



MISSOURI VALLEY  
COLLEGE

# Annual Security *and* Fire Safety Report

[October 1, 2016]



# Table of Contents

<b>CAMPUS SAFETY REPORT</b> .....	<b>3</b>
OVERVIEW .....	3
ABOUT THE COLLEGE .....	3
PURPOSE .....	3
PREPARING CRIME STATISTICS / ANNUAL SECURITY & FIRE SAFETY REPORT .....	4
DISTRIBUTING CRIME STATISTICS / ANNUAL SECURITY & FIRE SAFETY REPORT .....	4
REPORTING CRIMES AND EMERGENCIES .....	4
<b>POLICE AUTHORITY AND JURISDICTION</b> .....	<b>5</b>
OVERVIEW .....	5
DEFINITIONS .....	5
<b>REPORTING CRIMES AND/OR OTHER EMERGENCIES</b> .....	<b>6</b>
HOW TO REPORT .....	6
RESPONDING AGENCIES .....	6
CONFIDENTIAL REPORTING .....	6
<b>CAMPUS SECURITY AUTHORITIES</b> .....	<b>6</b>
OVERVIEW .....	7
<b>EMERGENCY RESPONSE PROCEDURES</b> .....	<b>8</b>
OVERVIEW .....	8
CRISIS RESPONSE PLAN .....	8
DEFINITIONS OF EMERGENCIES & ALERT SIGNAL .....	9
ALERTS & WARNING TYPES .....	10
EMERGENCY WARNING SYSTEM .....	10
EMERGENCY CLASSIFICATIONS .....	11
DRILLS .....	12
CAMPUS CRIME & SAFETY ALERTS (TIMELY WARNINGS) .....	13
EMERGENCY GUIDELINES FOR CAMPUS .....	13
<b>OTHER INFORMATION</b> .....	<b>14</b>
CAMPUS RESOURCES .....	14
ACCESS TO CAMPUS FACILITIES .....	14
TEXT MESSAGING REGISTRATION .....	15
CAMPUS SECURITY PROGRAMS .....	15
CRIME PREVENTION PROGRAMS .....	15
MAINTENANCE OF CAMPUS FACILITIES .....	15
ALCOHOL POLICY .....	15
SUBSTANCE ABUSE (DRUG) POLICY .....	16
ALCOHOL AND SUBSTANCE ABUSE INFORMATION .....	16
DISCLOSURE OF OUTCOME OF CRIME OF VIOLENCE OR NON-FORCIBLE SEX OFFENSE .....	17

<b>POLICIES, PROCEDURES AND PROGRAMS RELATED TO VARIOUS SEX-RELATED OFFENSES INCLUDING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING.....</b>	<b>17</b>
PRIMARY PREVENTION AND AWARENESS PROGRAM .....	17
ONGOING PREVENTION AND AWARENESS CAMPAIGN.....	24
PROCEDURES TO FOLLOW IF YOU ARE A VICTIM OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING .....	24
AVAILABLE VICTIM SERVICES .....	26
ACCOMMODATIONS AND PROTECTIVE MEASURES .....	27
PROCEDURES FOR DISCIPLINARY ACTION.....	28
RIGHTS OF THE PARTIES IN AN INSTITUTIONAL PROCEEDING .....	29
<b>POSSIBLE SANCTIONS OR PROTECTIVE MEASURES THAT THE INSTITUTION MAY IMPOSE FOR DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING OFFENSES .....</b>	<b>30</b>
STUDENT SANCTIONS .....	30
EMPLOYEE SANCTIONS.....	31
PUBLICLY AVAILABLE RECORDKEEPING .....	32
VICTIM NOTIFICATION OF RIGHTS .....	32
SEXUAL OFFENDER REGISTRATION .....	32
MISSING STUDENTS .....	33
WEAPONS & DANGEROUS SUBSTANCES POLICY .....	33
<b>CLERY ACT CRIME STATISTICS .....</b>	<b>34</b>
OVERVIEW .....	34
CRIME STATISTICS .....	34
<b>FIRE REPORT .....</b>	<b>38</b>
OVERVIEW .....	38
DEFINITIONS .....	38
GENERAL STATEMENT OF COLLEGE OWNED HOUSING .....	38
FIRE SAFETY PROCEDURES .....	40
SPECIFIC FIRE PREVENTION-RELATED POLICIES .....	41
FIRE SAFETY INSPECTIONS AND IMPROVEMENTS .....	42
<b>FIRE STATISTICS .....</b>	<b>42</b>

## **Campus Safety Report**

### **Overview**

The Annual Security & Fire Safety Report is prepared by the Vice President of Student Affairs, Director of Public Safety, and Director of Housing & Residence Life. The Annual Security and Fire Safety Report is prepared by the Missouri Valley College in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (hereinafter “Clery Act”), formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990. The report describes security practices and procedures at Missouri Valley College’s main campus and Nursing program site, and it lists crime statistics for the most recent and two preceding calendar years. This report includes crime statistics for each campus along with any building or property owned or controlled by the institution not within the same reasonably contiguous geographic area of the institution and for public property within or immediately adjacent to the campus. These statistics are gathered from reports made to the Department of Public Safety, received from Campus Security Authorities (hereinafter “CSA’s”), and from information provided by local, county, and state law enforcement agencies. The report is provided to all students and employees, and will be provided to any applicant for enrollment or employment on request. This publication is intended to provide a general description of campus security arrangements and not to serve as a contractual agreement between MVC and the recipient.

### **About the College**

Missouri Valley College is a private, coeducational, career-oriented, liberal arts college with growing national and international outreach, a destination for students from all fifty states and forty foreign countries. Known for its dynamic, richly diverse, and friendly educational environment, the College prepares students to succeed in a knowledge-based global society. With a student body of some 1,400, on a beautiful campus in west central Missouri, Missouri Valley College has been continuously accredited by the North Central Association of Colleges and Schools since its inception in 1889.

MVC has a 150+ acre campus, located in the southeastern portion of the City of Marshall, Missouri. MVC also includes operates four noncontiguous facilities, Blosser Hall (825 E. Eastwood Street, Marshall, MO), Early Childhood Lab School (Marshall, MO), and The School of Nursing (2305 S. U.S. Highway 65, Marshall, MO).

### **Purpose**

The purpose of this report is to comply with the Clery Act and provide information which may contribute towards the reduction of harm and prevention of crime to members of our community and visitors. If you have questions, comments or concerns about this report, the federal law which requires the distribution of this report or MVC’s compliance, please contact the Director of Public Safety (660) 831-4228.

### **Preparing Crime Statistics / Annual Security & Fire Safety Report**

Crime statistics for this report are solicited from *Campus Security Authorities* and from all law enforcement agencies in Saline County that have or share law enforcement jurisdiction for the MVC campus and other MVC property.

- *Campus Security Authorities* include but are not limited to the Department of Public Safety staff, Division of Student Affairs staff, senior administrators and Accounting/Human Resources staff. A complete list of CSA's can be located on page 6.
- Outside law enforcement agencies include the Marshall Police Department (hereinafter "MPD"), Saline County Sheriff's Department (hereinafter "SCSD"), and the Missouri State Highway Patrol (hereinafter "MSHP").

For 2015, crime statistics were received upon request from MPD and SCSD. No statistics were provided by MSHP.

It should be noted that MVC does not recognize any non-campus or off-campus student organizations and thus does not track student criminal activities at such locations.

Missouri Valley College protects the identity of victims and other necessary parties in all reporting and disclosures. No personally identifiable information will be shared unless required under the law.

### **Distributing Crime Statistics / Annual Security & Fire Safety Report**

The Annual Security and Fire Safety Report is posted to the MVC website. Each year an e-mail notification is sent to all students, faculty, and staff providing the web link to access the report. Paper copies may be obtained at Department of Public Safety / Division of Student Affairs office. Prospective students are provided this report or the web link to the report from the Office of Admissions. Prospective employees obtain this annual report from the web link or the Office of Accounting / Human Resources.

### **Reporting Crimes and Emergencies**

Campus safety at MVC is a shared responsibility. All campus community members and visitors should be aware while walking, driving, studying, working, attending events, or living in our campus community. Being alert to one's surroundings and using caution during daily activities provide a degree of personal protection from crime. Community members who are aware – and report incidents to DPS – strengthen campus safety. MVC encourages that all crimes be reported to the DPS as soon as possible.

Reasons to call to call for assistance:

- You see someone committing a crime.
- You need to report an old crime.
- Someone is injured or ill.
- You see fire or smell smoke.
- You see anyone or anything suspicious.
- You think someone is a danger to themselves or others.
- You have knowledge of a chemical spill.

Persons who believe a crime has been committed should promptly report the suspected crime to law enforcement authorities. Crimes reports can be made at any time. The Department of Public Safety and all local law enforcement agencies are available 24 hours a day, seven days a week. When on-campus, these crimes should be reported to the Department of Public Safety at (660) 815-0111 or dial 911. When off-campus and within the City of Marshall, these crimes should be reported to the Marshall Police Department at (660) 886-7411 or dial 911.

DPS also provides an anonymous reporting option for victims of crimes who do not wish to be identified. Victims of crimes who wish to remain anonymous may obtain these forms via the MVC web site by [http://moval.edu/student\\_affairs/index.php](http://moval.edu/student_affairs/index.php) and clicking on "File a Report".

## **Police Authority and Jurisdiction**

### **Overview**

All DPS Officers are sworn police officers with law enforcement and arrest authority, commissioned through the Marshall Police Department or Saline County Sheriff's Department. All DPS Officers complete regular training as mandated by the Missouri Department of Public Safety's Peace Officer Standards and Training Program. The exercise of DPS Officers authority is described in a "Memorandum of Understanding" (hereinafter "MOU") between MPD and DPS. Generally, lesser crimes or those involving violations of Student Code of Conduct are handled by DPS, with more serious offenses handled by MPD with DPS assistance. The policing jurisdiction of the DPS extends to property owned or operated by MVC including the School of Nursing, and the MVC Health Science Building, streets adjacent to the main campus the School of Nursing and the Health Science Building.

DPS enjoys an especially close working relationship with the MPD, and excellent relationships with SCSD and MSHP. The response time for mutual aid averages less than two minutes for emergency calls.

### **Definitions**

The term "campus" means: (1) Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; (2) Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor); (3) those properties, streets, retail operations and facilities owned by MVC and used by students, staff, faculty and visitors.

The term "non-campus building or property" means: Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

The term "public property" means: all public property that is within the same reasonably

contiguous geographic area of the campus, such as a sidewalk, a street, other thoroughfare, or parking facility, or is immediately adjacent to the campus.

## **Reporting Crimes and/or Other Emergencies**

### **How to Report**

Any police, fire, or medical emergency on-campus should be reported immediately to the DPS at (660) 815-0111 or Saline County Central Dispatch (E911) by dialing 911 (Note: Saline County Central Dispatch is equipped with a Teletypewriter (TTY) and Telecommunications Device for the Deaf (TDD) to effectively communicate with community members with severe speech or hearing disabilities).

### **Responding Agencies**

- DPS responds to calls for police, fire, and medical emergency and non-emergency services on-campus. To reach DPS, call (660) 815-0111 or 911.
- MPD responds to calls for police and other emergency and non-emergency services on and off campus. To reach MPD, call (660) 886-7412 or 911.
- Marshall Fire Department (hereinafter “MFD”) responds to calls for emergency and non-emergency fire and medical assistance. To reach MFD, call (660) 886-3312 or 911.
- The Saline County Ambulance District (hereinafter “SCAD”) responds to calls for emergency and non-emergency medical assistance. To reach SCAD, call (660) 886-3317 or 911.
- Saline County Central Dispatch – E-911 (hereinafter “911”) aids in the facilitation of emergency response to any reported police, fire, or medical emergency at any MVC property.

### **Confidential Reporting**

Confidential reports, for purposes of inclusion in the Annual Security & Fire Safety Report may be made to any *Campus Security Authorities*. To make such a report, contact any *Campus Security Authority*.

## **Campus Security Authorities**

### **Overview**

On the MVC campus and at all MVC properties, it is best that crimes be reported to DPS. If, however, a victim does not wish to report to law enforcement authorities, a report may be made to a *Campus Security Authority*. Each person listed as a *Campus Security Authority* should submit reportable offenses to DPS as the incidents occur. MVC supports a violence-free campus and workplace.

*Campus Security Authorities* include the following College officials:

President  
Baity Hall, Room 203  
(660) 831-4108

Vice President of Student Affairs & Title IX Coordinator  
Malcolm Center for Student Life, Student Affairs Office  
(660) 831-4087

Director of Public Safety & Deputy Title IX Coordinator  
Malcolm Center for Student Life, Student Affairs Office  
(660) 831-4228

Director of Housing and Residence Life & Deputy Title IX Coordinator  
Malcolm Center for Student Life, Student Affairs Office  
(660) 831-4652

Vice President of Enrollment Management & Operations, Athletic Director  
Burns Athletic Center  
(660) 831-4219

Vice President of Academic Affairs  
Baity Hall, Room 207  
(660) 831-4046

Chief Financial Officer  
Ferguson Center, Room 119  
(660) 831-4183

Vice President for Institutional Advancement  
Baity Hall, Room 222  
(660) 831-4168

Registrar  
Ferguson Center, Registrar's Office  
(660) 831-4115

Student Health Services Staff (Campus Nurses)  
Malcolm Center of Student Life, Student Health Services Office  
(660) 831-4012 / (660) 831-4139

Accounting / Human Resources Staff  
Ferguson Center, Room 119  
(660) 831-4227



Note: Although exempt from the reporting requirements of the Clery Act, pastoral and professional mental health counselors are encouraged to inform persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## **Emergency Response Procedures**

### **Overview**

MVC has developed a Crisis Response Plan (CRP) that provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies. DPS is very proactive in training all officers, staff and the community for emergency preparedness, response and recovery. The CRP includes a set of guidelines for emergency procedures which are posted in all the campus buildings. In addition, these guidelines can be found online at:

[http://moval.edu/emergency\\_info.php](http://moval.edu/emergency_info.php)

### **Crisis Response Plan**

The Crisis Response Plan (CRP) may be activated in response to a local, regional, or national crisis or catastrophe that significantly affects MVC and the surrounding community. This plan provides guidelines for communicating within the campus, and from the campus to the media and the public, in the event of an emergency or crisis. Disasters, emergencies and crises disrupt the normal activities of the campus and may require activation of the MVC Crisis Response Plan. This CRP describes the role of Institutional Advancement (Marketing) in communicating vital information to members of the MVC community and the public.

Specifically, the CRP is designed to enable faculty, staff, and students to manage critical incidents, crises, and catastrophes that occur to campus. The overall ability of MVC personnel to respond to any emergency incident will rely primarily upon preplanned policies, plans, and procedures; emergency building plans; Emergency Response Team; business continuity and recovery plans; and existing or newly created guidelines and directives. The CRP is local in scope, but is intended to support a comprehensive, multiagency and multi-disciplinary, all-hazards approach to incident management across a range of activities including:

1. Mitigation – periodically evaluating the physical environment to minimize the potential for risk of harm to others in the MVC community; evaluating each emergency response following CRP activation to improve and enhance future responses and thereby minimizing future risk of harm to members of our campus community and visitors
2. Preparedness – creating and revising emergency plans and policies, training, and evaluating emergency responses for different types of crisis' or catastrophes
3. Response – the immediate emergency response to a critical incident, crisis, or catastrophe; performing such functions as protecting life, stopping or containing additional threat to life and property, and protecting critical infrastructure
4. Recovery – planning for and implementing actions to restore critical business functions and non-critical business functions, in order to restore operations of the MVC.

The CRP includes or references appendices, emergency building plans, business continuity and

recovery plans, emergency contact information, or inclusions intended to support, or modify the CRP during emergency operations conducted in response to a crisis or catastrophe. The CRP may be activated during any of the following incidents, which may include, but are not limited to:

- Armed or Violent Behavior
- Bomb Threats or Explosions
- Fire
- Utility Emergencies Civil Disorder or Disturbances
- Medical Emergencies Earthquakes or Building Collapse
- Tornados
- Chemical, Biological, Radiation, Nuclear, Explosive Incidents

## **DEFINITIONS OF EMERGENCIES & ALERT SIGNALS**

### **Fire Alarm**

The *Fire Alarm* is a ringing or siren within a building, notifying occupants to leave. The alarm sound varies per building. Some buildings have a centralized alarm that will sound the same throughout, while other buildings have individual alarms which will vary by room.

### **E-mail Alert**

E-mail is the most common way that MVC communicates with the campus community regarding an emergency or alert. E-mail is sent via the campus e-mail system to all enrolled students and active faculty and staff.

### **Text Message**

*MOVAL Alerts* is a SMS text message alert that is broadcast to all subscribed faculty, staff, and community members, as well as all students who provide their cellular telephone number to the College.

### **Desktop Alert**

*Desktop Alert* is a text message sent to all MVC-owned network computers operated by faculty, staff, and students. Messages will automatically pop-up to the screen when a user is logged-in.

### **Warning Siren**

The *Warning Siren* is a campus-based speaker system that transmits from the main quad. There are three different types of sounds that may be heard:

*Wail* or a long burst of sound which is standard for a severe weather alert

*Steady* a long continuous sound unlike the national weather service

*Westminster Chimes* that are used for the all-clear signal.

The siren also has voice messages to inform the MVC community as to what the emergency is and what action should be taken.

### **Radio**

102.9 FM (KRLI)

1300 AM (KMMO)

## **Types of Alerts & Warnings**

### **Tornado Warning**

A Tornado Warning is issued when severe thunderstorms with tornadoes are imminent or occurring, per the National Weather Service. Typically, an e-mail, desktop alert, text message, and warning siren will be used for this type of warning. All members of the community should seek shelter immediately, proceeding to the lowest level or the most interior room of the building that they are in, avoiding all windows and glass doors.

### **Disaster Warning**

A Disaster Warning is issued when a potential disaster occurs or is imminent to be occurring. Typically, an e-mail, desktop alert, text message, and warning siren will be used for this type of warning. Procedures will be announced at that time of warning due to the varying nature of this type of warning.

### **Building Evacuation**

A Building Evacuation is when a building must be evacuated due to some type of emergency. **Typically**, staff will verbally inform individuals in a given building, in addition to e-mail, desktop alert, text message, and warning siren as needed. Procedures will be announced at that time of warning due to the varying nature of this type of warning.

### **Lockdown/Shelter-in-Place**

A *Lockdown/Shelter-in-Place* is when all individuals inside a building must seek refuge within the building they are currently located. **Typically**, an e-mail, desktop alert, text message, and warning siren will be used for this type of emergency. Individuals should remain in place until notified all clear by the College.

### **Emergency Warning System**

MVC's *Emergency Warning System* is the emergency notification system which is comprised of various emergency communication assets which can be activated within minutes. They include:

1. Alert Warning Siren: The siren will be activated
2. Email and Text Blasts: Notification will be sent to individual faculty, staff and students though mass e-mail using moval.edu accounts.
3. Text Messaging: Text alerts will be sent to the registered user's cell phone. MVC students may provide a valid cell phone number at check-in to register. Students and employees can also manually register themselves by visiting <https://www.getrave.com/login/moval>
4. Web Alerts: In the event of an emergency, the MVC web site will disseminate time-stamped news updates and contact information about the crisis.

## **Emergency Classifications**

**Minor Emergency**

A minor emergency disrupts limited parts of the campus community. It can be defined as any disturbance which does not seriously affect or hinder the overall operation of the College and which can be resolved through existing College resources or limited outside referrals. This emergency would have limited or no impact on normal operating conditions outside of the department or area affected. This type of emergency does not require the Campus Emergency Response Team to convene. Some examples of minor emergencies include, but are not limited to, a localized chemical spill; plumbing failure; inoperative elevator; and injury to or illness of faculty, staff, visitor, or student that requires emergency medical attention.

**Major Emergency**

A major emergency disrupts a large portion of the campus community. It can be defined as any incident which affects an entire building or buildings or disrupts the overall operation of the College. Assistance from external organizations might be required, the situation might escalate quickly, critical functions might be affected, or serious injury or loss of life might be possible. This type of emergency requires that the Campus Emergency Response Team convene. Some examples of major emergencies include, but are not limited to, building fires, chemical spills which pose a threat to a large number of people, death in a building, extensive power or utility outage, severe flooding, and an external (off-campus) emergency that may impact the campus.

**Catastrophic Emergency**

A catastrophic emergency is one by which the entire campus community is affected as well as the surrounding community. It can be defined as an event that has taken place which has seriously impaired or halted the operation of the College. This situation may lead to significant numbers of casualties or severe and crippling damage to campus property. The effects of this type of emergency are wide-ranging and call for complex analysis of the situation at hand, as well as extensive coordination with external jurisdictions or services. This type of emergency does require that the Campus Emergency Response Team convene. The Campus Emergency Operations Center will coordinate the response to such an emergency. Some examples of a catastrophic emergency include, but are not limited to, major flooding, major earthquake, tornado or microburst, explosion, massive release of a biological or chemical agent, or an armed intruder.

**Declaration of a College State of Emergency**

The authority to declare a College state of emergency rests with the President or a designee. When this declaration is made, access to the campus may be limited to students, faculty, staff, and emergency personnel. Individuals who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons who remain on campus may be subject to arrest

**Immediate Threat**

MVC fully understands and recognizes that emergencies happen in different time frames. Some emergencies you have time to plan and other are such that immediate response is needed. The college will determine if there is an immediate threat to the campus community at large or a small portion. If there is a determination of immediate threat the college will notify the campus or segment(s) by email, text messaging and web alerts. If the threat is determined to be such that immediate action is needed the college will activate the Warning Siren with directions to follow.

In the event of notification or an awareness of an actual or impending emergency affecting this institution, the Vice President of Student Affairs, Director of Public Safety, and Director of Housing & Residence Life are to report immediately to the Emergency Operations Center in the President's Office in Baity Hall unless their services are required to provide on-the-scene assistance in their areas of responsibility. The Vice President of Student Affairs, Director of Public Safety, and Director of Housing & Residence Life shall contact other Emergency Response Team Members as needed. The Emergency Response Team will be responsible for making all appropriate decisions related to emergency notifications, actions, resource needs, information dissemination, and evaluation of changing conditions. A follow-up de-briefing will be conducted by the Emergency Response Team after each incident. Other members of the Missouri Valley College faculty and staff may be added to this team, as deemed appropriate, depending upon the nature of the incident.

The College, without delay and taking into account the safety of the community, will initiate the notification system for emergencies, unless issuing a notification will, in the professional judgment of those responsible, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

### **Drills**

MVC participates in regularly scheduled drills and exercises organized by the Saline County Emergency Management (hereinafter "SCEM") and Missouri Emergency Management Agency (hereinafter "SEMA"). This most frequently includes tests of the Tornado Warning system. MVC also coordinates in-house drills with one or more local first-responder agencies, most frequently MPD.

Each time a drill or exercise is to occur, MVC sends an e-mail detailing the drill, reviewing basic emergency procedures, and detailing where to find a complete list of emergency procedures. E-mails are sent again at the beginning of each drill or exercise with information regarding how the individual should respond to the current drill or exercise, as well as where to find a complete list of emergency procedures. Depending on the type of drill or exercise, other forms of communication (i.e. Text Messaging or Alert Siren) may be used to alert the campus community.

Because of the regularity of Tornado Warning system tests, distribution of the CRP is done regularly, with at least one distribution time each semester. Annual maintenance of communication systems is done prior to the first test of each academic year to ensure operability of all systems.

### **Campus Crime & Safety Alerts (Timely Warnings)**

In accordance with federal law (20 U.S. Code § 1092; 34 CFR 668.46e), MVC issues timely warnings, without delay, of alleged crimes and/or emergencies that have occurred on or near campus, within specifically defined geographic areas (on campus or in campus buildings; in residence halls; and on public property located on or adjacent to the campus) that is reported to DPS, local law enforcement, or *Campus Security Authorities* and is considered by the College to represent a serious or continuing threat to students and employees.

Department of Public Safety / Division of Student Affairs staff develop the warnings/notices that are sent using credible information available, content that will not impede ongoing investigations, and information needed to ensure campus safety.

Warnings/notices are sent via e-mail, text messaging system, and campus siren system depending on the circumstance, and published on the College's website for record.

Any warnings/notices are sent to the entire campus community; warnings are not limited to one specific group or location.

Anyone with information warranting a *Campus Crime & Safety Alert (Timely Warning)* should contact the DPS, the Director of Public Safety, Director of Housing & Residence Life, or Vice President of Student Affairs. The DPS Office is open during College business hours, however DPS Officers are available 24 hours a day, 7 days a week by phone (660) 815-0111. DPS Office is located at the Malcolm Center for Student Life, Student Affairs Office.

Note: A *Campus Crime & Safety Alert (Timely Warning)* is different from the utilization of the *Alert Warning Siren*. The *Alert Warning Siren* indicates an incident that requires an immediate emergency response or evacuation.

### **Emergency Guidelines for Campus**

Emergency guidelines are presented annually to all faculty, staff, and students during mandatory Crisis Response Training.

In case of an active or major campus emergency, the Emergency Alert System may be activated. For further information see *Missouri Valley College Crisis Response Plan*. DPS tests emergency response and evacuation procedures annually by conducting drills and other exercises. These tests are initiated by the Director of Public Safety and/or Vice President of Student Affairs and are normally announced and publicized in advance of the drill or exercise. The Director of Public Safety and/or Vice President of Student Affairs maintain records of all tests, drills and exercises that include a description of the exercise, the date, time, and whether it was announced or unannounced. In conjunction with at least one test per year, the College publishes for students and employees information regarding the College's response and evacuation procedures.

Disasters, emergencies and crises disrupt the normal activities of the campus and may require

activation of the Crisis Response Plan (CRP). The CRP is to be flexibly used with emergency decision-making procedures established by appropriate campus officials. CRP procedures are reviewed annually for accuracy and completeness and as necessary.

In the event of notification or an awareness of an actual or impending emergency affecting this institution, the Vice President of Student Affairs, Director of Public Safety, and Director of Housing & Residence Life are to report immediately to the Emergency Operations Center in the President's Office in Baity Hall unless their services are required to provide on-the-scene assistance in their areas of responsibility. The Vice President of Student Affairs, Director of Public Safety, and Director of Housing & Residence Life shall contact other Emergency Response Team Members as needed. The Emergency Response Team will be responsible for making all appropriate decisions related to emergency notifications, actions, resource needs, information dissemination, and evaluation of changing conditions. A follow-up de-briefing will be conducted by the Emergency Response Team after each incident. Other members of the Missouri Valley College faculty and staff may be added to this team, as deemed appropriate, depending upon the nature of the incident.

The College, without delay and taking into account the safety of the community, will initiate the notification system for emergencies, unless issuing a notification will, in the professional judgment of those responsible, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

At the Direction of the Vice President of Student Affairs, the college will notify local law enforcement agencies and local media outlets to place the larger community outside of the campus on notice of an emergency.

## **Other Information**

### **Campus Resources**

Missouri Valley College has services available on-campus for students and employees needing counseling, health, victim advocacy, visa assistance, student financial aid, and other services. Information about all of these services can be found on the MVC website, Student Handbook, Faculty/Staff Handbook, as well as by request of any *Campus Security Authority*. MVC also maintains a list of community resources for students and employees. It should be noted that some community resources charge for services. MVC will assist students and employees who require these services when the victim of a crime or incident.

### **Access to Campus Facilities**

Campus facilities (academic, athletic, and office facilities) are open to the public during normal business hours. DPS Officers lock exterior building doors to these buildings in the evening. Monday through Friday Maintenance/Housekeeping staff unlock exterior doors of these same buildings. All residential facilities are locked 24 hours a day. When facilities are reserved for use during nights and weekends, facilities will be open for the duration of the reservation.

The *Housing Contract* and *Student Handbook* explain how College keys are issued and the

necessary procedures to be followed if a key is lost or stolen.

### **Text Messaging Registration**

To register for the MVC Text Messaging Service please follow the following steps:

1. Visit <https://www.getrave.com/login/moval>
2. Once you have logged on the web site click on the **Register** button.
3. Complete the required information to register (you must have/use a MVC email account on the registration page).
4. Once you have completed the registration process you should get notification from the website congratulating you.

### **Campus Security Programs**

Missouri Valley College in an attempt to create a safe environment offers several security programs during the academic year. The following are programs currently offered:

- Crisis Response Plan training to faculty, staff and students. This training includes instruction on the college's procedures to deal with intruder on campus, bomb threat, and evacuation procedures in response to a fire, chemical threat, tornado threat, earth quake. This training also describes the step to identify, notify and action of imminent threats on campus.
- Email Blast discussing safe practices regarding securing belongings and living areas.
- Residential Facility Presentations on having a safe secure campus.

### **Crime Prevention Programs**

Missouri Valley College offers numerous crime prevention programs for students and employees. All programs are ongoing, with associated campaigns beginning at the start of each academic semester. Programs include Operation Identification (Operation ID), Motor Vehicle (Parking) Registration, Bicycle Registration, Behavioral Intervention Team, and the Anonymous Tips reporting system. Additional programs are conducted at varying intervals for each constituent group and by request.

### **Maintenance of Campus Facilities**

The Maintenance and Housekeeping Department provides building maintenance, custodial services, grounds work, and utility systems for MVC and its property. College community members are encouraged to report maintenance problems, including lighting and elevator concerns, to the Maintenance and Housekeeping Department. Maintenance and Housekeeping staff, in conjunction with DPS and the Division of Students Affairs, 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. MVC community members are urged to report security and maintenance issues the Maintenance and Housekeeping Department.

### **Alcohol Policy**

Possession, distribution, or use of alcoholic beverages or related paraphernalia in any College owned, controlled, or adjacent facility, at any College function, or while representing the



College is prohibited. Students using or abusing alcohol or found under the influence of alcohol while on campus or at a College related function is prohibited. Students who attend gatherings in an on-campus room, apartment, or house where alcohol is found, in addition to the residents assigned to the room, apartment, or house, may be held responsible. Alcohol paraphernalia may include empty containers, mixers, and alcohol related signs and posters. Empty alcohol containers are not allowed on campus or in residential facilities. Distribution of alcohol to minors is prohibited. Playing or participation in alcohol-related games or activities, regardless of whether alcohol is present, is prohibited.

When the alcohol policy is violated by a campus group or organization as an activity of the group or organization, the group or organization will be subject to sanctions individually and as a unit. Sanctions on a group or organization may include a fine for each violation, disposal of alcohol, social probation, educational sanctions, community service, loss of recognition, and/or loss of chapter facilities.

Missouri Valley College enforces all Missouri underage drinking laws.

### **Substance Abuse (Drug) Policy**

Unlawful use, possession, sale, manufacture, or distribution of narcotics, controlled substances or paraphernalia for use of the same, as defined by federal, state, and local law, is prohibited. Persons engaging in the sale of narcotics or drug-related felonies will be subject to immediate dismissal. Students who violate federal, state, or local laws related to the use or possession of drugs may lose eligibility for federal financial aid. Students convicted of drug offenses must inform the Vice President of Student Affairs with information concerning drug related offenses, regardless of where the arrest occurred, within 72 hours of their conviction.

Missouri Valley College enforces all federal and state drug laws

### **Alcohol and Substance Abuse Information**

The Counseling Center and DPS are two resources that provide information concerning alcohol and substance abuse on campus. MVC Student Code of Conduct details the student conduct procedures, including due process hearings, appeals, and College sanctions for violations of the Student Code. MVC publishes information annually about use of alcohol and drugs in the Student Handbook related to use, prevention, and awareness programs in compliance with the Drug-Free Schools and Communities Act (DFSCA). To find *the 2016-17 Student Handbook* you can visit the web address at [http://moval.edu/student\\_affairs/documents/StudentHandbook.pdf](http://moval.edu/student_affairs/documents/StudentHandbook.pdf).

### **Disclosure of Outcome of Crime of Violence or Non-Forcible Sex Offense**

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by this institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is

deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

### **Policies, Procedures and Programs Related to Various Sex-Related Offenses, including Sexual Assault, and Domestic Violence, Dating Violence, and Stalking**

Consistent with the requirements of Title IX of the Education Amendments of 1972, the Clery Act, and the Violence Against Women Act (“VAWA”), the College prohibits discrimination based on sex in its educational programs and activities, including sexual harassment, and acts of domestic violence, dating violence, sexual violence (including sexual assault) and stalking. The College also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to these laws and institutional policy. The College’s Assault Discrimination, Harassment, and Violence Policy (“ADHV Policy”) is used to address complaints of this nature. This policy and the procedures for filing, investigating and resolving complaints for violations of that policy may be found at [http://www.moval.edu/\\_files/ADHV\\_TitleIXPolicy.pdf](http://www.moval.edu/_files/ADHV_TitleIXPolicy.pdf).

The following discusses the College’s educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

#### **Primary Prevention and Awareness Program**

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. In it they are specifically advised that the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. In that regard, they are informed of the following definitions that apply within the state of Missouri:

- Dating Violence: The institution has determined, based on good-faith research, that Missouri law does not define the term dating violence.
- Domestic Violence (Mo. Rev. Stat. §§ 455.010(5) and 455.010 (7)): Abuse or stalking committed by a family or household member, as such terms are defined in Mo. Rev. Stat. § 455.010. "Family" or "household member", spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.

- Additionally, Missouri law defines the term “Domestic Assault” (Mo. Rev. Stat. §§ 565.072 to 565.074):
  - A person commits the crime of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a family or household member, including any child who is a member of the family or household, as defined in section 455.010.
  - A person commits the crime of domestic assault in the second degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010, and he or she:
    - 1) Attempts to cause or knowingly causes physical injury to such family or household member by any means, including but not limited to, by use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
    - 2) Recklessly causes serious physical injury to such family or household member; or
    - 3) Recklessly causes physical injury to such family or household member by means of any deadly weapon.
  - A person commits the crime of domestic assault in the third degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010 and:
    - 1) The person attempts to cause or recklessly causes physical injury to such family or household member; or
    - 2) With criminal negligence the person causes physical injury to such family or household member by means of a deadly weapon or dangerous instrument; or
    - 3) The person purposely places such family or household member in apprehension of immediate physical injury by any means; or
    - 4) The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to such family or household member; or
    - 5) The person knowingly causes physical contact with such family or household member knowing the other person will regard the contact as offensive; or
    - 6) The person knowingly attempts to cause or causes the isolation of such family or household member by unreasonably and substantially restricting or limiting such family or household member's access to other persons, telecommunication devices or transportation for the purpose of isolation.
- Stalking (Mo. Rev. Stat. § 565.225):
  - A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.

- A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and:
  - 1) Makes a credible threat; or
  - 2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
  - 3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
  - 4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty-one years of age or older; or
  - 5) He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.
  
- Sexual Assault (Mo. Rev. Stat. § 455.010(1)(e)): Causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person’s consent.
  - For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Missouri law are as follows:
    - Rape (Mo. Rev. Stat. §§ 566.030.1 and 566.032.1):
      - A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
      - A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so with that person’s consent.
  
    - Fondling: The institution has determined, based on good-faith research, that Missouri law does not define the term fondling.
  
    - Incest (Mo. Rev. Stat. § 568.020.1): A person commits the crime of incest if he marries or purports to marry or engages in sexual intercourse or

deviate sexual intercourse with a person he knows to be, without regard to legitimacy:

- 1) His ancestor or descendant by blood or adoption; or
- 2) His stepchild, while the marriage creating that relationship exists;  
or
- 3) His brother or sister of the whole or half-blood; or
- 4) His uncle, aunt, nephew or niece of the whole blood.

▪ Statutory Rape (Mo. Rev. Stat. §§ 566.032.1 and 566.034.1):

- A person commits the crime of statutory rape in the first degree if he has sexual intercourse with another person who is less than fourteen years old.
- A person commits the crime of statutory rape in the second degree if being twenty-one years of age or older, he has sexual intercourse with another person who is less than seventeen years of age.

– Other crimes under Missouri law that may be classified as a “sexual assault” include the following:

▪ Sodomy (Mo. Rev. Stat. §§ 566.060.1 and 566.061.1):

- A person commits the offense of sodomy in the first degree if he or she has deviate sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
- A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person's consent.

▪ Statutory Sodomy (Mo. Rev. Stat. §§ 566.062.1 and 566.064.1):

- A person commits the crime of statutory sodomy in the first degree if he has deviate sexual intercourse with another person who is less than fourteen years old. A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person's consent.
- A person commits the crime of statutory sodomy in the second degree if being twenty-one years of age or older, he has deviate

sexual intercourse with another person who is less than seventeen years of age.

- Sexual misconduct (Mo. Ann. Stat. §§ 566.093.1 and 566.095.1):
  - A person commits the offense of sexual misconduct in the first degree if such person:
    - 1) Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm;
    - 2) Has sexual contact in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm; or
    - 3) Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.
  - A person commits the offense of sexual misconduct in the second degree if he or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that such request or solicitation is likely to cause affront or alarm.
- Sexual abuse (Mo. Ann. Stat. §§ 566.100.1 and 566.101.1):
  - A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.
  - A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.
- Consent (as it relates to sexual activity)(Mo. Rev. Stat. § 556.061(5)): Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:
  - a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
  - b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
  - c) It is induced by force, duress or deception.

In addition to the definition of consent under Missouri law, the College uses the following definition of consent for the purpose of determining whether a violation of its ADHV Policy has occurred:

- Missouri Valley College Definition of Consent (Consent Policy)  
Consent refers to the expectation that all individuals participating in sexual activity give and receive consent prior to and during any type of said activity. Consent is often a critical factor in determining whether sexual violence has occurred. Consent is defined as when one person, through mutually understandable words or actions, agrees and gives permission to engage in mutually agreed upon sexual activity; the acknowledgment and approval of actions, without coercion, force, intimidation, and opportunity to say no. Individuals must be awake, have the mental capacity to make such decisions, and not be impaired by alcohol, drugs, or other intoxicants. Consent may be withdrawn at any time before or during said activity. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Current or previous sexual relations do not imply consent; consent is not open-ended and must be obtained each time sexual activity occurs. Being in a romantic relationship with someone does not imply consent.

The PPAP includes instruction on risk reduction, including how to avoid becoming a victim and the warning signs of abusive behavior, the recognition of which will help mitigate the likelihood of perpetration, victimization or bystander inaction. Specifically, they are advised:

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
  - Make your limits known before going too far.
  - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
  - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
  - Grab someone nearby and ask them for help.
  - Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
  - Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
  - Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
  - Remember that you owe sexual respect to the other person.
  - Don’t make assumptions about the other person’s consent or about how far he or she is willing to go.
  - Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.

- If your partner indicates a withdrawal of consent (implicitly or expressly), stop immediately.
  - Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you his or her intentions.
  - Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
  - Don’t take advantage of someone whose judgment is impaired because of the consumption of alcohol or drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of person whose judgment is impaired.
  - Be aware of the signs of impairment, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.
- It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality

PPAP instruction also includes encouraging individuals to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other steps that can be taken include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

### **Ongoing Prevention and Awareness Campaign**

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to



improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

### **PPAP and OPAC Programming Methods**

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the institution. Methods include, but are not limited to: online presentations, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming includes the following:

Missouri Valley College offers numerous security and safety awareness programs for students and employees. All programs are ongoing, with associated campaigns beginning at the start of each academic semester. For students, this includes in-person or web-based training on use of alcohol and drugs, dating/domestic violence, sexual assault, stalking, reporting procedures, bystander intervention, and campus emergency response procedures. For employees, this includes in-person or web-based training on dating/domestic violence, sexual assault, stalking, mandatory reporting, reporting procedures, bystander intervention, and campus emergency preparedness. MVC also participates in numerous awareness events, in addition to having annual speakers on topics ranging from alcohol abuse to sexual assault. Other programs include providing speakers related to sexual violence on campus. MVC offers awareness programs for Sexual assault awareness month in April and supports the United Nations elimination of Violence Against Women Day on November 25<sup>th</sup>.

### **Procedures to Follow if You are a Victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking**

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking, go to a safe place and call 911 or the Department of Public Safety at (660) 831-4228. At the earliest opportunity, you should also contact the College's Title IX Coordinator, Heath Morgan at (660) 631-2742 or by email [morganh@moval.edu](mailto:morganh@moval.edu). Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported.
  - Individuals are encouraged to make reports to the Department of Public Safety or Title IX Coordinator. Individuals can also make a report to any figure of authority at Missouri Valley College whom will contact the Title IX Coordinator.
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. To that end, keep in mind the following:
  - You should not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
  - Don't bathe or wash, or otherwise clean the environment in which the assault occurred.

- You can obtain a forensic examination at Fitzgibbon Hospital 2305 S Hwy 65, Marshall, MO 65340.
- Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.
- Evidence in electronic formats should also be retained (e.g., text messages, emails, photos, social media posts, screenshots, etc.).

Victims of stalking should also preserve evidence of the crime to the extent possible.

3. The victim's options regarding notification to law enforcement, which are: (a) the options to notify either on-campus public safety or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the College is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.

- Department of Public Safety: Located in the Student Affairs Office in the Malcolm Center.  
Contact Information: [fergusonb@moval.edu](mailto:fergusonb@moval.edu) Phone# (660) 831-4228
- Marshall Police Department  
Contact Information: Non-Emergency (660)886-7411
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when the incident occurred, where it occurred, and what occurred, to the best of the victim's ability.

4. The rights of victims and Missouri Valley College's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by legal authorities.

- In Saline County Missouri, protection orders are available to victims through the justice/ court system. Courts can issue an order of protection and ex parte orders. Ex parte orders are typically put in place until a hearing before a judge occurs. The order of protection usually placed for a length of time of approximately one year. Victims wishing to seek an order of protection should be prepared to present documentation and/or other forms of evidence when filing for an order of protection. When a protection order is granted, they are enforceable statewide. If you have obtained an order and need it to be enforced in this area you should contact the Marshall Police Department.

- To gain an order of protection you can Contact the Saline County Victim's Advocate at the Saline County Prosecutors Office on 19 E Arrow St # 100, Marshall, MO 65340 or by phone at (660) 886-9608.

- The College will enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the College’s Department of Public Safety and/or Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the Department of Public Safety and can be enforced on campus, if necessary. Upon learning of any orders, the College will take all reasonable and legal action to implement the order.
  - The College does not issue legal orders of protection. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. The College may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

### **Available Victim Services**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

- The Saline County Victim’s Advocate at the Saline County Prosecutors Office on 19 E Arrow St # 100, Marshall, MO 65340 or by phone at (660) 886-9608.
- MVC Campus Counselor located in Student Health Services in the Malcolm Center or by phone (660) 831-4139
- Fitzgibbon Hospital Mental Health at 2305 S Hwy 65, Marshall, MO 65340 or by phone at (660) 886-7800
- Fitzgibbon Hospital(general health concerns) 2305 S. Hwy 65, Marshall, MO 65340 or by phone at (660) 886-7800
- Sometimes victims of serious crimes feel the need to take a leave of absence from school. If this is being considered, be aware that financial aid may be affected. If you have questions about financial aid implications in such circumstances, contact the Director of Financial Aid at [gordonp@moval.edu](mailto:gordonp@moval.edu) or by phone at (660) 831-4176. The Title IX Coordinator can help facilitate this conversation as well.
- Missouri Coalition Against Domestic & Sexual Violence: <http://www.mocadsv.org/>
- National Domestic Violence Hotline: 1.800.799.7233
- National Sexual Assault Hotline: 1.800.656.4673

- Legal Services of Missouri: <http://www.lsmo.org/>
- Immigration Advocates Network:  
<http://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=MO>
- U.S. Citizenship and Immigration Services:  
[https://egov.uscis.gov/crisgwi/go?action=offices.summary&OfficeLocator.office\\_type=ASC&OfficeLocator.statecode=MO](https://egov.uscis.gov/crisgwi/go?action=offices.summary&OfficeLocator.office_type=ASC&OfficeLocator.statecode=MO)

### **Accommodations and Protective Measures**

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Requests of this nature should be made to the Title IX Coordinator in person or by email at [morganh@moval.edu](mailto:morganh@moval.edu). The Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented. When determining the reasonableness of such a request, the Title IX Coordinator may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the Title IX Coordinator in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

### **Procedures for Disciplinary Action**

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the College's ADHV Policy and the related complaint resolution procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent.

The complaint resolution procedures are invoked once a report is made to one of the following individuals:

**Vice President of Student Affairs and Title IX Coordinator**

Heath Morgan  
(660)831-4087  
Student Affairs Office in the Malcolm Center  
[morganh@moval.edu](mailto:morganh@moval.edu)

**Deputy Title IX Coordinator**

Jason Amezcua  
Director of Residence Life and Housing  
(660)831-4652  
Student Affairs Office in the Malcom Center  
[amezcuj@moval.edu](mailto:amezcuj@moval.edu)

An electronic form available the following link can also be used to file a report.  
[https://docs.google.com/a/moval.edu/forms/d/e/1FAIpQLSfWO\\_Cb7u9Fcol0HLLxrIenwoh3xZ-zkJ06wukwH7mUOjvYZg/viewform](https://docs.google.com/a/moval.edu/forms/d/e/1FAIpQLSfWO_Cb7u9Fcol0HLLxrIenwoh3xZ-zkJ06wukwH7mUOjvYZg/viewform)

Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The Title IX Coordinator and/or designee will analyze the complaint and notify the respondent that a complaint has been filed. Informal resolution may be considered in certain circumstances if agreeable to both parties, but mediation will never be used in cases of sexual assault.

During a formal investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Upon completion of the investigation, the investigator(s) make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The investigator(s) will then prepare an investigation report outlining the findings and include, if necessary, sanctions or other remedial measures to impose. The parties will be notified of this determination in writing within three (3) days of it being made. The institution strives to complete investigations of this nature within sixty (60) calendar days.

In the event sanctions are handed down and the reporting party/victim or accused disagrees or wishes to appeal, he or she may go through the appropriate appeal process. For students, he or she may petition to the Community Standards Board as described under the Student Code of Conduct. For faculty or staff, he or she may petition the appropriate grievance committee.

The accused/reporting party will have the opportunity to appeal the conduct decision if they feel that 1) Student Conduct procedures had not been followed, 2) that a proper and fair investigation had not been conducted or the student's rights were otherwise violated, or 3) that the decision and/or sanction was not appropriate or consistent with the Student Handbook. All appeals must be made within 72 hours of notification of the decision.

### **Rights of the Parties in an Institutional Proceeding**

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
  - A prompt, fair and impartial process is one that is:
    - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
    - Conducted in a matter that:
      - Is consistent with the institution's policies and transparent to the accuser and the accused.
      - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
      - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
    - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
  - Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. All current staff identified as the title IX team was trained by either Husch Blackwell LLP or ATIXA. The following is an overview of the Title IX investigator training completed.
    - Legal update/Misconduct Overview
    - Reporting and Investigating
    - Interviews and how they should be conducted
    - The process of determining if misconduct occurred or not
    - Documentation and Office of Civil Rights Investigations
2. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or

proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.

3. Have the outcome determined using a preponderance-of-the-evidence standard based on the totality of the evidence presented.
4. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

### **Possible Sanctions or Protective Measures that the Institution May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses**

Following a final determination in the institution’s disciplinary proceeding that domestic violence, dating violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include:

For Students:

Warning: The student will be informed of the violation and its potential consequence if the behavior is repeated.

Probation: Limiting the student’s involvement in campus activities including athletic, theatre, or social activities. Students on probation may be dismissed if future violations occur. Warning is not a prerequisite for probation.

Suspension: Dismissal from the College for a specified amount of time, typically 180 days. After specified amount of time, the student may reapply for entry. Probation is not a prerequisite for suspension.

Expulsion: Permanent dismissal from the College. The student may not, at any time, reapply for entry. Probation is not a prerequisite for expulsion.

Interim Removal/Campus Safety Suspension: Students who are deemed to pose a risk to the College Community may be suspended from all Missouri Valley College events and facilities, including classes and residential facilities, pending the completion of the investigation.

No Contact Order: Indicates that students are to have no contact with designated individual(s). No contact is defined as formal, informal, direct, indirect, verbal, written, electronic or other communication between themselves and the

designated individual(s), as well as communication between themselves and the designated individual(s) through any other individual(s).

Assessment of Fine: Restitution for damage and/or punitive fines for actions deemed responsible.

Community Service: Students are assigned to set number of community service hours. Community service must be completed at an approved location.

Counseling: Students are required to meet with the Campus Counselor, related to the alleged violation. The Campus Counselor will determine the number of meetings that students will be required to attend.

Educational Project or Program: This action may include mandatory participation in education or treatment programs, program development, etc.

Removal of Privileges: Removal or restriction of campus privileges (i.e. living in campus housing, visitation privileges, restriction of hours on campus, and the opportunity to utilize certain campus services and participation or attendance at campus events).

#### Faculty/Staff:

Verbal Warning: The student will be informed of the violation and its potential consequence if the behavior is repeated.

Written Warning: Documentation of the incident as well as possible future outcomes if the action is repeated. Written warnings are placed in the employment file.

Suspension with pay: Employees who are being investigated for potentially violating the college's policy regarding sexual violence/deemed to pose a risk to the College Community may be suspended from all Missouri Valley College with pay. Suspension with pay will require the employee to vacate college property until further notified.

Suspension without pay: Employees who are being investigated for potentially violating the college's policy regarding sexual violence/deemed to pose a risk to the College Community may be suspended from all Missouri Valley College with pay. Suspension with pay will require the employee to vacate college property until further notified.

Termination: Permanent separation from the college/cancellation of any and all contracts with said individual



In addition, the College can make available to the victim a range of protective orders. They can include such things as: forbidding the accused from entering the victim's residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in living or working situations, etc.

### **Publicly Available Recordkeeping**

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of domestic violence, dating violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

### **Victims to Receive Written Notification of Rights**

When a student or employee reports to the College that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

### **Sexual Offender Registration**

To obtain a list of currently registered sex offenders who work or attend MVC, please contact the Saline County Sheriff's Department (SCSD) or go to the Missouri State Highway Patrol (MSHP) Sex Offender Registry website:  
<http://www.msHP.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

MVC requires sex offenders to provide notice to the College if the sex offender lives on campus, is employed by, carries a vocation, or is a student at the school. In Missouri, convicted sex offenders must register with their local Sheriff's Office. The MSHP Registered Offender web site may be searched by name, street address, city, zip code, or county.

### **Missing Student Policy**

If a student is thought to have been missing from a residence hall community for 24 hours or more, a report should be made to the Resident Assistant (RA), Resident Coordinator (RC), Director of Housing & Residence Life, Director of Public Safety, Vice President of Student Affairs, or on-duty Department of Public Safety Officers. There is no requirement that a student be missing for 24 hours in order to file a missing student report with the Department of Public Safety. If a report is made to someone noted above other than the on-duty Department of Public Safety Officer, the reports will immediately be forwarded to the on-duty Department of Public Safety Officer. Upon receiving a report, the on-duty Department of Public Safety Officer will immediately initiate an investigation. Local law enforcement agencies will be notified of the

missing student by the entry of the missing student's information into the National Crime Information Center (NCIC) database for missing persons.

Immediately upon a student being reported as missing, the on-duty Department of Public Safety Officer will contact the Director of Public Safety, Director of Housing & Residence Life, and Vice President of Student Affairs or designee to determine how best to proceed, including notification of any person(s) the missing student might have earlier opted to list with the College, as "contact person(s)." Students can designate confidential contact persons for purposes of missing student investigation by completing an Emergency Contact Information Form located in the Office of Student Affairs.

This "confidential contact" may be different from any general emergency contact that the student may also identify and the College will not assume that a general emergency contact is also the missing person contact. These contact person(s) information will be kept confidential and disclosed only to law enforcement and authorized College officials for the purpose of a missing student investigation. In addition to the specified contact person, if a missing student is under 18-years of age and not emancipated, the student's custodial parent or guardian will be notified within 24-hours of a determination that the student is missing.

Note that the college may contact all listed individuals the college knows of.

### **Weapons & Dangerous Substances Policy**

Use or possession of firearms, ammunition, explosives, incendiary devices, projectile weapons, or other dangerous weapons, substances, or materials on campus is prohibited, except as expressly authorized by appropriate College officials. Students must not possess any firearms, ammunition, knives (excluding butter knives), martial arts weapons, hunting bows and arrows, or similar items on campus. Use or possession of fireworks on campus is strictly prohibited.

## Clery Act Crime Statistics (Main Campus)

### Overview

Crime statistics include all reports received by DPS and from College officials with significant responsibility for student and campus activities, including those persons designated as *Campus Security Authorities*. The statistics also include data received from the Marshall Police Department, Saline County Sheriff's Department, and Missouri State Highway Patrol. If a person is arrested for multiple violations during a single incident (e.g., violations of both drug and liquor laws), law enforcement or security officer discretion should be used to determine which violation to count. Officer discretion is allowed only for weapons, drug and liquor law violation arrests resulting from a single incident.

### Crime Statistics

#### Criminal Offenses: On-Campus

		2013	2014	2015
A.	Murder/Non-negligent Manslaughter	0	0	0
B.	Manslaughter by Negligence	0	0	0
C.	Sex offenses - Forcible	2	N/A	N/A
D.	Rape	N/A	2	1
E.	Fondling	N/A	0	0
F.	Sex offenses - Non-forcible	0	N/A	N/A
G.	Incest	0	0	0
H.	Statutory Rape	0	0	0
I.	Robbery	0	0	0
J.	Aggravated assault	0	1	0
K.	Burglary	7	6	3
L.	Motor vehicle theft	0	0	0
M.	Arson	0	0	0

#### Criminal Offenses: On-Campus Student Housing Facilities

		2013	2014	2015
A.	Murder/Non-negligent Manslaughter	0	0	0
B.	Manslaughter by Negligence	0	0	0
C.	Sex offenses - Forcible	2	N/A	N/A
D.	Rape	N/A	2	1
E.	Fondling	N/A	0	0
F.	Sex offenses - Non-forcible	0	N/A	N/A
G.	Incest	0	0	0
H.	Statutory Rape	0	0	0
I.	Robbery	0	0	0
J.	Aggravated assault	0	1	0

K.	Burglary	4	5	2
L.	Motor vehicle theft	0	0	0
M.	Arson	0	0	0

**Criminal Offenses: Non-Campus**

**2013 2014 2015**

A.	Murder/Non-negligent Manslaughter	0	0	0
B.	Manslaughter by Negligence	0	0	0
C.	Sex offenses - Forcible	0	N/A	N/A
D.	Rape	N/A	0	0
E.	Fondling	N/A	0	0
F.	Sex offenses - Non-forcible	0	N/A	N/A
G.	Incest	0	0	0
H.	Statutory Rape	0	0	0
I.	Robbery	0	0	0
J.	Aggravated assault	0	0	0
K.	Burglary	0	0	0
L.	Motor vehicle theft	0	0	0
M.	Arson	0	0	0

**Criminal Offenses: Public Property**

**2013 2014 2015**

A.	Murder/Non-negligent Manslaughter	0	0	0
B.	Manslaughter by Negligence	0	0	0
C.	Sex offenses - Forcible	0	N/A	N/A
D.	Rape	N/A	0	0
E.	Fondling	N/A	0	0
F.	Sex offenses - Non-forcible	0	N/A	N/A
G.	Incest	0	0	0
H.	Statutory Rape	0	0	0
I.	Robbery	0	0	0
J.	Aggravated assault	0	0	0
K.	Burglary	0	0	0
L.	Motor vehicle theft	0	0	0
M.	Arson	0	0	0

Missouri Valley College has recorded no Hate Crimes of any kind in the last three years.

<b>VAWA Offenses: On-Campus</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>
A.	Domestic Violence	N/A	0	0
B.	Dating Violence	N/A	2	0
C.	Stalking	N/A	0	0

<b>VAWA Offenses: On-campus Student Housing Facilities</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>
A.	Domestic Violence	N/A	0	0
B.	Dating Violence	N/A	2	0
C.	Stalking	N/A	0	0

<b>VAWA Offenses: Non-campus</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>
A.	Domestic Violence	N/A	0	0
B.	Dating Violence	N/A	0	0
C.	Stalking	N/A	0	0

<b>VAWA Offenses: Public Property</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>
A.	Domestic Violence	N/A	0	0
B.	Dating Violence	N/A	0	0
C.	Stalking	N/A	0	0

<b>Arrests: On-Campus</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>
A.	Weapons: Carrying, Possessing, etc.	0	0	0
B.	Drug Abuse Violations	6	7	1
C.	Liquor Law Violations	0	7	0

<b>Arrests: On-campus Student Housing Facilities</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>
A.	Weapons: Carrying, Possessing, etc.	0	0	0
B.	Drug Abuse Violations	4	3	1
C.	Liquor Law Violations	0	3	0

<b>Arrests: Noncampus</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>
A.	Weapons: Carrying, Possessing, etc.	0	0	0
B.	Drug Abuse Violations	0	0	0
C.	Liquor Law Violations	0	0	0

<b>Arrests: Public Property</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
A. Weapons: Carrying, Possessing, etc.	0	0	0
B. Drug Abuse Violations	2	2	0
C. Liquor Law Violations	2	1	0

<b>Disciplinary Actions: On-Campus</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
A. Weapons: Carrying, Possessing, etc.	0	2	0
B. Drug Abuse Violations	49	59	15
C. Liquor Law Violations	85	118	33

<b>Disciplinary Actions: On-campus Student Housing Facilities</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
A. Weapons: Carrying, Possessing, etc.	1	0	0
B. Drug Abuse Violations	38	47	13
C. Liquor Law Violations	80	106	32

<b>Disciplinary Actions: Noncampus</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
A. Weapons: Carrying, Possessing, etc.	0	0	0
B. Drug Abuse Violations	0	0	0
C. Liquor Law Violations	0	0	0

<b>Disciplinary Actions: Public Property</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
A. Weapons: Carrying, Possessing, etc.	0	0	1
B. Drug Abuse Violations	3	8	5
C. Liquor Law Violations	3	12	2

No crime reports were determined to be ‘unfounded’ after a full investigation by a commissioned law enforcement officer and subsequently withheld from the above crime statistics charts.

## **Clery Act Crime Statistics (School of Nursing)**

There have been no crimes or disciplinary referrals that fall in any of the definitions of the Clery Act to report at the School of Nursing.

## **Fire Report for Main Campus**

### **Overview**

The Higher Education Opportunity Act of 2008 requires academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus housing statistics. The following public disclosure report details all information relating to MVC.

### **Definitions**

- Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
- Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.

### **Student Housing**

MVC has 36 student living facilities. Listed below is the name, type of facility, and specific fire safety equipment:

<b>Building</b>	<b>Physical Address</b>	<b>Building Type</b>	<b>Fire Safety Systems</b>
Alpha Sigma Alpha	1462 S. Redman Avenue	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Ashford Hall	1151 S. Brunswick Street	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Blackburn Hall	525 E. College Street	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Blosser Hall	828 E. Eastwood Street	Residential (Dormitory-style)	Fire alarm (Hard-wired), Fire Extinguishers (ABC)
Burns Athletic Center	542 E. Morrow Street	Athletic	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Conway Apartments A	1320 S. Conway Avenue	Residential (Apartment-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)

Conway Apartments B	1328 S. Conway Avenue	Residential (Apartment-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Conway Apartments C	600 E. Label Street	Residential (Apartment-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
George Mack Hall	523 E. College Street	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
MacDonald Hall	1260 S. Redman Avenue	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Moreland Hall	1219 S. Conway Avenue	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Murrell Library	420 E. College Street	Academic/ Administrative	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Porter Brown (Rodeo) Hall	1887 S. Lincoln Avenue	Residential (Dormitory-style)	Fire Alarm System (Hard-wired), Fire Suppression System (Sprinkler), Fire Extinguishers (ABC)
Redman Apartments A	1455 S. Redman Avenue	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Redman Apartments B	1459 S. Redman Avenue	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Redman Apartments C	314 E. Belle Street	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Roberts Hall	521 E. College Street	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Theta Phi Alpha (TPA)	419 E. College Street	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Union Hall	1460 S. Redman Avenue	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Vail Brown Apartments	1162/64 S. Brunswick Street	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Viking Village Apartments	1466 S. Redman Avenue	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Young Hall	1457 S. Conway Avenue	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
910 S. Ann Drive	910 S. Ann Drive	Residential (House)	Smoke Detectors (Battery-operated)
1152 S. Brunswick Street	1152 S. Brunswick Street	Residential (House)	Smoke Detectors (Battery-operated)



1166 S. Brunswick Street	1166 S. Brunswick Street	Residential (House)	Smoke Detectors (Battery-operated)
303 E. Edna Street	303 E. Edna Street	Residential (House)	Smoke Detectors (Battery-operated)
308 E. Edna Street	308 E. Edna Street	Residential (House)	Smoke Detectors (Battery-operated)
602 E. Morrow Street	602 E. Morrow Street	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
606 E. Morrow Street	606 E. Morrow Street	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
610 E. Morrow Street	610 E. Morrow Street	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
1257 S. Olson Avenue	1257 S. Olson Avenue	Residential (House)	Smoke Detectors (Battery-operated)
1260 S. Olson Avenue	1260 S. Olson Avenue	Residential (House)	Smoke Detectors (Battery-operated)
1263 S. Olson Avenue	1263 S. Olson Avenue	Residential (House)	Smoke Detectors (Battery-operated)
1265 S. Olson Avenue	1265 S. Olson Avenue	Residential (House)	Smoke Detectors (Battery-operated)
1271 S. Olson Avenue	1271 S. Olson Avenue	Residential (House)	Smoke Detectors (Battery-operated)
512 E. Rea Street	512 E. Rea Street	Residential (House)	Smoke Detectors (Battery-operated)
516 E. Rea Street	516 E. Rea Street	Residential (House)	Smoke Detectors (Battery-operated)
1403 S. Sharp Street	1403 S. Sharp Street	Residential (House)	Smoke Detectors (Battery-operated)
2605 S. Villa Court	2605 S. Villa Court	Academic/ Administrative	Smoke Detectors (Battery-operated)

All DPS officers and Residence Life staff receive comprehensive fire safety training at the beginning of each academic year. In addition, a program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each residence hall. Basic fire safety instruction is offered to all new and existing employees. Additional training is provided periodically, coordinated by DPS and the Marshall Fire Department and by request from individual departments. Missouri Valley College offered training on fire safety and evacuation for 2015 and the evacuation plan is located on the back of every interior room door in all residential facilities. Missouri Valley College did not offer fire drills to residential facilities in 2015.

### **Fire Safety Procedures**

Students and employees should report any fire, serious or otherwise, to the DPS by dialing (660) 815-0111 or 911 (Note: Please note that calls from campus telephones register as 500 E. College Street, not the location you are currently located. Please remain on the line and advise the dispatcher where the fire is located).

- If a fire alarm is activated, immediately leave the building.
- Attempt to get others to leave the building as you do so, but do not put yourself in danger as you leave.
- Use the stairs, not the elevators, when evacuating the building.
- Move to the area designated in the Crisis Response Plan for your building; do not congregate on roadways or areas emergency personnel will need to gather.
- If a person is disabled or in need of assistance, tell responding emergency services personnel.
  - Use stairwells as a place of refuge until emergency personnel arrive to safely remove the person from the building.
  - Close all doors and windows. This will help contain any possible fire, smoke or poisonous gases.
- Use fire extinguishers only on small fires or only if it appears safe to do so.
- Do not put your own safety in danger.
- Never hesitate to activate a fire alarm system if you suspect fire, smoke or unusual heat.
- Don't re-enter the building until the alarm stops and emergency personnel provide an "all-clear" message.

It is also important to record information on any fire, whether emergency personnel have responded or not. Therefore, if a fire has occurred but was extinguished without emergency personnel responding or if you are aware of a fire that may not have been reported or see evidence of such a fire, you should contact the DPS by dialing (660) 815-0111 or contact any *Campus Security Authority*.

### **Specific Fire Prevention-Related Policies**

It is the policy of MVC to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of MVC is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting annual fire safety inspections of all College properties and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety. The Maintenance and Housekeeping Department conduct annual fire safety inspections of all College properties. Some buildings may be inspected more frequently as deemed necessary.

Basic fire safety instruction is provided to all Residence Life staff living at the beginning of each academic year.

DPS will coordinate with local emergency agencies and the Missouri State Fire Marshall in the investigation of each fire incident.

To minimize the potential for fires at MVC, it is the policy of the College to prohibit open burning and the use of combustible decorations. Open burning as defined by the College is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. No items shall be hung or posted on any fire protection equipment (fire hose

cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes), on or near exits, on or near exit or emergency lights, on or near any other protective equipment of the College, or in any manner that could present a fall or trip hazard, or impede egress.

To minimize the potential for fires at MVC, it is the policy of the College to prohibit the use of the following items in any College owned or operated facility indoors – unless in accordance with other College policies and procedures: Candles; Crock-pot/Slow Cookers; Fireworks; Grills (indoor or outdoor, including contact grills); Halogen and Lava lamps; Hotplates; Incense; Space or Immersion Heaters; Toaster/Toaster Oven.

No one is permitted to reenter the building without the permission of a College Official.

Fire drills will be held throughout the year. All residents must participate. Refusal to participate in emergency drills or emergency procedures will result in disciplinary action.

Misuse, tampering, or vandalism of fire or emergency alarm systems, fire extinguishers, electrical breakers, or other safety/security equipment is strictly prohibited.

### **Fire Safety Inspections and Improvements**

Fire protection systems are tested annually under the supervision of the Maintenance and Housekeeping Department and Marshall Fire Department. Improvements, upgrades or repairs to fire safety systems are made when tests or evaluations indicate a problem exists. Notify the Maintenance and Housekeeping Department whenever you notice damage or a possible problem with fire safety equipment.

During the fall and spring semesters, Residence Life staff performs regular health and safety inspections. Any fire safety violations will be cited and referred for immediate correction. Violators may be disciplinarily referred.

Potential fire safety improvements include building-wide detection and suppression systems. No plans for remediation are in place at this time.

### **Fire Statistics**

There are no Fire Statistics to report in the last three years in any residential facility owned and operated by Missouri Valley College.