



Governor's Task Force on Campus Life and Safety Security

Self Assessment of Campus Security and Vulnerability to Acts of Terrorism

Cover Sheet

Name of Institution: _____ (Used only for determining institutional response to the survey)

Contact Person should there be questions:

Name _____

Phone _____

Email _____

Please send your completed assessments to the Oklahoma Office of Homeland Security, P. O. Box 11415, Oklahoma City, OK 73136-0415 or fax to 405-425-7295 to the attention of Captain Tim Kimrey, who will be coordinating the data collection for this important project. For more information contact Captain Tim Kimrey at 405-425-7296 or OKOHS@dps.state.ok.us.

Deadline: September 14, 2007



Governor's Task Force on Campus Life and Safety Security

N=87

Self Assessment of Campus Security and Vulnerability to Acts of Terrorism

DIRECTIONS: Please take the time to read each question and respond appropriately. If you are asked to fill in a blank, it is not necessary to fill in every line if it is not applicable to your institution. There will be space at the end of this assessment to clarify any answers you wish to explain further. This assessment is meant to be used as a tool to gather useful safety and security information regarding your institution. The CLASS task force will review this information for the purpose of assessing campus preparedness for emergencies; however, any identifiers of the specific institution will be removed prior to review. Findings will be reported in the aggregate to the CLASS Task Force.

SECTION I: Campus Information

- Type of institution:
1. Career Technology Center 45.3% Community College 18.6% University 36.0%
 2. Public 90.4% Private 9.6%
 3. Approximate size of student body (headcount):

40.7%	less than 1,000	2.3%	9,000 to 11,999
34.9%	1,000 to 2,999	2.3%	12,000 to 14,999
12.8%	3,000 to 5,999	2.3%	15,000 to 17,999
2.3%	6,000 to 8,999	2.3%	18,000 or over
 4. Do you have residence halls on campus? yes 38.1% no 61.9%
 If yes, approximately how many students live on campus? Avg= 1,030 Total= 29,880

SECTION II: Planning, Policies and Procedures

	YES	NO	N/A
5. Has an emergency plan been developed for your Postsecondary Institution for each of the following emergencies:			
a. Fire	100.0%	0.0%	
b. Tornado	100.0%	0.0%	
c. Bomb Threat/Explosion	97.7%	2.3%	
d. Campus Sponsored Mass Transportation/Accident	44.7%	55.3%	
e. Earthquake	46.7%	53.3%	
f. Pandemic Flu	51.8%	48.2%	
g. Active Shooter	86.0%	14.0%	
h. Hazardous Materials	89.5%	10.5%	
i. Flood	51.9%	48.1%	
j. Threat of Terrorism	67.4%	32.6%	
k. Other (please specify) See Below	14.9%	0.0%	

Assault/Rape/Homicide/Nuclear/Mail Handling
Bomb Threat (Call)
building contingency
Campus lock down
Child Abuse, Stray Animal, Suicide Intervention, Wild land fire, Gas leak, Sexual Assault/Rape, Electrical Outage
Crimes in Progress
Disputive
Emerg. Prep. for student with disabilities
Gas Leak
ice/snow emergency
Intruder of Campus
IT Back up, Power Failure
Medical, Student Abduction, Suicide Threat
Student Run Away/Abduction
suicide, death, missing student
Suicide, Gas Leak

6. Is your emergency operations plan evaluated annually?
If yes, how? See Below

84.2% 15.8%

Adm review, Safe Committee Review (Drills)
Administrative Review with Police and Fire Review
Asst. Superintendents review and change plan as appropriate. Secretaries update and distribute appropriately.
By a review team
By Chief of Police and VP for Business affairs, then a report annually to board of regents
By crisis mgmt. comm.
By person who administers/oversees plan.
By safety committee and environmental health and safety coordinator
By safety officer and local first responders
By the Director each August
By the Safety Coordinator
By university's Public safety director
Campus Safety Committee
Campus Safety personnel regularly evaluate emergency plans considering current technology and incidents throughout the country and changes in campus environment
committee
Committee
Committee review
Complete revision of plan underway at this time. CERT Team will evaluate campus umbrella plan. Departments will evaluate their plans in conjunction with Emergency Management Coordinator.
Crisis Management team district-wide by campus
Crisis Response Team meetings - district wide
Crisis Team/Safety Dept. Review
Critical Incident Response Team review led by Dean of Students
Drills, Inspections and review of emergency procedure handbook
Emergency Response Committee reviews and makes changes as needed
Emergency Response Team
Evaluated every other year by management team.
Every 6 months plan is reviewed by involved participants, changes made and redistributed
Faculty, Staff Committee
First responders Meeting with college and city, county
In Process
Interviews
Just recently developed - in process of review and implementation
Kingfisher/Blaine Co. Emergency Preparedness Directors
Leadership team reviews annually
Plan is discussed with related parties for feedback on what works and what doesn't work and for inclusion of new facilities, personnel, or alterations in such.
Review
review by crisis management team
Reviewed and revised as required once each year
Reviewed annually by the University Emergency Contingency Planning Committee
Reviewed by committee
reviewed by Director of safety and submitted for print
Reviewed by EOC Managers
reviewed by managers
Revisions currently underway
Safety committee, Adminis
Safety Committees on two campuses
School Safety Committee
Superintendent's advisory council
Through Committee, Initial Emergency Response team
Through Committee, Initial Emergency Response Team
Through meetings, walk throughs, trimester evaluation of operations
Updated-- the committee meets and updates with current information and discusses and addresses concerns
Updated and distributed to Crisis Mgmt. Team members annually and posted on institution's Environmental, Health, & Safety web page
Updated copies are given to faculty/staff
Updated with current information
With County emergency Mgt & Sheriffs Office Table Top & Full Scale Exercises have been held.
Yes by our county team
Yes, the dorms and residential life staff are trained and review the plan annually

	YES	NO	N/A
7. Identify threats unique to your institution below (i.e., proximity to chemical plants, major highways, prisons, train tracks, etc.). Does your institution site have an emergency preparedness plan to address each potential threat?			
a. _____	64.6%	35.4%	
b. _____	69.8%	30.2%	
c. _____	55.6%	44.4%	
d. _____	85.7%	14.3%	
e. _____	66.7%	33.3%	
If more than 5, please attach a page describing each.			
8. Do you have your crisis management team in place?	90.7%	9.3%	
9. Have staff members been assigned responsibilities in order to implement all parts of your institution's various emergency plans?	82.6%	17.4%	
10. Is one individual/department designated to be responsible for the oversight of the emergency management plans? If yes, what is the title/position/department of this person? _____	84.5%	15.5%	
11. Does your institution have a Mental Health Recovery Plan?	30.1%	69.9%	
12. Are there procedures in place for dealing with violence in your institution (i.e., workplace violence, domestic violence, hostage situation, disruptive individuals)?	96.5%	3.5%	
13. Is there an Incident Reporting System available to all students and employees?	93.0%	7.0%	
14. Is training provided annually for faculty and support staff regarding safety and security procedures?	81.4%	18.6%	
15. Is training provided annually for students regarding safety and security procedures?	78.8%	21.2%	
16. Have institutional emergency plans been developed in cooperation with law enforcement and other emergency response agencies?	79.1%	20.9%	
17. Have incident reporting procedures been established for all disruptive incidents which take place on institution property?	89.5%	10.5%	
a. Has a database been developed from disruptive/threatening incident reports occurring on your campuses, and is it analyzed on an annual basis to identify recurring safety problems?	52.9%	47.1%	
18. Are institutional policies and prevention strategies regarding safety and security available for parents, students, faculty and administrators to review?	87.2%	12.8%	
19. Do you have a Crisis Communication Plan and a Communications Team to release information to the media and parents in a timely manner?	82.6%	17.4%	
a. If you have a Crisis Communication Team, does the team meet regularly to develop skills, define roles and responsibilities and apply the knowledge developed during practice scenarios?	55.1%	44.9%	

SECTION III: Emergency Response & Training

	YES	NO	N/A
20. Do local emergency first responders have vehicle access to the campus(es) at all times?	98.8%	1.2%	
21. Are local emergency first responders familiar enough with the campus(es) to assist during emergencies?	97.7%	2.3%	
22. Have you identified an area on campus where law enforcement and other responders could set up command posts in the event of an emergency?	80.2%	19.8%	
23. Has your institution designated a receiving area for parents and media?	64.7%	35.3%	
24. Do you advertise a phone number(s) for a crisis hotline?	40.0%	60.0%	
25. Does your campus have access to emergency phones?	62.4%	37.6%	
26. Are training sessions conducted annually for faculty and staff on your institution's various emergency plans?	59.3%	40.7%	

a. If yes, please identify which plans below (refer to question #1 for examples if necessary):

Active Shooter/Fire/Tornado/unwanted intruder/Bomb Threat/Chemical spills
All Emergency Plans, Crisis Management Plan
All hazard Plan
Campus emergency Plan
Drills and Debriefing
Drills, Inspection and reviews of all emergency procedures
Emergency Plans
Emergency Procedures
Emergency Response Plans
Emergency Response Team
Evacuation Plans for Emerg. Fire, Inclement Weather
Fire and Tornado
Fire Drill, Lockdown, weather
Fire drills and storm drills, Emergency evacuation drill-operation manual
Fire Drills are conducted in all buildings
Fire Evacuation, Severe Weather
Fire Evacuation/Storm Shelter Drills/Lockdown Drills
Fire, Medical, tornados
Fire, Tornado
Fire, Tornado, Active Shooter
Fire, Tornado, Bomb Threat, Intruder
Fire, Tornado, bomb threat/ explosion, hazardous materials
Fire, tornado, bomb threat/explain, active shooter, hazardous motorists, student abduction
Fire, Tornado, Bomb, Active Shooter, Hazardous, Earthquake
Fire, tornado, Campus Lockdown
Fire, Tornado, Intruder
Fire, Tornado, Lockdown (Gun on Campus)
Fire, Tornado, Pandemic Flu, Bomb threat, hazardous waste, Threat of Terrorism
Fire, weather and intruder on campus
Fire, Weather, Bomb, Flu, Medical, Active Shooter
In-Service training in May & August
lockdown, fire, tornado
Lockdown, Fire, Tornado, bomb
Plan available for review but no training sessions are conducted
Severe Weather Plan
Severe Weather Plan/Emergency Action Plan
Tornado, Fire
Tornado, shooter, Fire
Tornado, Shooter, Fire

27.	Are drills conducted on a regular basis to test the effectiveness and efficiency of your facility's various safety plans and procedures?	61.6%	38.4%
28.	Is staff training provided annually in weapons detection and reporting and in responding to confrontations when weapons are involved?	25.6%	74.4%
29.	Is at least one certified and one non-certified staff member trained in first aid and CPR?	95.3%	4.7%
30a.	Does your campus have First Aid capabilities?	100.0%	0.0%
30b.	Does your campus have an on-site medical facility	34.5%	65.5%
30c.	Have you identified your primary resources for emergency medical services?	97.7%	2.3%
30d.	Have you coordinated with external EMS providers in the development of your plan?	61.6%	38.4%
30e.	Do you have AED (automated external defibrillator) equipment distributed throughout your campus and staff trained to use this equipment?	61.6%	38.4%
31.	Are staff members trained by law enforcement in the interception of and response to an intruder(s)?	29.1%	70.9%
32.	Is your institution National Incident Management System (NIMS) compliant?	30.9%	69.1%
33.	Are buildings patrolled by security/police staff?	78.5%	21.5%
	a. If police officer		
	campus officer	57.7%	municipal/county 41.3%
	b. If security guard		
	armed	31.3%	unarmed 68.8%

SECTION IV: Facility and Campus Maintenance

	YES	NO	N/A
34. Do you have a security plan for each of your buildings that addresses:			
a. building access?	77.6%	22.4%	
b. hazardous material?	83.7%	16.3%	
c. first aid?	84.7%	15.3%	
d. fire prevention?	95.3%	4.7%	
e. evacuation?	97.7%	2.3%	
f. classroom access?	71.8%	28.2%	
g. interior rooms?	67.9%	32.1%	
h. visitor access?	63.1%	36.9%	
35. Do all visitors receive a badge/sticker identifying them as a visitor to your institution's campus?	15.1%	84.9%	
36. Is visitor parking clearly marked and in a highly visible location?	61.2%	38.8%	
37. Does the capability exist to notify all faculty to lock classroom doors in an emergency?	60.5%	39.5%	
38. Are all areas within your campus/facility adequately lighted?	93.0%	7.0%	
39. Are your campus facilities equipped with emergency lighting:			
a. Corridors?	97.6%	2.4%	
b. Auditoriums?	98.7%	1.3%	
c. Gymnasiums?	92.1%	7.9%	
d. Cafeterias?	98.3%	1.7%	
e. Stadiums?	69.6%	30.4%	
40. Has your institution been checked to verify no unvented fuel-fired heating equipment, such as natural gas or propane, is being used?	92.8%	7.2%	
41. Does at least one person on staff know where the following are located in each of your facilities:			
a. Electrical panel(s)	100.0%	0.0%	
b. Water valve(s)	100.0%	0.0%	
c. Gas valve(s)	100.0%	0.0%	
42. Does at least one person on staff at your site know how to shut off the following:			
a. Electrical panel(s)	100.0%	0.0%	
b. Water valve(s)	100.0%	0.0%	
c. Gas valve(s)	100.0%	0.0%	

	YES	NO	N/A
43. Are mechanical rooms and other hazardous material storage areas marked and kept locked at all times?	96.4%	3.6%	
44. Are combustible material(s) in storage areas kept 36 inches away from electrical equipment?	98.8%	1.2%	
45. Is access restricted to the following institution assets:			
a. Roofs	96.5%	3.5%	
b. Heating System(s)	95.3%	4.7%	
c. Air-conditioning System(s) [HVAC]	87.1%	12.9%	
d. Ventilation System(s)	88.1%	11.9%	
46. Are institution grounds properly lighted for night activities?	95.2%	4.8%	
47. Are external lights equipped with break-resistant lenses, especially in high-risk areas?	69.0%	31.0%	
48. Do all shrubs and trees permit good visual surveillance to all parts of the campus?	89.3%	10.7%	
49. Do all institution buildings (including portable) have internal security fire alarms and automatic fire control sprinklers?	43.9%	56.1%	
50. Is your institution's fire alarm system inspected annually?	100.0%	0.0%	
51. Have fire prevention personnel inspected your facility in the past two years to provide prevention suggestions?	93.0%	7.0%	
52. Are all keys to your facility clearly marked?	80.2%	19.8%	
53. Is a blueprint or layout of your institution (including evacuation exits) kept on file at your facility?	93.0%	7.0%	
54. Is a blueprint or layout of your institution (including evacuation exits) kept on file with your local police or fire departments?	58.3%	41.7%	
55. Do you have aerial photographs of institution grounds and border areas?	77.4%	22.6%	
56. Do all buildings on campus (including portable) have burglar alarms?	18.6%	81.4%	
57. Is your alarm system maintained annually?	90.8%	9.2%	
58. Are local police and fire departments alerted by the alarm system?	73.2%	26.8%	

SECTION V: Students and Staff

	YES	NO	N/A
59. Do you have an employee roster on file including emergency contact numbers?	92.9%	7.1%	
a. Is at least one copy of the roster kept off institution grounds?	78.6%	21.4%	
60. Do you have a photograph identifying each student on file?	63.5%	36.5%	
a. Is a copy of that file kept off institution grounds?	32.9%	67.1%	
61. Do you maintain a list of students with special medical needs and/or requiring medications?	76.8%	23.2%	
62. Do you know which students/staff with special needs would require assistance during an evacuation?	85.7%	14.3%	
63. Do you have emergency contact information for:			
a. students	98.8%	1.2%	
b. staff	91.9%	8.1%	
c. faculty	91.8%	8.2%	
d. facility managers	92.8%	7.2%	

SECTION VI: Technological Capabilities

64. Does your institution have campus-wide emergency notification capabilities?			
a. public address systems	59.3%	40.7%	
b. e-mail	93.0%	7.0%	
c. website	91.9%	8.1%	
d. reverse 911	25.0%	75.0%	
e. blue phones	17.1%	82.9%	

If yes to any items: 64 a-e, please respond to the following questions:

- f. Who maintains the campus notification system (by position/title)? _____
- g. Who has access to the notification system? (by position/title)?
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____
- h. Who must authorize an actual notification? (by position/title) _____
- i. Who outside the university can access the notification system (i.e., police, fire, EMS, local Emergency Operation Center, etc.)?
 - 1. _____
 - 2. _____
 - 3. _____

	YES	NO	N/A
65. Do you have an emergency generator on campus?	51.2%	48.8%	
66. In the event of power failure, can your institution's alarm systems and phones still operate?	62.7%	37.3%	
67. Does your facility have redundant and/or backup communication capabilities?	64.7%	35.3%	
68. Is communication possible between the main office and all teaching areas?	58.1%	41.9%	
69. Do you have any of the following security measures in place for your computer systems:			
a. Firewalls	98.8%	1.2%	
b. Virus Protection	100.0%	0.0%	
c. Password Procedures	100.0%	0.0%	
d. Information Encryption	82.7%	17.3%	
e. Computer Access Control	95.2%	4.8%	
f. Intrusion Detection Systems	80.0%	20.0%	
70. Do you have redundant and/or backup computer systems?	78.3%	21.7%	
71. Is there an up-to-date inventory of equipment and valuable property (inventories by videotape when possible)?	94.2%	5.8%	
a. Is at least one copy of that inventory kept off institution grounds?	59.0%	41.0%	
72. Are institution files and records kept in a fireproof safe or storage area?	81.4%	18.6%	
73. Is there a Business Continuity of Operations Plan?	43.2%	56.8%	
a. If yes , does the plan include alternative off-site support/facilities?	65.9%	34.1%	

Type or print in the space provided additional comments or explanation specifically regarding this assessment. If more space is needed, please attach accompanying pages.

43: Areas are marked but not locked.
#64: added (f) Civil Defense Sirens (weather)
#64: added (f) two-way radios campus wide
#64g: added (6) Mkt. Dir.
1
In process of completely re-evaluating and updating plan. This assesment will draw attention to some areas that need to be added to our Plan
Institution is completing Phase I of its disaster recovery plan which allows restoration of mission critical systems within 3 days. We lease a warm site, that includes ten office spaces, for use by authorized personnel in case of disaster on campus.
Need up date cctv system for student center, dorms, lunch room and parking lots near the dorms 1
Please consider size and complexity of operations in the interpretation of answers esp. questions such as #68
Section VI, #64: We have EZ campus emergency text message alert.
Tech Center is currently in the progress of creating a new crisis management plan. The rough draft will be given to local emergency management officials to review before the final draft is distributed.
We have begun working on implementing measures to address many of these issues. However, funding continues to be a major roadblock. The attached memo from the Emergency Preparedness Contingency Planning Cmte identifies items needed to maintain operations in an emergency.

Thank you for completing the Self Assessment of Campus Security and Vulnerability to Acts of Terrorism. Please send your completed assessment to the Oklahoma Office of Homeland Security, P. O. Box 11415, Oklahoma City, OK 73136-0415 or fax to 405-425-7295 to the attention of Captain Tim Kimrey. For more information contact Captain Tim Kimrey at 405-425-7296 or OKOHS@dps.state.ok.us.

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