room. Take room key.
- Leave door closed and walk to exit. If smoke is encountered, stay low for air.
- Physical assistance for evacuation: - Call 911.
- If unable to leave room, place a towel under the door if smoke is either seen or smelled.
- Await assistance in the room or area of refuge.

#### SMOKE DETECTOR AND SPRINKLER SYSTEM

Each residence hall room is equipped with a smoke detector. Smoke detectors in rooms are inspected regularly by Environmental Health and Safety.

Sprinkler systems have been installed for added safety in all residence facilities. To make the sprinkler system as effective as possible:

- Sprinklers must never be painted
- Nothing may be hung from the sprinkler piping or sprinkler heads.
- Sprinkler heads may never be obstructed or altered.
- Nothing may be stored within 18 inches from the sprinkler head.
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas.
- Report any damages to the sprinkler system to the service desk immediately.

By a mandate of the State Fire Marshal, an action plan has been adopted by Oklahoma Panhandle State University Housing. Regulations are in effect regarding tampering with any fire safety equipment. This includes but is not limited to propping of fire-resistant doors; and tampering with (includes covering) smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. Activation of fire alarms in non-emergency situations is prohibited (e.g. cooking, vapes, pull stations, etc....). The first offense of tampering or activation will result in the student(s) being assessed a fine of \$500. The student(s) will also be placed on Housing probation and receive a conduct sanction. On the second offense, another \$500 fine will be assessed the student(s) will be removed from housing, and the contract(s) must be paid in full; an incident report will be forwarded to Goodwell Police Department for a code violation ticket (potential fine of \$5,000- and one-year imprisonment.)



If at any time the smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, please call the Housing Office at 580-349-1360 and they will send someone to replace the battery. Please do not replace the battery yourself.

## **NOTICE OF NONDISCRIMINATION**

Oklahoma Panhandle State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid, and educational services. Any person (student, faculty, or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OPSU's Title IX Coordinator 580-349-1362.

Residents who are required to register their name and home address with any local or state law enforcement agency as a result of a criminal offense are required to disclose this information in writing to the Director of Housing prior to checking-in to their assignments for review.

## **ANNUAL SECURITY REPORT**

Oklahoma Panhandle State University complies with federal law in compiling an annual security report, which contains policy statements and crime statistics. The policy statements address the institution's policies, procedures and programs concerning safety and security, such as policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, in or on off campus buildings or property owned or controlled by the institution and on public property within or immediately adjacent to the campus. This report is available online at [http://www.opsu.edu/dwn/HOUS\\_2018\\_Annual\\_Security\\_and\\_Fire\\_Safety\\_Report\\_-\\_OPSU\[15037\].pdf](http://www.opsu.edu/dwn/HOUS_2018_Annual_Security_and_Fire_Safety_Report_-_OPSU[15037].pdf).

## **COMMUNITY STANDARDS**

Oklahoma Panhandle State University students aspire to follow and promote:



**Integrity:** Oklahoma Panhandle State University students are expected to exemplify honesty, honor, and respect for the truth in all their actions.

**Community:** Oklahoma Panhandle State University students build and enhance their community.

**Social Justice:** Oklahoma Panhandle State University students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

**Respect:** Oklahoma Panhandle State University students must show positive regard for each other and for the community.

**Responsibility:** Oklahoma Panhandle State University students are expected to accept responsibility for their learning, personal behavior and future success, and students should appropriately challenge others to do the same. Students should use judgment, be trustworthy, and take personal responsibility for their actions.