



Welcome to the Special Olympics Oklahoma 2023 Summer Games at Oklahoma State University!

May 17, 2023

Hello Coach!

Thank you for choosing to stay with us on campus! We are so pleased to welcome you and your team to the Oklahoma State University Residence Halls for the **Special Olympics Oklahoma 2023 Summer Games!**

To make your stay with us as easy as possible for you and the athletes, we are providing you with some very important information. Please take a few minutes and familiarize yourself with this letter and accompanying information.

- Your **rooms have been pre-assigned** according to the number of participants you reported to the Housing and Residential Life Conference Services Office on your registration form (plus or minus any changes you have called in).
- There are **Community Mentors (CMs)** in the halls who are student staff members here to make your stay as pleasant as possible. If you have any questions or concerns during your stay, please be sure to seek out a CM. They are here to help!
- The **Service Desk** of your hall/area is another place to go for questions or concerns. The desk staff is there to help you navigate campus, answer questions about the halls, and provide instructions about Check-In and Check-Out if you need assistance.
- **University Dining Services** is happy to provide meals to you and your athletes during the Special Olympic games. Since all of the athletes and coaches will be dining at the same time, we are serving food in three (3) locations in an effort to reduce wait times. However, some lines and waiting should be expected.
- You have received round stickers to place on each person's name badge which will indicate your team's dining location.
 - Green = North Dining
 - Orange = Kerr-Drummond Dining
 - Yellow = Bennett Dining
 - Dining Times

Wednesday, May 17	Dinner @ 4:30 – 6:30PM
Thursday, May 18	Breakfast @ 6:30 – 8:30AM
	Dinner @ 4:30 – 6:30PM
Friday, May 19	Breakfast @ 6:30 – 8:30AM

- **Twenty Something** is our on-campus convenience store. It is located in Kerr-Drummond Dining and is open for you and your team's convenience from 8:00AM – 7:00PM each day.

Thank you again for staying with us. Please contact any of our staff at any time so we may be of assistance to you, and have a wonderful time at the Games!

Sincerely,

OSU Housing & Residential Life
Marketing & Conference Services
405-744-4471



Check-In

- **Coaches will receive room assignments and all keys. Athletes will not receive keys. This is for security, and it was explained in the housing application you completed. Thank you for your understanding.**
- **Valuables**, money, or medication should be locked in a coach's room for safekeeping.
- Please notify the hall staff immediately if you discover any major facility issue upon check in. Every effort is made to correct these issues BEFORE teams arrive. However, if you do find one or if damage occurs during Games, please notify the hall staff immediately so it can be fixed. If the coach fails to check the room(s) upon departure or inform us of any damages incurred during their stay, damages will be assessed by the Residential Life staff and billed accordingly.
- In order to insure that all athletes and coaches can be accommodated, each school has been assigned a specific block of rooms. Please **do not trade rooms** with another team! You do not want to be charged for damages for which your team is not responsible. In the event you find it necessary to make a room change, please work directly with the Residence Hall Coordinator who can be contacted at the front desk. This will assure that you are only held responsible for those rooms your team occupied, as well as helping the residence hall staff to meet the housing needs of all schools. It is also necessary to know room changes in case of emergencies.
- If you have been assigned to a room but the other half remains unassigned, please do not take up the other half of the room. If you take over the whole room, you will be charged for the entire room.
- You will be provided with a **coach's sign** to place the name of your coaches and your team name on. This sign should be placed on the door of the head coach's room. If any of your Coaches, and particularly the head coach, change rooms, please let the front desk know. In case of an emergency, it will be helpful if we can locate you quickly.

Check-Out

- Check-Out must be completed by no later than **12:00PM (Noon)** on Friday, **May 19, 2023**. The team coach should **return all keys** that they were provided at Check-In to the service desk where they received the keys. Lanyards and Access (Swipe) Cards may be kept by the participants as souvenirs and do not need to be returned.
 - **There is a \$100.00 charge for each lost or damaged key.**
 - **Each and every key that is not turned in at Check-Out will be deemed lost and will be charged to the team's account!**
 - **Mailing keys back after the Games are over is not acceptable and WILL NOT reduce or eliminate any lost or damaged key charges.**
- All rooms will be checked by Housing and Residential Life staff after teams have returned keys to assess for damages and/or any abandoned property. It is the Coach's responsibility to double-check each assigned room prior to checking-out to avoid any miscellaneous charges.
- **ALL trash** must be thrown away and may not be left in the rooms. Please move any furniture back to the way it was when you arrived.
- It is very important that each team **check-out** at the residence hall desk before leaving the campus on Friday. This allows the desk staff to be able to answer questions from families and schools as to whether your group has left the campus, and your expected arrival time.
- Have a **safe trip home!**



Policies & Procedures

- **ALL** Camp or Conference Group participants, chaperones, coaches, parents, or any other personnel **MUST** abide and follow **ALL** Oklahoma State University policies, procedures, and standards which can be found at <https://reslife.okstate.edu/about-us/handbook>
- Policies include, but are not limited to:
 - **Alcohol** may **NOT** be consumed, used, or possessed by anyone participating in, staffing of, or housed with a Camp or Conference Group. (even if they are of legal drinking age)
 - Oklahoma State University is a **TOBACCO-FREE & VAPE-FREE CAMPUS**. The use of any form of tobacco (cigarettes, cigars, pipes, vapes, and all smokeless tobacco) is **prohibited** within the residence halls and/or on any OSU grounds.
 - The possession and/or use of **State or Federally Illegal Drugs** is strictly **prohibited** on all OSU grounds and facilities.
 - The possession or discharge of **firearms, weapons, ammunition, fireworks, explosives, and highly flammable materials** is strictly **prohibited** on all OSU grounds and facilities.
 - All Camp or Conference Group participants are expected to adhere to Housing and Residential Life Conference Services designated "Quiet Hours" which are observed from 11:00PM through 8:00AM daily.
 - Oklahoma State University **PROHIBITS** harassment and/or discrimination in any form, including sexual harassment of students, faculty, and staff. (Policy 1-0702)
 - Oklahoma State University requires that **ALL** Camp or Conference Groups must be in compliance with all parts of OSU A&M Board of Regents approved Policy 1-0135 regarding **minors participating in OSU related activities and programs** (Minors on Campus).
- Violations of any kind of the above mentioned policies, procedures, and standards may result in disciplinary action including, but not limited to, removal from OSU campus and may have additional authorities contacted.

Injuries, Emergencies, and Severe Weather Situations

- **Injuries**
 - Though injuries are not expected, OSU Housing and Residential Life Conference Services is aware that they may happen.
 - If a problem occurs in the Residence Halls or during scheduled day and evening activities:
 - Call the **Special Olympics Headquarters at 918-701-9703**
 - When you call, please be prepared to give
 - The **Athlete's Name**
 - **His/her ID NUMBER**
 - A **brief description of the problem**
 - A medical person and/or Games Committee member will come to see you.



- If an injury is **severe** or may **require a medical specialist**, please call 911 immediately.
 - Under **NO circumstances** should you transport the injured or ill person to the hospital yourself.
 - Always notify the Games Committee of individuals being transported to the hospital.

- **Emergencies**

- In the event of an emergency (theft, fire, security, etc.) do not hesitate to call 911 immediately.
- Please notify the Games Committee at the earliest possible convenience.

- **Severe Weather Situations**

The OSU-Stillwater campus has no public shelters. However, there are severe weather refuge locations that may be used by OSU students, employees, and Camp or Conference Groups for their participants. A color coded map indicating the buildings that are available for refuge is located online at:

<http://safety.okstate.edu/weather-safety/severe-weather-refuge-locations.html>

(please use caution traveling to any of the listed locations)

- **Windstorms** – Involves wind in excess of 40-50 MPH which can and will cause damage. These are not always, but can be, associated with other severe weather.
 - Encourage participants to avoid windows.
 - Advise those that must leave the building to be mindful about the potential of low visibility due to blowing dust, debris, etc.
 - Report any damage that is witnessed or believed to have occurred during a windstorm.
- **Thunderstorms** – Oklahoma can and will have severe thunderstorms at any time. Such storms can produce substantial rain, strong winds, hail, and potentially tornadoes.
 - Be aware of weather forecasts and check often.
 - Do not venture out into a thunderstorm.
 - Be aware that there can be dangerous and unstable conditions following a thunderstorm such as debris, broken glass, downed or exposed power lines, etc.
 - Report any damage that is witnessed or believed to have occurred during a thunderstorm.
- **Flash Flooding** – Is defined as a rapid submergence of land under water caused by a substantial amount of rain in a relatively short period of time.
 - This can occur even after relatively moderate amounts of rainfall and can make traveling, even on foot, very dangerous.
 - Some Stillwater, Oklahoma roads surrounding campus (Duck, Monroe, and University) can be prone to this type of flooding.
 - Strongly discourage participants and/or guests from venturing outside in such conditions and to avoid driving an automobile into standing water.



- Be aware that debris and other substantially dangerous material could be under the surface of the water and may not be visible.
- If any type of flooding begins to make its way inside a building call 911 immediately.
- Report any damage that is witnessed or believed to have occurred during a flash flood.
- **Hail** – Is defined as a showery precipitation in the form of irregular pellets or balls of ice. Hail is especially dangerous due to the speed and height at which they fall from the sky. Hail can occur at any time as part of a thunderstorm or tornado.
 - Encourage participants to avoid windows.
 - Strongly discourage participants from leaving the building.
 - Monitor weather forecasts and check often in case of escalating severe weather.
 - Report any damage that is witnessed or believed to have occurred from hail.
- **Tornadoes** – In Oklahoma, tornado season is generally from March through June, however, they can happen at any time of the year.
 - Campus tornado sirens (as well as City of Stillwater sirens) will sound a 3 to 5-minute blast when there is a tornado warning issued for the OSU campus and Stillwater area.
 - There is no “all-clear” signals broadcast via the sirens, therefore, if sirens continue or happen again, then know that it is a continuation or new warning.
 - Oklahoma State University Housing and Residential Life Conference Services staff are NOT RESPONSIBLE for additionally alerting guests about a tornado warning as they are under the same expectation to seek shelter.
 - Be aware of weather forecasts and check often for updates.
 - Stay tuned to a local radio or TV station for real-time updates.
 - When the tornado sirens are sounded, participants and guests need to seek shelter immediately and follow these helpful suggestions:
 - Grab a pillow or something that can help cover your head and neck.
 - Have on shoes or some kind of protective footwear.
 - Avoid any glass-walled hallways, doors, windows, and lobbies.
 - Seek shelter on the lowest floor possible inside the building that you are currently in. Basements generally offer the best protection, however, not all buildings have a basement.
 - If no basement area is available, find the most interior room or hallway away from glass. Put as many walls as possible between you and the outside. Bathroom areas can help create this type of “safe space”.
 - If possible, get underneath a piece of sturdy furniture such as a table or a desk and hold on to it.

- Crouch as low as possible to the floor, facing down, and cover your head and neck with your hands. Any type of padding that you can add over your head or neck can be lifesaving and protect from flying or falling debris. (example below)



- Stay in a “safe area” until it is advised that the threat has passed or that it is all clear to resume your daily schedule via local media.
- If a Camp or Conference Group finds itself outside when the sirens sound, please follow these suggestions:
 - Seek shelter in the closest possible building immediately.
 - If you cannot enter a building, seek shelter in a ditch or otherwise depressed ground surface.
 - Avoid being near anything that could fall on you (trees, power lines, etc.).
 - If you are inside of a car, truck, or van; remain inside of the vehicle.
- Report any damage that is witnessed or believed to have occurred from a tornado.
- Call 911 if you or a participant from the Camp or Conference Group is injured in any way after a tornado.
- **Earthquakes** – There is a fault line that runs directly underneath the state of Oklahoma which has grown increasingly more active over recent years. Most earthquakes are typically of a rather low intensity. However, there is still the potential for larger earthquakes that could result in structural damage. In the event of an earthquake attempt to complete the following:
 - Hide under heavy, sturdy furniture (desk, table, etc.) and hold on to it.
 - Brace yourself in a doorway, but be cautious to avoid being stuck by any swinging doors.
 - Kneel, sit, or lean against an interior wall and cover yourself with a blanket or pillow to protect from falling debris.
 - If you happen to be outside, remain outside and move into an open area and stay away from anything that could fall on you. (buildings, trees, power lines, etc.)
 - Be aware of dangerous and unstable conditions following an earthquake and stay away from any broken glass and/or exposed power lines.
 - Report any damage that is witnessed or believed to have occurred from an earthquake.



LOST ATHLETES

- Lost or missing athletes should be reported to the Games staff **IMMEDIATELY**.
- Athletes that are found or appear to be lost will be taken to the lost athlete tent located at the Olympic Village from 7:00AM – 5:00PM daily.
- After 5:00PM, lost athletes will be taken to the evening Games HQ located at Village C.
- Call the **Special Olympics Headquarters** number for more information at **918-701-9703**.

BEDWETTING

- **For billing purposes, be sure to note the room number and individual responsible.**
- Damages and/or replace costs will be charged to the team account.
- Mattress MAY NOT be removed from housing.
- Any damaged mattress will be properly disposed of by University officials.

Master List

- A Master List of Teams listed by Team Name will be available at each hall service desk.

OTHER NOTES

- Outside doors will be locked at 11:00PM and unlocked at 6:00AM.