



MISSOURI
VALLEY
COLLEGE

Annual Security & Fire Safety Report 2012-2013



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Campus Safety Report

Overview

The Annual Security and Fire Safety Report was prepared by the Missouri Valley College (hereinafter “MVC”) Department of Public Safety (hereinafter “DPS”) 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 and lists crime statistics for the most recent and two preceding calendar years. This report includes crime statistics for campus proper along with any building or property owned or controlled by an 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 Authorities, and from information provided by local 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. Security procedures are subject to change without notice.

MVC is a 150+ acres campus located in the southeastern portion of the small town of Marshall, MO. MVC also includes two off-campus locations Blosser Residence Hall at 825 East Eastwood Street, Marshall, MO and The School of Nursing at 2305 South Highway 65, Marshall, MO.

Purpose

The purpose of this report is to (1) Comply with the Clery Act and (2) 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

Crime statistics for this report are solicited from *Campus 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 Authorities* include but are not limited to the Department of Public Safety and Dean of Students/Office of Student Affairs. Outside law enforcement agencies include the Marshall Police Department (hereinafter “MPD”), Saline County Sherriff’s Department, and the Missouri Highway Patrol.

Distributing Crime Statistics

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 and/or Office of Student Affairs. 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 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 reason and caution during daily activities provide a degree of personal protection from crime. Community members who are aware – and report incidents to DPS – strengthen the campus-wide safety net. 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 you see a drunken driver
- You have knowledge of a chemical spill

In addition, victims of stalking or persons with protection orders against another party are strongly encouraged to notify the DPS of the threat and to provide DPS a copy of the protection order so that Public Safety officers may enforce the order.

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 in the City of Marshall, these crimes should be reported to the Marshall Police Department at (660) 886-7411 or 911. Note: Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the community.

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 MVC web site at http://www.moval.edu/offices/incident_report.php.

A “Clery Act Statistic Report Form” is available to any campus official who is designated as a campus security authority (includes the following: Deans, student housing staff, athletic coaches, student activities coordinators, student judicial officers, and faculty advisors to student organizations) to complete as they become aware of a crime. These forms are to be submitted even if the victim wishes to remain anonymous.

DPS also encourages professional and pastoral counselors, although not required to report crimes, to tell victims about the Confidential Reporting Process.

Police Authority and Jurisdiction

Overview

All DPS Officers are sworn police officers with law enforcement and arrest authority on-campus. All DPS Officers complete regular training as mandated by the Missouri Department of Public Safety's Peace Officer Standards and Training Program. The exercise DPS Officers authority is described in a

“Memorandum of Understanding” (MOU) between MPD and DPS that outlines Uniform Crime Reporting (UCR) crimes that are handled by MPD with the assistance of DPS. Lesser crimes or those involving violations of Student Code of Conduct are handled by DPS (DPS Standard Operating Procedures’ Manuel Policy Section 100.01 Organization of Department). The policing jurisdiction of the DPS extends to property owned or operated by MVC, streets adjacent to campus, and includes shared jurisdiction with Marshall Police Department. No student organizations with off-campus locations are recognized by the College.

DPS enjoys an especially close working relationship with the MPD, Saline County Sheriff’s Department, State and Federal law enforcement agencies. 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: (1) Any building or property owned or controlled by a student organization recognized by the institution; (2) 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).

Any police, fire, or medical emergency on-campus should be reported immediately to 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 and other 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 (EMS) responds to calls for emergency and non-emergency medical assistance. To reach EMS, call (660) 886-3317 or 911.

Note: Saline County Central Dispatch (E911) aids in the facilitation of emergency response to any reported police, fire, or medical emergency at any MVC property.

Campus Security Authorities

On the MVC campus and at all MVC properties, it is preferred 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 Authority*. Each person listed as a *Campus Authority* should submit reportable offenses to DPS as the incidents occur. MVC supports a violence-free campus and workplace.

Campus Authorities include the following College officials:

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

Dean of Students, Title IX Coordinator
Ferguson Center, 1st Floor (Office of Student Affairs)
(660) 831-4087

Director of Public Safety
Ferguson Center, 1st Floor (Department of Public Safety Office)
(660) 831-4228

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

Vice President for 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, Room G22
(660) 831-4115

Director of Housing and Residence Life
Ferguson Center, 1st Floor (Office of Student Affairs)
(660) 831-4652

Student Health Services Staff (Campus Nurses)
Ferguson Center, Room G15
(660) 831-4012

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

Campus Chaplain
Ferguson Center, Room 227
(660) 831-4142

Student Health Services Staff (Campus Counselor)
Bait Hall, Room 108
(660) 831-4139

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.

Confidential Reporting

Although the College encourages anyone who is the victim or witness of a crime to promptly report the incident to the police, Missouri law directs which portions of the police reports must be released as public records. The MVC Student Code of Conduct (DPS Policy and Procedures Manual Section 8.05 Student Code of Conduct and Section 8.16 Sexual Assault) explains that a community member may report sexual violence to the Dean of Students or other designated College staff, if the crime victim is reluctant to report to law enforcement. When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to the Dean of Students or other designated College staff. Confidential reports, for purposes of inclusion in the annual disclosure of crime statistics, may generally be made to *Campus Authorities*.

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://www.moval.edu/student_affairs/documents/2012/CrisisResponse2012.pdf

Crisis Response Plan

The 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 Communications and Campus Relations in communicating vital information to members of the MVC community and the public. This plan is to be flexibly used with emergency decision-making procedures of the campus.

Specifically, the CRP is designed to enable faculty, staff, and students to successfully cope with campus critical incidents, crises, and catastrophes. 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
- Tornadoes
- Chemical, Biological, Radiation, Nuclear, Explosive Incidents

MVC shall provide for testing and regular maintenance of its redundant communication systems at least annually. Additionally, the CRP describes that certain MVC officials who are tasked with emergency response or emergency management responsibilities involving the mitigation, preparedness, response, and recovery operations of the College.

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:** *Moval Alerts* will send emergency notification to individual faculty, staff and students through mass e-mail and cell phone text messaging. E-mail alerts are automatically sent to all wichita.edu accounts. To receive Moval Alerts via cell phone, MVC community members must elect to opt-in. See Moval Alerts on the MVC homepage in order to complete the steps necessary to receive emergency notification by text message.
1. **Electronic Scrolling Sign:** Alerts will be scrolled across the L.E.D message board located at the U.S. 65 and College Street intersection.
2. **Web Alerts:** In the event of an emergency, the MVC web site will disseminate time-stamped news updates and contact information about the crisis.
3. **Campus Information Channel:** KMVC 91.7, MVC's public radio station *Emergency Alert* is issued, emergency information will be broadcast on this station. KMVC subscribes to the Federal Emergency Alert System and is capable of broadcasting an emergency alert notification as initiated by its network.
4. **Facebook:** Emergency Alerts will be carried on www.facebook.com/pages/Missouri-Valley-College/21647951468 who likes this page will receive Emergency Alerts messages on their Facebook wall.

Alert Warning Siren

Missouri Valley College's "Alert Warning Siren" signal consists of three types of siren sounds:

- A "wail," or long burst of sound, which is standard for a severe weather alert
- A "steady," or a long continuous sound unlike that of the National Weather Service
- Westminster chimes, used for the all-clear signal.

This alert warning siren also has voice messages to inform the Missouri Valley College community of what the emergency is and what action should be taken. Following are the different voice messages to be expected:

- "The National Weather Service has issued a tornado warning. Residents should immediately take cover. For further instruction tune to local radio stations."
- "The severe weather alert for the Marshall area has been canceled. No severe weather is now expected."
- "Attention! All warnings for the Missouri Valley College campus have now expired."
(followed by Westminster chimes)
- "This is a test of the public warning system. This is only a test. If this had been an actual

- emergency, additional instructions would be broadcast. This is only a test.”
- “Attention! An emergency has been declared for the Marshall area. Go inside and tune to local radio stations for further information.”
- “There has been a hazardous chemical release in the area. Please listen to radio station 102.9 for further instructions.”
- “Warning! Unauthorized intruder. Please proceed to the nearest building and secure the doors.”
- “Warning! This is a lockdown alert. Please proceed to a secure area.”

MVC shall communicate the availability of its emergency communication systems on a regular basis. Publicizing the test of the *Alert Warning Siren* system each fall and spring semesters, provides opportunities to educate the community members and members from the surrounding community of our emergency notification system and evacuation procedures.

Timely Warnings

A *Timely Warning* is an alert sent to the campus community when a Clery Act crime (murder, manslaughter, forcible sex offense, non-forcible sex offense, robbery, aggravated assault, burglary, auto theft, arson, and hate crimes) has occurred in specifically defined geographic areas (on campus or in campus buildings; in residence halls; On property owned or controlled by officially recognized student organizations or the college, which is not located on the campus; and on public property located on or adjacent to the campus) that is reported to DPS, local law enforcement, or *Campus Authorities* and is considered by the College to represent a serious or continuing threat to students and employees. A *Timely Warning* or *Crime Alert* is issued by the Director of Public Safety, Dean of Students, or designee. The alert is generally emailed through the college e-mail system to all students, faculty, and staff. Additionally, the alert may be posted to the website (www.moval.edu) and broadcast on the radio (KMVC 91.7; KMMO 102.9)

Anyone with information warranting a *Timely Warning* should contact the DPS, the Director of Public Safety or Dean of Students. The DPS Office is open during college business hours but DPS Officers are available 24 hours a day, 7 days a week by phone (660) 815-0111. DPS Office is located on the second floor of the Ferguson Center in the southeast corner.

A *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*. 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 Dean of Students and are normally announced and publicized in advance of the drill or exercise. The Director of Public Safety and/or Dean of Students 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.

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

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.

In the event of notification or an awareness of an actual or impending emergency affecting this institution, the Dean of Students and the Director of Public Safety 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 Dean of Students and/or the Director of Public Safety 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.

Other Information

Access to Campus Facilities

Campus facilities (academic, athletic, and office facilities) are open to the public during normal business hours. DPS Officers normally lock exterior building doors after night. On Mondays through Fridays, Maintenance/Housekeeping staff unlocks exterior doors of these same buildings. All residential facilities are locked 24/7. 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* explains how College keys are issued and the necessary procedures to be followed if a key is lost or stolen.

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 Office 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 similar security and maintenance issues to DPS or the Maintenance and Housekeeping Department.

Security Awareness Programs

Missouri Valley College has developed and implemented policies and educational programs, maintained pertinent institutional statistics, and distributed particular information to students, employees, and applicants through the Missouri Valley College website. Copies of crime statistics can be found on the website and in the Department of Public Safety. In-service trainings are held yearly, prior to the beginning of the academic year, for faculty and staff and as needed. Awareness trainings are held for students during each fall semester. Safety update e-mails are sent regularly to students, faculty and staff as needed.

Crime Prevention Programs

DPS offers crime prevention programs and anti-sexual violence programs including R.A.D. (Rape Aggression Defense), Operation Identification (Operation ID), Motor Vehicle (Parking) Registration, Bicycle Registration, Behavioral Intervention Team, and the Anonymous Tips reporting system. Additional information and resource referrals concerning personal safety and crime prevention information, including alcohol and drug abuse, anti-sexual violence, domestic violence, and other safety information is available from DPS.

Alcohol Policy

Possession, distribution, or use of alcoholic beverages or related items in any College owned, controlled or adjacent facility at any College function or while representing the College is prohibited. Residents of the room, apartment, or house where alcohol is found in addition to those present may be held responsible. Sanctions may also be imposed on students using or abusing alcohol or found under the influence of alcohol while on campus or at a College related function. Alcohol related items may include empty containers, mixers, and alcohol related signs and posters. Empty alcohol containers are not allowed in the residence halls or elsewhere on campus. Students who attend gatherings in College housing at which alcohol is present will suffer the consequences of possession of alcohol. Distribution of alcohol to minors 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 as a unit. Missouri Valley College enforces all local, state, and federal alcohol laws.

Substance Abuse Policy

Unlawful use, possession, sale, manufacture, or distribution of narcotics or controlled substances or the paraphernalia for use of the same as defined by existing federal, state and local statutes is prohibited. All drug offenses are subject to criminal action. Persons engaging in the sale of narcotics or drug-related felony will be dismissed. Students who violate state or federal drug laws may lose the opportunity to receive federal financial aid. Students convicted for drug offenses must inform the Dean of Students with information concerning the conviction within 72 hours of their conviction. Missouri Valley College enforces all local, state, and federal 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.

Sexual Assault Policy

Title IX of the Education Amendments of 1972 prohibits harassment and discrimination on the basis of sex or gender in education programs or activities operated by recipients of federal financial assistance. Sexual violence is a form a sexual harassment and sex discrimination prohibited by Title IX. The College hopes through the following policy and procedure pertaining to sexual assault that victims will feel comfortable and encouraged to report crimes. Furthermore, it is the hope that through such policy and procedures that crimes of sexual assault will cease. The procedures in the following policy have been established to achieve the following:

- Protect and inform all parties involved in a reported sexual assault
- Provide immediate support services for victims of sexual assault
- Provide clear policy and procedure pertaining to sexual assaults on college property
- See that all policy and procedure is followed in a timely manner

Scope

The Sexual Assault Policy applies to behavior in which the accused or reporter is a student, faculty, or staff member. In the event that the accused is not represented under the College's disciplinary realm, the reporting party will be directed to the Marshall Police Department. The college will still actively help the reporter with his or her needs of counseling, protection and academic needs. In the event a staff member is deemed to be involved in any part of involvement, the Vice President for Operations and/or Vice President for Academic Affairs will be notified. You may also report this to your direct supervisor (as applicable).

Definition of Terms

- "Sexual Violence" refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. This can include, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.
- "Sexual Assault" refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual assault refers to sexual contact without consent and include, but are not limited to, intentional touching either directly or through clothing of another genitals, breast, thighs, or buttocks. Sexual assault also refers to any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Sexual Assault may also be determined by the inability to gain consent due to the use of alcohol or drugs. Consent may also not be given due to medical or mental health reasons.
- "Sexual Harassment" refers to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity. Harassment based on gender that does not involve unwanted sexual attention is prohibited gender discrimination. Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual

harassment. The following list of examples of sexual harassment is not exhaustive.

- Sexual violence, including sexual assault, rape, sexual battery, and sexual coercion
- Threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the College
- Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient
- Sexually explicit emails or text messages
- Sexual misconduct such as stalking, cyberstalking, recording or transmitting sexual images, and voyeurism
- Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities
- Repeatedly using sexually degrading words or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual Behavior

Reporting Policy Violations

Reporting an incident of sexual harassment is a difficult decision. It is important to understand that filing a report of sexual misconduct can be a beginning to the healing process. Reporting or pressing charges can prevent an offender from harming another person. The college can most effectively investigate and respond to alleged sexual harassment if the complaint is made as promptly as possible after the alleged sexual harassment occurs. The college can only take corrective action when it becomes aware of problem, therefore, the College encourages persons who believe that they have experienced sexual harassment to come forward with their complaints and seek assistance within the College. Faculty, staff, and students who believe that they have witnessed sexual harassment are encouraged to report the alleged harassment promptly. In addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator. Reports of sexual assault and other crimes should be directed to the Office of Student Affairs or Department of Public Safety regardless of whether the matter is also reported and being investigated as sexual harassment.

Reports should be made to one of the following individuals:

Heath Morgan
Dean of Students/Title IX Coordinator
(660) 831-4087
morganh@moval.edu

Brett Fuchs
Director of Residence Life and Housing
(660) 831-4652
fuchsb@moval.edu

Karen Chevalier
Director of Public Safety
(660) 831-4228 / (660) 815-0111
chevalierk@moval.edu

Teresa Ceselski
Director of the Counseling Center
(660) 831-4139
ceselskit@moval.edu

Students may also report incidents to Student Health Services staff, Residence Life staff or Public Safety Officers.

Response to Policy Violations

The following procedures are a guide of steps Missouri Valley College will take when investigating all forms of sexual misconduct allegations. While the procedures are a guide, the procedures may be abbreviated or modified due to the nature of the allegations or the security of the campus environment. In all cases a preponderance of the evidence standard will be used to determine whether there has been a violation of this policy (i.e. it is more likely than not that the sexual misconduct occurred).

1. Any member of the college community can file a complaint, as needed, of sexual misconduct against a student or staff member by filing a written incident report in the Student Affairs Office or verbally reporting to any of the aforementioned contacts. While it is best that the victim files the report, based on the circumstance of the case a report may be filed by a third party.
2. Once a report has been filed the college will see that the victim is given a safe place to stay, appropriate academic accommodations are made, and notification of the crisis response team is made as needed.
3. The College will recommend the reporting party to receive medical assistance for any treatment or injuries that may have been suffered. It is the hope that the reporting party request that any evidence be preserved by medical personnel.
4. The reporting party will be notified of their option to also file a police report with the Marshall Police Department. The College may also notify the Marshall Police Department as it deems necessary for the safety and well-being of the community.
5. The accused will receive both written and verbal notification of the alleged violation from the Dean of Students within 48 hours of a reported incident. This timeline may be extended due to unforeseen circumstances such as breaks and holiday closings.
6. The accused will have an opportunity to give a written statement admitting or denying responsibility and offering an initial description of his/her perception of the events in question. Both parties will have an opportunity to present witnesses for supporting arguments of the allegations. If a student fails to give a statement, the college may take alternative actions up to and including removal of the student while an investigation occurs.
7. The Dean of Students will conduct a full investigation, assisted by members of the conduct and public safety staff, and prepare a written report which will be distributed, concurrently, to both parties. This report will serve as notice if any disciplinary sanctions are placed on either the reporter or the accused. The report will be completed no more than 60 days from the completion of the investigation.

8. The College will attempt to obtain the consent of the victim prior to performing an investigation. However, for the safety of the community, the College has the duty to pursue an investigation if it believes or has collected enough evidence to prove (based on “reasonable suspicion” standard) that an act of Sexual Violence, Assault, or Harassment has occurred. The College will take appropriate action against the responsible party as warranted.
9. In the event sanctions are handed down and the perpetrator 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.

Victims Right-To-Know

The College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sexual offense, a report of any disciplinary proceeding conducted by the College against a the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for this purpose.

Sexual Offender Registration

To obtain a list of currently registered sex offenders who work or attend school at MVC please contact the Saline County Sheriff’s Department or go to the Missouri State Highway Patrol (MSHP) Sex Offender Registry website

<http://www.msHP.dps.mo.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 MHP Registered Offender web site may be searched by name, street address, city, zip code, or county. This list of names is maintained at the DPS office, located on the second floor of Ferguson Center.

Missing Students

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), Hall Director (HD), Director of Housing, Director of Public Safety, Office of Student Affairs, or the Department of Public Safety. There is no requirement that a student be missing for 24 hours in order to file a missing student report with DPS. Upon receiving any report of a missing student, DPS 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, DPS will contact the Dean of Students 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).” 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 for the purpose of a missing student investigation. 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.

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 the College. 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 prohibited.

Clery Act Crime Statistics

Overview

Crime statistics include all reports received by DPS and from University officials with significant responsibility for student and campus activities, including those persons designated as *Campus Authorities*. The statistics also include data received from the Marshall Police Department and Saline County Sheriff's Department, for the reporting areas identified above, in response to annual requests from the DPS.

For purposes of reporting arrests and referrals of disciplinary actions for weapons, drug, and liquor law violations in which there are multiple violations, statistics are reported based on the hierarchy rule where weapon violations are reported first, then drugs, then alcohol.

Crime Statistics

Criminal Offenses: On-Campus	2010	2011	2012
A. Murder/Non-negligent Manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses- Forcible	1	0	0
D. Sex offenses- Non-forcible	0	0	0
D1. Incest	0	0	0
D2. Statutory Rape	0	0	0
E. Robbery	0	0	0
F. Aggravated assault	0	0	0
G. Burglary	12	14	7
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0

Criminal Offenses: On-Campus Student Housing Facilities

	2010	2011	2012
A. Murder/Non-negligent Manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses- Forcible	1	0	0
D. Sex offenses- Non-forcible	0	0	0
D1. Incest	0	0	0
D2. Statutory Rape	0	0	0
E. Robbery	0	0	0

F.	Aggravated assault	0	0	0
G.	Burglary	12	12	6
H.	Motor vehicle theft	0	0	0
I.	Arson	0	0	0

Criminal Offenses: Non-Campus		2010	2011	2012
A.	Murder/Non-negligent Manslaughter	0	0	0
B.	Negligent manslaughter	0	0	0
C.	Sex offenses- Forcible	0	0	0
D.	Sex offenses- Non-forcible	0	0	0
D1.	Incest	0	0	0
D2.	Statutory Rape	0	0	0
E.	Robbery	0	0	0
F.	Aggravated assault	0	0	0
G.	Burglary	0	0	0
H.	Motor vehicle theft	0	0	0
I.	Arson	0	0	0

Criminal Offenses: Public Property		2010	2011	2012
A.	Murder/Non-negligent Manslaughter	0	0	0
B.	Negligent manslaughter	0	0	0
C.	Sex offenses- Forcible	0	0	0
D.	Sex offenses- Non-forcible	0	0	0
D1.	Incest	0	0	0
D2.	Statutory Rape	0	0	0
E.	Robbery	0	0	0
F.	Aggravated assault	0	0	0
G.	Burglary	0	0	0
H.	Motor vehicle theft	0	0	0
I.	Arson	0	0	0

Hate Crimes: On-Campus (2012)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0

G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: On-Campus (2011)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: On-Campus (2010)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0

K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: On-Campus Student Housing Facilities (2012)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: On-Campus Student Housing Facilities (2011)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: On-Campus Student Housing Facilities (2010)

	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0
C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0
E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0
I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Non-Campus (2012)

	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0
C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0
E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0
I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Non-Campus (2011)

	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0

C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0
E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0
I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Non-Campus (2010)							Ethnicity/ National Origin
	Total	Race	Religion	Sexual Orientation	Gender	Disability	
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0
C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0
E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0
I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Public Property (2012)							Ethnicity/ National Origin
	Total	Race	Religion	Sexual Orientation	Gender	Disability	
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0
C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0

E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0
I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Public Property (2011)							Ethnicity/ National Origin
	Total	Race	Religion	Sexual Orientation	Gender	Disability	
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0
C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0
E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0
I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Public Property (2010)							Ethnicity/ National Origin
	Total	Race	Religion	Sexual Orientation	Gender	Disability	
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0
C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0
E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0

I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Arrests: On-Campus	2010	2011	2012
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	1	11	12
C. Liquor law violations	1	11	5

Arrests: On-Campus Student Housing Facilities	2010	2011	2012
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	1	11	9
C. Liquor law violations	1	11	3

Arrests: Non-Campus	2010	2011	2012
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	0	0	0
C. Liquor law violations	0	0	0

Arrests: Public Property	2010	2011	2012
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	0	3	4
C. Liquor law violations	0	6	4

Disciplinary Actions: On-Campus	2010	2011	2012
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	6	11	12
C. Liquor law violations	19	18	27

Disciplinary Actions: On-Campus Student Housing Facilities	2010	2011	2012
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	6	8	9
C. Liquor law violations	19	12	25

Disciplinary Actions: Non-campus	2010	2011	2012
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	0	0	0
C. Liquor law violations	0	0	0

Disciplinary Actions: Public Property	2010	2011	2012
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	0	0	0
C. Liquor law violations	0	0	0

Fire Report

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.

General Statement of College Owned/Controlled Facilities

MVC has 44 facilities, including 35 student living facilities. Listed below is the name, type of facility, and specific fire safety equipment:

Building	Building Type	Fire Safety Systems
Alpha Sigma Alpha	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Ashford Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Baity Hall	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Belle Apts	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Blackburn Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Blosser Hall	Residential (Dormitory-style)	Fire alarm (Hard-wired), Fire Extinguishers (ABC)
Burns Athletic Center	Athletic Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Conway Apts	Residential (Apartment-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)

	Residential (Apartment-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Ferguson Center	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
George Mack Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
House (1156 S. Brunswick Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1166 S. Brunswick Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (303 Edna Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (308 Edna Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (606 E. Morrow Street)	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
House (608 E. Morrow Street)	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
House (610 E. Morrow Street)	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
House (1257 S. Olson Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1260 S. Olson Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1263 S. Olson Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1271 S. Olson Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (512 Rea Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (516 Rea Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1405 Sharp Street)	Residential (House)	Smoke Detectors (Battery-operated)
Label Apts	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
MacDonald Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Maintenance Shop	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Moreland Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Morrison Fine Arts Center & Gym	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Murrell Library	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Nursing Center	Academic/Office Building	Fire Alarm System (Hard-wired), Fire Suppression System (Sprinkler), Fire Extinguishers (ABC)
Porter Brown (Rodeo) Hall	Residential (Dormitory-style)	Fire Alarm System (Hard-wired), Fire Suppression System (Sprinkler), Fire Extinguishers (ABC)
Redman Apts	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)

Roberts Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Science Center	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Technical Center	Academic/Office Building	Fire Alarm System (Hard-wired), Fire Suppression System (Sprinkler), Fire Extinguishers (ABC)
Theta Phi Alpha (TPA)	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Union Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Vail Brown Apts	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Viking Village Apts	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Young Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)

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. Fire drills are conducted twice each year in accordance with the National Fire Protection Association Life Safety Code. 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.

Fire Safety Procedures

When a fire occurs, immediately call 911. If 911 is called from a campus telephone, the caller will be connected with the Saline County Dispatch Center. The Marshall Fire Department (MFD) will be requested for an immediate response to campus. The caller will need to remain on the line with the Dispatch Center to advise where the fire is located. All call from Campus telephones register as 500 East College, Ferguson Center Students and employees should report any fire, serious or otherwise, to the appropriate to DPS.

Students and employees should be aware of the exit locations in the building.

If a fire alarm is activated, immediately leave the building. Get others to do the same 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 in roadways or service drives.

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. Provide emergency responders with any information you may have about the fire alarm condition or persons injured or needing assistance. 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 also call [insert office and phone number] so that the incident may be recorded.

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 periodic fire safety inspections of all College properties, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits. Regarding Fire Safety Inspections, fire and life safety features of the buildings are in compliance with all applicable standards of the Missouri State Fire Marshal's Fire Safety Handbook and National Fire Protection Association (NFPA). The Maintenance Department conducts fire safety inspections of all College properties. Some buildings may be inspected more frequently as deemed necessary.

Basic fire safety instruction is provided during New Employee Orientation. Additional training is available by request from a department or group of employees. Basic fire safety instruction is provided to all Student Residence Life Staff living in Residence Halls who attend the orientation program 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 at all times (unless in accordance with other College policies and procedures, and or as otherwise authorized). 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. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, and related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics. All decorations and ornaments must be of fire-resistant or no-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the College, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event. Decorative lights including Holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock. Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day,

and removed after the event or holiday season. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress. It is the policy of the University that only artificial Holiday trees will be used inside buildings and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or impede egress. Holiday tree lights must be unplugged at the end of each day, and removed after the event or Holiday season. Artificial snow and other decorative sprays should be used with extreme caution.

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: Portable space heaters, barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking/warming purposes)}, any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillets, electric woks, griddles, sandwich makers/grills and other similar type products (for cooking/warming purposes), toaster ovens (for cooking/warming purposes), flammable/combustible liquids (for recreational/personal use), fireworks, rockets, flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live Holiday trees or non fire retardant artificial Holiday trees. The “cooking” and “warming” options exclude cooking and warming done in areas designated and built for such purposes and only while the use of these devices are under the direct supervision of a competent individual.

If smoke or fire is seen or smelled in a building, immediately call 911 and notify DPS or a Residential Assistant. All building occupants must evacuate the building in the event of smoke or fire or when the fire or smoke alarms sound. Building occupants should exit the building via the nearest exit and then proceed to the area designated for their residence. Everyone must stay in this area for roll call and evaluation of the situation.

No one is permitted to reenter the building without the permission of the Dean of Students, Fire Department Official or DPS. 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. Anyone found tampering with such equipment will be prosecuted and immediately dismissed from college.

Fire Safety Inspections and Improvements

Fire protection systems are tested annually under the supervision of the Maintenance Department and Marshall Fire Department. Improvements, upgrades or repairs to fire safety systems are made when

tests or evaluations indicate a problem exists. Notify Maintenance Department whenever you notice damage or a possible problem with fire protection equipment. During the fall and spring semesters, Residence Life staff performs monthly general building fire safety inspections. Any fire safety violations will be cited and referred for immediate correction. Violators may be judicially referred. Potential fire safety improvements include building-wide detection and suppression systems. No plans for remediation are in place at this time.

Fire Statistics

Fires: On-Campus Student Housing Facilities (2012)

Building	Physical Address	Number of Fires
Alpha Sigma Alpha	1462 S. Redman Avenue	0
Ashford Hall	1151 S. Brunswick Street	0
Belle Apts	600 E. Belle Street	0
Blackburn Hall	525 E. College Street	0
Blosser Hall	828 E. Eastwood Street	0
Conway Apts	1320 S. Conway Avenue	0
	1328 S. Conway Avenue	0
George Mack Hall	523 E. College Street	0
House (1156 S. Brunswick Street)	1156 S. Brunswick Street	0
House (1166 S. Brunswick Street)	1166 S. Brunswick Street	0
House (303 Edna Street)	303 Edna Street	0
House (308 Edna Street)	308 Edna Street	0
House (606 E. Morrow Street)	606 E. Morrow Street	0
House (608 E. Morrow Street)	608 E. Morrow Street	0
House (610 E. Morrow Street)	610 E. Morrow Street	0
House (1257 S. Olson Street)	1257 S. Olson Street	0
House (1260 S. Olson Street)	1260 S. Olson Street	0
House (1263 S. Olson Street)	1263 S. Olson Street	0
House (1271 S. Olson Street)	1271 S. Olson Street	0
House (512 Rea Street)	512 Rea Street	0
House (516 Rea Street)	516 Rea Street	0
House (1405 Sharp Street)	1405 Sharp Street	0
Label Apts	314 E. Label Street	0
MacDonald Hall	1260 S. Redman Avenue	0
Moreland Hall	1219 S. Conway Avenue	0
Porter Brown (Rodeo) Hall	1887 S. Lincoln Avenue	0
Redman Apts	1455 S. Redman Avenue	0
	1459 S. Redman Avenue	0
Roberts Hall	521 E. College Street	0
Theta Phi Alpha (TPA)	419 E. College Street	0

Union Hall	1460 S. Redman Avenue	0
Vail Brown Apts	1162 S. Brunswick Street (Apts 1-4)	0
	1164 S. Brunswick Street (Apts 5-8)	0
Viking Village Apts	1466 S. Redman Avenue	0
Young Hall	1457 S. Conway Avenue	0