

**Missouri State.**<sup>™</sup>  
U N I V E R S I T Y

**2010**

Annual  
Security  
Report

October 1, 2011

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This report is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)). All currently registered students as well as employees are directly mailed (via campus email) a notice by October 1 of each year that includes a statement of the report's availability, the electronic address at which it is posted, a brief description of the contents, and a notice that a paper copy will be provided upon request. An electronic version is available online at <http://www.missouristate.edu/safetran/12977.htm>. Printed copies may be requested by calling 417-836-5328.

Department of Safety and Transportation  
636 E. Elm  
Springfield, MO 65897  
417-836-5509

<http://www.missouristate.edu/safetran/>

## **Department of Safety and Transportation**



The mission of the Missouri State University Department of Safety and Transportation is to Foster a Safe and Secure Environment For The University Community Through Professional Services In Law Enforcement, Security, Crime Prevention/Education and Traffic/Parking, With An Emphasis On Community Policing Concepts.

The Missouri State University Department of Safety and Transportation consists of a Department Director, Assistant Director, non commissioned Public Safety Officers, a dispatch center, a parking and transit section, and an administrative section. The Department has a close working relationship with the federal, state, county, and city law enforcement network through the Springfield Police Department (SPD). As the Department of Safety and Transportation is made aware of offenses against persons or property, they will report them to the local police. Information regarding criminal activities at addresses of University-recognized, off-campus student organizations is monitored and recorded by the administration through the SPD.

Some of the services provided by the Department of Safety and Transportation are:

- Parking Administration and enforcement
- Escorts of University members on campus after dark
- Observation, correction, and reporting of crime and safety hazards
- Twenty-four hour patrol of campus
- Security checks of University property
- Emergency assistance as needed

The Department's Public Safety officers perform accident, crime, and loss prevention functions which include identifying vulnerability to crime, fire, and accidents, and designing and implementing programs to reduce such incidents. They also educate the University community on how to create and maintain a safer and more secure academic and residential environment. All Missouri State University Public Safety Officers have the authority necessary to request identification of University members; enforce Missouri State University policies, rules, regulations, and codes; and report any alleged irregularities.

### **Springfield Police Department**

Commissioned law enforcement at Missouri State University is provided, under a memorandum of understanding, by the Springfield Police Department (SPD). The SPD officers work out of a campus substation, and have full police power including arrest authority and power to search. When the substation officers are not available for any reason, other SPD officers will respond.

### **Crime Reporting**

Any individual on the Missouri State University campus who is a victim of or observes any criminal activity should report the incident immediately to 911. Persons reporting criminal incidents should provide as much information as available. If possible, this should include the location, nature of injuries, the description of possible criminals, and briefly what happened.

Springfield Police officers will respond to protect the victims, investigate the incident, and make arrests when necessary.

Conduct which may include criminal activity can be reported to Residence Life and Services Staff or the Office of the Dean of Students for the purpose of accessing services available from those or other University offices. Individuals will be encouraged to report any criminal activity to the Springfield Police Department.

It is a policy of the University to regularly monitor, through the Springfield Police Department, criminal activity at off-campus locations of recognized student organizations. Reports that include such activity are obtained on a regular basis from the Police Department by the Department of Safety and Transportation.

Emergencies (e.g., medical, fire, crime, etc.) should be reported to the Springfield-Greene County Emergency Communications Department by dialing 911. Automatic dial telephones located in the shuttle bus shelters, Bear Park North and Bear Park South, and emergency phones in various parking lots and elevators are connected directly to the Safety and Transportation Radio Communications Center and can also be used to report an emergency. Non-emergency safety concerns should be reported to the Missouri State University Department of Safety and Transportation at 836-5509.

Conduct or crimes which may need to be tracked for inclusion in the annual security report or that may result in issuing a timely warning to campus can be reported to any officer of the Department of Safety and Transportation, or the Springfield Police Department. MSU encourages pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

<http://www.missouristate.edu/safetran/46282.htm>

Reports made to the Department of Safety and Transportation are public records under state law. Although names, addresses, etc and personally identifiable information can be restricted, the fact of the incident occurring itself cannot be held in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Office of the Dean of Students, or at the Crime Tips Website,

<http://www.missouristate.edu/safetran/12812.htm>.

### **Emergency Notifications and Timely Warnings**

Emergency Notifications will be issued in compliance with the Higher Education Opportunity Act (HEOA) of 2008 in response to a significant emergency or a dangerous situation, either on campus or, in some cases, off campus that, in the judgment of the University, constitute an immediate, imminent, or impending threat to the health or safety of members of the University Community.

Timely warnings will be issued in compliance with the Jeanne Clery Act in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the University, constitute a serious or continuing threat to members of the University community.

Missouri State University's policy for issuing Emergency Notifications and Timely Warnings to members of the campus community is located at:

[http://www.missouristate.edu/policy/op2\\_11\\_1\\_timelywarning.htm](http://www.missouristate.edu/policy/op2_11_1_timelywarning.htm)

### **Campus Crime Statistics**

It is the policy of Missouri State University to comply with all Clery Act requirements governing obtaining, documenting, reporting and disclosing crime statistics. This report is prepared in cooperation with the Springfield Police Department, and the offices of the Dean of Students.

The statistics for the 2010 reporting period are found in appendix A, and at the following website

<http://www.missouristate.edu/safetran/12977.htm>.

Statistics for MSU's West Plains campus can be found at

<http://wp.missouristate.edu/studentlife/SRTK.htm>

### **Facilities Access**

MSU administration buildings, student service facilities, and academic buildings are open to the public during the regular business hours. Academic, administration, and service buildings are secured when they are not in use and only unlocked during the weekend as needed. Public Safety Officers routinely patrol all facilities around the clock. Entrances specifically for maintenance workers are locked when not in use.

All buildings or facilities other than the residence halls are off limits to students after closing hours. However, Department Heads may authorize a student to work in a building after closing hours by approving the issuance of a "Building Permit" to the student through the Safety and Transportation Department. Because of the danger inherent to certain physical plant facilities, access to them is limited to staff members. These facilities are either locked or marked with a sign. Building permit request forms are located on the Safety and Transportation website at

<http://www.missouristate.edu/safetran/12952.htm>.

The University residence life security access system permits residents to enter the building at all times but limits the entrance of non-residents during specified hours. Receptionists and night security staff maintain 24-hour front desk service in each residence hall. Guests are welcome in the residence halls. However, each guest must be accompanied at all times by the resident who serves as the guest's host. All overnight guests must be registered at the front desk at the time of arrival and all visitors must be approved by all residents of the room, suite, or apartment.

For additional information on the use and security of university facilities, see the following website <http://www.missouristate.edu/safetran/46282.htm>.

### **Crime Prevention**

The University is proud of its student record and reserves the right to discipline or dismiss any student who fails to maintain its standards. As a condition of admission, each student concedes to the University this power of discipline in order to preserve the University ideals of scholarship, integrity, and personal propriety. Each student is expected to accept responsibility as a member

of the University and is held accountable to the Missouri State University Code of Student Rights and Responsibilities, academic integrity expectations, and other University rules and regulations published on the Current Students web page and on the Missouri State University web page. University employees and students must take an active role in their personal safety and security. Each individual is expected to function responsibly concerning his or her own personal safety as well as toward the security of their possessions. Individuals should not allow themselves to be found or placed in a situation which leaves them vulnerable to possible bodily harm. They should also secure their personal possessions and keep them safe from possible theft or damage by others at all times. During Student Orientation and Registration (SOAR), all parents and students are briefed on safety and security. Public Safety Officers are available on request to address the following crime prevention programs:

- Personal Safety
- Theft Prevention
- Sexual Harassment and Rape Prevention (SHARP). Additional information on SHARP training can be found at <http://www.missouristate.edu/safetran/39802.htm>.

### **Alcohol and Drug Abuse Policies**

The unlawful possession, use, or distribution of alcohol is prohibited on University property, in conjunction with University activities, and in conjunction with student organization events. This includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and violation of all other state and federal laws regulating use, possession, or distribution of alcohol and other drugs. "University activities" include those activities that are planned, promoted, or sponsored by a University department or other University subdivision. "University property" includes University owned or leased land, facilities, vehicles, and equipment. Use of alcohol on University property, at University activities, or at the activities of University "sponsored" student organizations, which are recognized student organizations that are advised by a University employee as part of that employee's job description and funded in some manner through University funds, is permitted only if specifically authorized by the Board of Governors, or its delegee, in accordance with state law.

Also prohibited is 1) the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia, and/or other chemicals, 2) the distribution and/or sale of alcoholic beverages, except as officially authorized by the Board of Governors or its delegee, in accord with state law, and 3) the unlawful or unauthorized distribution and/or sale of narcotics, drugs, and/or chemicals.

Violations of this policy can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Violations of this policy by students will be considered violation of the University disciplinary code, which may result in dismissal, suspension, or imposition of a lesser sanction. Sanctions may also include referrals for appropriate rehabilitation. Those employees, students, or visitors who are under 21 years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to the penalties of this State's underage drinking laws. Those employees, students, and visitors found

illegally possessing, using, or selling illegal drugs may be subject to the penalties of federal, state, and city drug laws.

The complete Social Event Risk Management Policy for Missouri State University Recognized Student Organizations is available at <http://www.missouristate.edu/studentconduct/23805.htm>, in the Dean of Students Office, or the Office of Student Engagement. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws, as well as a listing of sanctions for violations, can be found at the following sites.

<http://www.missouristate.edu/studentconduct/12028.htm>

<http://www.missouristate.edu/policy/alcoholpolicy.htm>

<http://www.missouristate.edu/dos/72222.htm>

<http://www.missouristate.edu/policy/drugalcohol.htm>

### *Programs Available*

Programs or offices available for students needing assistance with drug, alcohol, or counseling includes Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), MSU Counseling and Testing Center, the Office of Student Conduct, the Underage Drinking Task Force of Community Partnerships of the Ozarks, Taylor Health and Wellness Center, The Office of Student Engagement, as well as Cheers and Gamma Organizations.

A description of these and other drug or alcohol-abuse education programs is found at

<http://www.missouristate.edu/studentconduct/12028.htm>

Additional local programs can be located at Community Partnership of the Ozarks, at 417-888-2020. <http://www.commpartnership.org/about.php>

### **Missing Persons**

In accordance with the Higher Education Act of 2008, all students who reside in on-campus housing may identify an individual who will be contacted by University or law enforcement personnel after it has been determined that the student is missing. If campus security officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must: notify the individual identified by the student to be contacted in this circumstance; notify a parent or guardian if the student is under 18 years old; and notify law enforcement. If at any time foul play is suspected or suspicious circumstances are uncovered, the Dean of Students, Safety and Transportation, and law enforcement officials will be contacted immediately. The complete policy is available from the Office of Residence Life and Services, and can be found at the following link

<http://www.missouristate.edu/policy/missingperson.htm>.

### **Registered Sex Offenders**

Under provisions of the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act), any person who is required to register under a state sex offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution, and must notify the state of any change in enrollment or employment at an institution of higher education. Sex offender registration

information is to be transmitted from each state to the law enforcement entities where the registered sex offenders reside. In Missouri, the sex offender list is maintained at the county level. The web page for the Department of Safety and Transportation, <http://www.missouristate.edu/safetran/13012.htm>, provides a link to the Missouri State Highway Patrol Registry Sex Offenders List, as well as other county lists in the region. Members of the University Community who wish to be informed of the identities of registered sex offenders who reside in Greene County or a surrounding county are encouraged to access this information through the Safety and Transportation links.

## **Emergency Response Plan/Evacuation Procedures**

The Emergency Response and Evacuation Plan establishes policies and procedures that will be employed when there exists the potential for an emergency condition, such as severe weather; an emergency situation has or is occurring; or in any situation where it is necessary and beneficial for the operations of MSU to be conducted out of a single location. In order to ensure the various plans at MSU will work in an emergency situation, MSU participates in drills and exercises that include campus personnel as well as local, county, and state public safety agencies.

The University has several procedures in place to communicate with faculty, staff, students and media regarding any emergency on campus and has established an emergency mass notification system, known as “Missouri State Alert”, on the Springfield and West Plains campuses. Complete details about the Emergency Response Plan, evacuation plans, and the Missouri State Alert System can be found at the following web address:  
<http://www.missouristate.edu/safetran/erp.htm>.

When evacuation procedures have been initiated, faculty and staff members shall assume responsibility for the evacuation in an orderly manner. Upon evidence of an emergency, or at the direction of the Department of Safety and Transportation, the Springfield Police Department, or the Springfield Fire Department, faculty and staff members in adjacent buildings shall assume responsibility for the evacuation of their buildings in an orderly manner. Building coordinators, faculty and staff members will assist in maintaining order in the assembly areas until permission to re-enter has been given.

## **Sexual Assault**

### *Educational Programs*

Missouri State University offers numerous educational opportunities for the campus community to promote safety and awareness regarding sexual assault. Passive and active educational programs include: Sexual Harassment and Rape Prevention Training (SHARP) self defense class for women; presentation of policies regarding sexual assault and alcohol use at freshman orientation; Safe Spring Break event hosted by Taylor Health Center; Residence Life programming for all on-campus students; and Residence Life passive programming on individual floors and bulletin boards. Additional information on these and other programs can be found at the following links. <http://www.missouristate.edu/recreation/23295.htm>  
<http://www.missouristate.edu/safetran/39802.htm>

### *Procedures for Sexual Offenses*

Any student who feels that they have experienced a sexual offense is strongly encouraged to seek assistance immediately. Assistance may be obtained by calling 911 from any telephone. If the victim is on campus property, help may be obtained by calling the Department of Safety and Transportation at 417/836-5509, going to the reception desk of a residence hall, or any administrative office during business hours. Missouri State University encourages all student victims to notify appropriate law enforcement when a sexual offense has taken place. Students may make a report to the Springfield Police Department by calling 911 or notifying the Department of Safety and Transportation at 417/836-5509. Students who would like assistance in notifying law enforcement may seek help from the Dean of Students Office or the Safety and Transportation Department. Reporting to the police does not obligate you to subsequently pursue prosecution. It is a best practice for all parties involved in a sexual offense to preserve evidence by not showering, bathing, brushing teeth, changing clothes, cleaning or otherwise changing the scene. Police officers will provide guidance or take the items necessary for the possible criminal investigation.

Student victims are encouraged to contact the Dean of Students Office for follow-up assistance as well as campus and community resources. Missouri State University also offers students the after care medical services of Taylor Health Center and emotional health support at no cost through the Counseling and Testing Center at CARR 311, 836-5516. Additional information can be found at the following website <http://www.missouristate.edu/studentconduct/12374.htm>.

### *Counseling and Victim Support*

Missouri State University Counseling and Testing Center provides students with emotional health services at no cost. The Springfield community offers numerous counseling options for victims of a sexual offense. The Victim Center at 819 Boonville Avenue, 863-7273, is a local, non-profit organization that specializes in victim response and support at no cost. Their emergency hotline number is 864-7233. Additional support information can be found at the following sites.

<http://www.missouristate.edu/studentconduct/12374.htm>

<http://counselingandtesting.missouristate.edu/default.htm>

<http://www.missouristate.edu/campuservices/emergency.htm>

In addition to MSU services available for victims of criminal offenses, other services available include the following:

National Sexual Assault Hotline - 1-800-656-4673; The Victim Center - (417) 863-7273; Orchid Sexual Assault Resource - 1-888-672-4435 <http://www.orchidrecoverycenter.com/womens-health/sexual-assault.html>.

### *Student's Rights/Disciplinary Procedures*

Missouri State University will change a victim's academic and living situations after an alleged sexual offense if those changes are requested by the victim and are reasonably available. Options available to the victim may include relocation within the residence hall system and transfer to another section of an academic course.

The accuser and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The accuser and/or the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing. It is the responsibility of the accuser and the accused to notify the Office of Student Conduct of the identity of the advisor no later than three (3) days in advance of the hearing date. – *Student Code of Conduct, Rights and Responsibilities 6.5g*.  
<http://www.missouristate.edu/StudentConduct/12331.htm#Article2>

Both the accuser and the accused shall be informed of the outcome of any institutional conduct process when the allegation is a sexual offense. Notification of the accuser does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purposes of this paragraph, the outcome of a disciplinary process means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed upon the accused.

### *Sanctions*

Sanctions that the institution may impose following a final determination that a student is responsible for a sexual offense are dependent upon the nature of the sexual offense. Listed below are the categories of sexual offenses and corresponding recommended minimum sanctions under the Student Code of Conduct, Rights, and Responsibilities, section 4.19.

-Forcible Sexual Offense: the involvement in any sexual act with another person, without the consent of the other person, in which there is force which overcomes reasonable resistance; or the threat of force, expressed or implied; or the use of duress or deception. The recommended minimum sanction shall be dismissal.

-Nonforcible Sexual Offense: The involvement in any sexual act with another person, without the consent of the other person, particularly when the other person is incapacitated by drugs, alcohol, mental deficiency, or other disability. The recommended minimum sanction shall be suspension for one year.

-Nonconsensual Sexual Contact: any intentional touching, without the consent of the other person, of the genitals or anus of any person, or the breast of any female person. The recommended minimum sanction shall be suspension for one semester (a summer semester does not satisfy this requirement).

-Sexual Related Offenses: obscene or indecent behavior that is sexually motivated, including but not limited to indecent exposure and voyeurism. The recommended minimum sanction shall be Denial of Privilege to Re-enroll for a minimum of one semester (a summer semester does not satisfy this requirement). In addition, before readmission will be granted, the individual must submit a psychiatric evaluation, which clearly demonstrates that s/he is not a danger to her/himself or others.

-Sexual Harassment: which includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal, or physical contact of a sexual nature when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education, employment, or participation in a University program or activity;
- submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting that individual's academic standing, employment status, or participation in a University program or activity; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creating an intimidating, hostile, or offensive environment for that individual's employment, education, or participation in a University program or activity. (This third situation is commonly known as hostile environment sexual harassment.)

The recommended minimum sanction shall be Disciplinary Probation for one semester (a summer semester does not satisfy this requirement). In addition, other sanctions may be applied, as needed: e.g., moving from one residence hall to another or a required change of academic schedule. - *Student Code of Conduct, Rights and Responsibilities 4.19*

<http://www.missouristate.edu/StudentConduct/12331.htm#Article2>

## Fire Safety

The January through December 2010 Fire Safety Report for Missouri State University for traditional residence hall facilities and on-campus apartments documents 0 fires on campus. Of these 0 fires, 0 injuries or deaths occurred. An overview of the fire log, and the full fire safety report, is available at

[http://reslife.missouristate.edu/assets/reslife/Fire\\_Safety\\_Disclosures\\_2010.pdf](http://reslife.missouristate.edu/assets/reslife/Fire_Safety_Disclosures_2010.pdf)

The table below displays an overview of fire safety systems:

Facility	Address	Capacity	Square Footage	Fire Safety System	
<b>Blair-Shannon</b>	1001 E. Madison Springfield MO 65807	729	187,000	Non-sprinkled (trash rooms only), stand alone smoke detectors	25 pull stations + hallway fire extinguishers
<b>Freudenberger House</b>	1000 E. Madison Springfield MO 65807	740	162,000	Sprinkled, hard wired smoke and heat detectors	18 pull stations + hallway fire extinguishers
<b>Dogwood Apt</b>	941/ 1003 E. Cherry Springfield MO 65807	39	26,000	Non-sprinkled, stand alone smoke detectors, 2 heat detectors in Dogwood West	4 pull stations + fire extinguishers in each apartment & hallway
<b>Hammons House</b>	1001 E. Harrison Springfield MO 65807	584	161,000	Sprinkled, rooms wired to smoke detector enunciator panel, hallway smoke detectors hardwired to system; and heat detectors	14 pull stations + hallway fire extinguishers
<b>Hutchens House</b>	1021 E. Harrison Springfield MO 65807	574	161,000	Sprinkled, hardwired smoke detectors and heat detectors	22 pull stations + hallway fire extinguishers
<b>Kentwood Hall/ Kentwood South</b>	700 E. St. Louis/ 719 E. Walnut Springfield MO 65806	136	64,000	Sprinkled, hardwired smoke detectors in Kentwood, stand alone in Kentwood S. and 8 heat detectors	6 pull stations + hallway fire extinguishers
<b>Scholars House</b>	1116 E. Cherry Springfield MO 65807	115	46,000	Sprinkled, hardwired smoke detectors and 4 heat detectors	6 pull stations + hallway fire extinguishers
<b>Sunvilla Tower</b>	833 E. Elm Springfield MO 65806	184	134,000	Non-sprinkled (garage only),hardwired smoke and heat detector combined units	36 pull stations + fire extinguishers in each apartment & hallway
<b>Wells House</b>	1132 E. Madison Springfield MO 65807	490	120,000	Sprinkled, hardwired smoke detectors and 9 heat detectors	30 pull stations + hallway fire extinguishers
<b>Woods House</b>	1115 E. Monroe Springfield MO 65807	376	73,000	Non-sprinkled, stand alone smoke detectors and 12 heat detectors	16 pull stations + hallway fire extinguishers

**\* Every hall has a Silent Knight V system which automatically notifies Safety & Transportation of fire alarms.**

### **Mandated Fire Drills-**

Fire drills are executed once per semester, unless more are determined to be needed.

- Fire drills in Spring semester of 2010 - completed between the dates of 2/22/10- 2/24/10.

<b>Building</b>	<b>Time of Fire Drill</b>	<b>Date of Fire Drill</b>
<b>Blair-Shannon House</b>	3:30 pm	2/23/10
<b>Freudenberger House</b>	3:45 pm	2/24/10
<b>Dogwood Apartments</b>	6:00 pm	2/23/10
<b>Hammons House</b>	6:00 pm	2/23/10
<b>Hutchens House</b>	3:255 pm	2/22/10
<b>Kentwood Hall</b>	4:00 pm	2/24/10
<b>Scholars House</b>	3:30 pm	2/24/10
<b>Sunvilla Tower</b>	Due to recent fire alarms, no drill was warranted.	
<b>Wells House</b>	5:15 pm	2/24/10
<b>Woods House</b>	8:15 pm	2/22/10

- Fire drills in Fall semester of 2010- completed on the dates of 9/20/10 – 9/23/10.

<b>Building</b>	<b>Time of Fire Drill</b>	<b>Date of Fire Drill</b>
<b>Blair-Shannon House</b>	8:00 pm	9/20/10
<b>Freudenberger House</b>	3:45 pm	9/22/10
<b>Dogwood Apartments</b>	5:30 pm	9/22/10
<b>Hammons House</b>	5:25 pm	9/22/10
<b>Hutchens House</b>	1:45 pm	9/23/10
<b>Kentwood Hall</b>	4:40 pm	9/22/10
<b>Scholars House</b>	4:00 pm	9/22/10
<b>Sunvilla Tower</b>	5:30 pm	9/22/10
<b>Wells House</b>	4:20 pm	9/22/10
<b>Woods House</b>	5:15 pm	9/22/10

## **Fire Regulations-**

Periodic fire drills, once per semester, are required to insure that students and staff know what to do in the event of a fire. All students should be on the alert to prevent fires. Students should be familiar with the fire instructions that are posted in each room/suite and are properly informed of these procedures during the required RA meeting, held at the beginning of each academic year. All residents and visitors are required to evacuate the residence hall when the hall fire alarm is sounded. Those refusing to cooperate with staff or evacuate the residence hall are subject to disciplinary action.

## **Student Procedures-**

### ***In the event the fire alarm sounds:***

1. Leave the residence hall at once, using the nearest stairway exit. Depart the room immediately, but dress in preparation for exiting into the outdoors (e.g. shoes, coats, etc.).
2. Lock your door.
3. Never use the elevator during a drill or actual fire.  
\* If you are away from your room when the fire alarm sounds, do not return to your room but leave the residence hall via the nearest exit.
4. Evacuate to the designated emergency evacuation location, given at the required RA meeting and posted on the Fire Safety Card located on the back of the entrance door to every room.
5. Do not return to the residence hall until given the all-clear signal by safety personnel or residence life staff.

### ***In the event of a fire:***

1. Contain the fire, if possible, by closing the door.
2. Notify the reception desk or your RA immediately. Fire alarms are located in each hallway.
3. Leave the residence hall by the nearest stairway. Do not use an elevator. Close the room and hallway doors behind you. Remain calm at all times.  
\* No matter how small the fire, and even if it is already extinguished, report it to the reception desk or your RA immediately.
4. Evacuate to the designated emergency evacuation location, given at the required RA meeting and posted on the Fire Safety Card located on the back of the entrance door to every room.
5. Do not return to the residence hall until given the all-clear signal by a Missouri State Safety and Transportation officer or the residence life staff.

## **Staff Procedures-**

### ***When the Alarm Sounds***

1. Press the ALARM ACK button located below the read-out screen under the lit red light.
2. Note the location of the problem area(s), e.g., pull station, detector, etc.
3. Call the RA on the floor where the alarm is indicated or the RA on duty to investigate.
4. Go to the desk and wait for an RA to call and verify whether there is an actual fire.
5. Once the reason for the alarm is discovered, log the reason on the log sheet on the side of the alarm panel.

### ***If the Alarm is False***

1. Reset the pull station if applicable.

2. Silence the new panel by pressing **ALARM SILENCE**.
3. Press **SYSTEM RESET**.
4. To silence the old alarm panel, turn the **RESET** key to the right and push the **SILENCE** button.
5. Reset the panel by returning the key to **NORMAL**.
6. Make an all call, informing residents that it was a false alarm and not to evacuate.
7. Contact Safety and Transportation (6-5509) to inform them of the false alarm.

***If There is an Actual Fire***

1. Instruct the Reception Desk to notify Safety and Transportation (6-5509), if they have not called them first (Silent Knight will alert Public Safety), and request they notify the Springfield Fire Department. The reception desk will also contact the HD and Area Coverage.
2. Begin the evacuation of the building. Public Safety will be assisting to ensure that residents do not re-enter the building.
3. Take building roster to evacuation location and account for residents.
4. Online fire alarm emergency form (see attached) goes to:

Assistant Director Facilities & Operations Residence Life & Services  
 Assistant Director Education & Development  
 Administrative Specialist, Public Safety  
 Public Safety Officer, Safety & Transportation  
 Assistant Director, Safety & Transportation  
 Coordinator of Facilities & Operations, Residence Life & Services

5. Call Central Staff Coverage and Assistant Director, Facilities and Operations who then alerts Director of Residence Life and Services.

**Policies-**

***Community Living Guidelines***

These guidelines, located in the Guide to Residence Hall Living, detail the policies on portable electrical appliances, smoking, and open flames:

- Smoking and/or possession of a lit substance, including the possession of candles, candle warmers, incense and flame-heated potpourri pots, in any residence hall room and/or in any public area including elevators, bathrooms, hallways, lounges, laundry rooms, lobbies, balconies, within 50 feet of all entrances and exits of all residence halls, unless otherwise specified.
- Possession of items not allowed in the residence hall rooms and/or public areas, to include heaters/heating units (except UL-approved heating blankets), halogen torchiere lamps, waterbeds, fog machines, personal washers/dryers or dishwashers, candles (with or without wicks), air conditioners, outside antennae, flammable liquids, incense, alcoholic beverages/containers, non-university provided refrigerators and microwaves, personal surveillance systems in public places; and if not living in University Apartments, any open-coiled appliances, toaster ovens, pizza cookers, hot plates, sandwich makers, electric skillet, deep fat fryers/Fry Daddies, BBQ grills and George Forman grills.

### ***Smoke- and Tobacco-Free Living***

All tobacco products (both smoking and non-smoking) are expressly forbidden in all areas, including all common areas and individual living units (including apartment balconies). Any student found responsible for contaminating the smoke-free environment of a room/suite/apartment will be charged up to \$750 per incident per living unit for the thorough restoration/cleaning of that area, including carpets, walls, ceilings, draperies, etc.

### ***Fire Safety Education and Training***

All members of Hall Staff and Resident Assistants undergo fire safety education and training prior to the beginning of each school year in coordination with the Springfield Fire Department, which includes a smoked hallway presentation by Springfield Fire Department Fire Marshal, fire extinguisher training and, departmental policies and procedures. Hall Directors and Assistant Hall Directors receive additional training on all fire alarm panel systems for Residence Life and Services buildings. Residents are required to participate in 1 fire drill per semester, completed within each building with the support of Residence Life staff members.

### **Current Improvements/ Plans for Future Improvement-**

Plans for upgrades to current systems that do not possess sprinkler systems will be resolved as funding permits. Blair Shannon and Woods have had sprinklers installed and upgrades to fire panels in the summer of 2011, and those projects are complete as of this time.

## Appendix A 2010 Crime Statistics

Criminal Offenses	2008	2009	2010
<b><u>Criminal Offenses - On campus</u></b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	6	1	5
Sex offenses - Non-forcible (Include only incest & statutory rape)	0	0	0
Robbery	1	0	0
Aggravated assault	1	0	0
Burglary	30	17	4*
Motor vehicle theft	6	6	4
Arson	0	0	0
<b><u>Criminal Offenses - Residence Halls</u></b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	6	1	5
Sex offenses - Non-forcible (Include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	1	0	0
Burglary	20	13	4*
Motor vehicle theft	0	0	0
Arson	0	0	0
<b><u>Criminal Offenses - Noncampus</u></b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	1	0	0
Sex offenses - Non-forcible (Include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	3	0	0
Burglary	9	5	2
Motor vehicle theft	1	2	2
Arson	0	0	0
<b><u>Criminal Offenses - Public Property</u></b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest & statutory rape)	0	0	0
Robbery	0	0	1
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

\*Numbers reflect update in CLERY crime classification guidelines concerning burglaries and larcenies

Hate Crimes	2008	2009	2010
<b><u>Hate Crimes - On campus</u></b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
<b><u>Hate Crimes - Residence Halls</u></b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
<b><u>Hate Crimes - Noncampus</u></b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
<b><u>Hate Crimes - Public Property</u></b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0

Arrest & Disciplinary Actions	2008	2009	2010
<b><u>Arrests - On campus</u></b>			
Illegal weapons possession	0	0	0
Drug law violations	30	24	33
Liquor law violations	15	11	16
<b><u>Disciplinary Actions - On campus</u></b>			
Illegal weapons possession	15	4	0
Drug law violations	13	27	28
Liquor law violations	400	465	446
<b><u>Arrest - Residence Halls</u></b>			
Illegal weapons possession	0	0	0
Drug law violations	25	22	26
Liquor law violations	9	6	12
<b><u>Disciplinary Action - Residence Halls</u></b>			
Illegal weapons possession	15	4	0
Drug law violations	13	27	28
Liquor law violations	400	465	446
<b><u>Arrest - Noncampus</u></b>			
Illegal weapons possession	0	0	0
Drug law violations	1	1	0
Liquor law violations	1	1	1
<b><u>Disciplinary Actions - Noncampus</u></b>			
Illegal weapons possession	0	0	0
Drug law violations	2	0	0
Liquor law violations	9	0	0
<b><u>Arrest - Public Property</u></b>			
Illegal weapons possession	1	0	1
Drug law violations	6	8	11
Liquor law violations	23	1	4
<b><u>Disciplinary Actions - Public Property</u></b>			
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

