

MINERAL AREA COLLEGE

GUIDE TO CAMPUS SAFETY



A PUBLIC SAFETY HANDOUT FOR STUDENTS
“PUBLIC SAFETY IS A SHARED RESPONSIBILITY”



Mineral Area College
Serving Communities Since 1922

REVISED 10/1/2014

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MINERAL AREA COLLEGE DEPARTMENT OF PUBLIC SAFETY

(2014 Edition)

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MINERAL AREA COLLEGE CAMPUS SAFETY INFORMATION

Mission and Authority – Mineral Area College Department of Public Safety exists as a comprehensive law enforcement agency, to provide for the protection of persons and property, prevention of crime and to secure the general safety and welfare of the college community.

EMERGENCY NUMBERS:

When using campus phones you must dial “9” first to get a line out!

EMERGENCY:

**Campus Police- cell phone 631-2831 (carried by working campus police)
From a campus phone- ext. 2331 or 518-2331
Fire and EMT/ Ambulance- 911**

NON-EMERGENCY:

**Student Services- 573-431-4593
Dept. of Public Safety- 518-2148 or ext. 2148
St. Francois County Central Dispatch- 431-3131
General Services- 518-2110 or ext. 2110**

Note: When calling 911 in Missouri from your cell phone your call will be directed to a regional call center which may not be in your immediate area. It is crucial for you to immediately identify who you are, your exact location, and what the nature of your emergency is so that your call can be routed to the closest emergency services provider.

1. In general, the quickest way to obtain emergency assistance is to call 911.
2. When calling, provide your location, the nature of the problem and who you are to the emergency services provider. Remain on the line with the emergency services provider as long as they need to speak with you. Try your best to remain calm and provide clear, short answers to the questions the emergency service provider may ask you. Help will be on its way very soon.
3. If the emergency occurs on the Mineral Area College campus, you will need to contact the Department of Public Safety or college official needs as soon as possible for notification and additional emergency procedure information.

PUBLIC SAFETY GUIDELINES

Public safety is an important shared responsibility for the entire Mineral Area College community. Each member of the campus community should take an active role in being aware of public safety issues and reporting incidents involving public safety that occur on or around our campus.

Mineral Area College has a Department of Public Safety, which consists of commissioned police officers and non-commissioned security officers. These individuals are tasked with the responsibility of providing general campus law enforcement and security services for emergency and non-emergency situations.

Student misconduct that does not result in criminal behavior is frequently be handled by referral to the Dean of Students. An example of student misconduct that may be referred to the Dean of Students would involve violations of college policies or rules which are not statutory crimes. Mineral Area College has an established due process and procedure for the immediate removal of any individual and/or student from the college if it is determined that they are an immediate threat to themselves or others, or if it is determined that it is not in the best interest of the public safety needs of Mineral Area College to have that person present on campus grounds.

MAC DEPARTMENT OF PUBLIC SAFETY IS JUST ONE PART OF THE LAW ENFORCEMENT COMMUNITY

Mineral Area College's Department of Public Safety maintains a cooperative working relationship with local, county and state law enforcement agencies. This cooperation includes multi-jurisdictional investigations, special events coordination, joint training programs, and rendering mutual aid assistance.

ACCESS TO CAMPUS BUILDINGS:

As a public institution, the college generally seeks to maintain open access to its facilities, but it reserves the need and right to restrict access to facilities. Access to student housing facilities is limited to residents and invited guests. In instances where a person, through his/her action/prior action, has demonstrated an inability or unwillingness to conduct him/herself in accordance with College policy or applicable law, that individual may be denied access to all College facilities and a Notice Against Trespass issued. College facilities are well maintained and their security is given regular attention. College parking areas, walkways, and buildings are lighted to enhance safety and security.

CRIME PREVENTION

GENERAL PERSONAL SAFETY TIPS: On or off campus, most crimes can be avoided by using common sense and by taking the following personal precautions:

WHILE WALKING:

- Trust your instincts- if you feel uncomfortable about someone near you on the street, on a date, in an elevator, getting into or out of a vehicle: head for a well lit and populated area, or yell for help, or activate the panic button on your cell remote.
- Be aware of your surrounding and the people that are near you.
- Avoid darkened areas or narrow hidden passages between buildings or garages.
- Whenever possible, travel in a group, especially at night.
- If you feel that you are being followed, walk into an occupied college building and seek the nearest group of people. As soon as practical, notify MAC Campus Police or use your emergency service's number to summon police.
- In an emergency situation you can attract attention and help by screaming, yelling for help or making loud noises. Using a whistle or personal alarm is a good way to attract attention.

WHILE DRIVING:

- Keep your vehicle in good working order and your gas tank at least half full.
- Park in a well-lit area and keep your doors locked whether you are in or out of your vehicle.
- Have your keys out and ready before you get to your vehicle. Always look inside the front and rear seat areas and floor boards before getting in to make sure someone isn't hiding inside.
- Pay attention to your surroundings as you approach and exit your vehicle.
- Do not pick up hitch hikers or offer strangers a ride.
- If you have a flat tire in a remote or unsafe area, you may be able to slowly drive on it until you reach a safe well-lit area. Always keep your cell phone handy and let others know your travel route and approximate schedule
- If your vehicle breaks down, put the hood up, remain inside your vehicle with the doors locked, and turn on the four way emergency flashers. Use flares or reflectors if you have them, put out a help sign if you have it, or use your cell phone to summons assistance. If someone stops to help remain in

your vehicle but you may roll the window down an inch or two. Ask the person to call the police or a tow service for you if you have not done so already.

- Drinking and driving is never a good idea. Most motor vehicle accidents that result in death involve a driver that is under the influence of alcohol. If you have been drinking please use a designated driver or call for a taxi.

SEXUAL ASSAULT/RAPE:

Sexual assault/rape is a forced sexual activity against a person's will. Such force includes actual physical force, as well as mental and emotional pressures, coercion or manipulation. It may also include the use of "date rape drugs" and/or alcohol to reduce the victim's resistance.

Sexual assault/rape can happen anywhere at any time. Anyone can be sexually assaulted, but most sexual assault victims are women. No one is immune; women from every level of society regardless of age, race, appearance or social standing can be victims of sexual assault. The majority of sexual offenders are male. Like their victims, these men come from every element of society.

Sexual assault/rape by strangers occurs less often than sexual assault by acquaintances. We naturally treat strangers with caution; we are much less likely to trust them and allow ourselves to be isolated with them. A good rule to follow is to treat everyone as you would a stranger until his/ her trust is earned. Over one half of all reported sexual assaults/rapes occur in the victim's residence.

In general there are some basic safety precautions that you can take to help avoid becoming a victim of sexual assault/rape.

- Stay alert to what is going on around you.
- Act immediately to remove yourself from any dangerous situation.
- Avoid public intoxication or any other condition that reduces your self control.
- Take friends or escorts with you to avoid being isolated in risky situations. Avoid private encounters with strangers in secluded settings.
- Be wary of anyone who pays undue attention to you, or a stranger that asks you personal or inappropriate questions, or invades your personal space in any way.
- Do not consume food or drink provided to you by anyone you do not know well and completely trust. Do not leave your food or drink unattended in any public setting or party.
- Do not hitchhike or give rides to strangers under any circumstances!
- Ask friends or family that gives you a ride not to leave until you have safely entered your destination.
- Be cautious when using elevators. Stand near the buttons and get off immediately if you are suspicious of other occupants.

DATE AND ACQUAINTANCE RAPE:

Over one half of all reported sexual assaults/rape involve an attack by a friend or acquaintance of the victim. Listed below are some basic preventive strategies that women should exercise to make themselves less vulnerable to sexual assault while dating.

1. Know your date, if you don't know him well stay in a public or populated area.
2. Tell someone you trust where you are going and how long you expect to be gone. Make this obvious to your date.
3. Part of being an adult involves taking responsibility for your actions and decisions. You have the right to set your own limits
4. Be assertive and act immediately when something happens you don't feel comfortable with.
5. Be cautious of anyone who is domineering or manipulative, who attempts to impose their will on you.
6. Any use of alcohol and/or drugs reduces your ability to think clearly and make sound decisions. Keep this in mind when in public settings

No one deserves to be sexually assaulted or raped but if you have become a victim of sexual assault or rape:

1. Go to a safe place.
2. It is important that you notify law enforcement immediately, as any delay in reporting increases the danger to you and others.
3. It is important that all physical evidence is preserved. Do not shower, bathe, or use feminine hygiene products. Save all clothing and bedding that was present at the time of the assault. Do not disturb anything where the assault occurred. **This evidence is extremely important.**
4. Call a friend, family member, or rape crises counselor to be with you for support.
5. Go to a hospital emergency room for medical care and immediately tell them that you are a victim of sexual assault/rape.
6. Seek counseling and support from a rape crisis center. They can be a valuable source of support and assistance in a difficult time.

The Southeast Missouri Family Violence Council/ New Way Shelter provides a 24-hour crises hotline for victims of sexual assault or domestic violence. This number is: **1-800-663-9929 or (573) 358-3913.**

Through student services at (573) 518-2262 you can be connected to a confidential counselor who can make referrals to professional organizations for counseling and support.

The accused assailant is subject to criminal prosecution and if a student of Mineral Area College he/she is subject to college disciplinary proceedings for violation of Student Code of Conduct. Both the victim and the accused have due process rights within Mineral Area College's administrative review system. College disciplinary actions may include but are not limited to the assailant being suspended, expelled from the college, and/or issued Notification Against Trespass.

To see a list of registered sex offenders in Missouri, go to the following website:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

DOMESTIC VIOLENCE OR STALKING

If you are the victim of domestic violence or stalking while on campus or if you have an Ex Parte (Temporary or Full Order of Protection) issued against a spouse, former spouse, intimate partner or household member, please contact the Department of Public Safety and report the situation immediately.

SCHOOL VIOLENCE

The following behavioral warning signs may be an indication of a person with a potential toward violence. The presence of one of the following signs does not guarantee that someone will be violent, but the more signs that someone has raises the probability that violence may occur.

- Has engaged in violent behavior in the past.
- Has uncontrolled, angry outburst or tantrums.
- Exhibits consistently antisocial behaviors.
- Forms and/or maintains friendship with others known for problem behaviors.
- Often engages in abusive language or conduct intended to intimidate or threaten others.
- Has brought a weapon or threatens to bring a weapon to school.
- Consistently makes violent threats when angered.
- Has a substance abuse problem.
- Has an extreme preoccupation with weapons or violence, especially when associated with the killing of humans, even in a simulated sense.
- Is socially isolated.
- Has a sudden negative change in academic performance or personal interest.
- Is abusive to animals.
- Has a personal history of abuse or neglect.
- Has a sustained history of being a witness to abuse or violence.
- Fails to cope with trauma or loss in their personal life.
- Is indifferent to the feelings or rights of others.
- Is preoccupied by perceptions of mistreatment by others and blames others for these problems to the point of appearing vengeful.
- Is preoccupied with multimedia containing emotional cruelty and/or violence.
- Personal or academic writings/drawings expressing anger and/or violence.
- Is involved in a gang or other antisocial group.
- Seems depressed/withdrawn, exhibits severe mood swings, and has these at a severity or frequency well beyond those typically experienced by his or her peers.
- Expresses sadistic or violent attitude.
- Has threatened or actually attempted suicide or performs acts of self mutilation.

DISASTER PREPARENESS

TORNADO/SEVERE WEATHER:

During a tornado or severe weather **STAY CALM** and quickly follow the steps below:

1. **COLLEGE BUILDING:** PLEASE BE FAMILIAR WITH THE LOCATION OF ALL “TORNADO GATHERING LOCATION” SIGNS THROUGHOUT CAMPUS. **If severe weather should occur you will need to quickly but safely seek shelter in these areas at the first warning siren or if instructed to do so by college personnel and remain there until the all clear signal is given.**
2. **COLLEGE PARK:** If you are a resident at College Park and live in an upstairs apartment you need to seek shelter in a lower apartment. If you are at the College Park Club House please locate the “Tornado Gather Location” sign and gather there.
3. **IF OUTSIDE OR IN A NON REINFORCED BUILDING,** lie flat in the nearest ditch or low area away from power-lines and trees if possible. **DO NOT STAY IN A CAR OR ATTEMPT TO OUTFRAN THE TORNADO!** Immediately leave your car and seek shelter in a safe area.
4. After the tornado has passed evaluate the situation and if emergency help is needed contact 911. **Be aware** at all times of dangerous structural conditions around you.
5. **STAY CALM!!** All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

Note: Gas leaks and power-lines create special hazards. Please refer to the special section on utility failures.

If necessary, an Emergency Operations Center will be activated on campus.

FIRE:

IMPORTANT: Always be familiar with campus evacuation procedures for your areas!

1. If fire alarm is sounding immediately evacuate building.
2. Assist person(s) with disabilities. **DO NOT USE ELEVATOR DURING A FIRE.**
3. Do not return to evacuated building until told to do so by Fire or Law Enforcement Official.
4. Once outside, move clear of the building and if possible to an up-wind direction. Keep walkways and streets clear for emergency personnel and equipment.
5. Remain with your instructor and/or classmates so that all persons can be accounted for.

Note: **IF YOU BECOME TRAPPED** in a building during a fire and cannot safely exit out the window **HANG AN ARTICLE OF CLOTHING** (shirt, jacket, etc.) **OUTSIDE WINDOW** as a marker for emergency personnel. If there is no safe exits or windows, lay on the floor where the air is more breathable. **SHOUT FOR HELP** at regular intervals to alert emergency personnel of your location.

EARTHQUAKE:

During an earthquake, remain calm and quickly follow the steps outlined below:

1. **IF INDOORS**, seek refuge in a doorway or on the floor between desks or tables pulled closely together. Stay away from windows and heavy items that may fall over. **EXIT THE BUILDING ONLY WHEN INSTRUCTED TO DO SO BY COLLEGE OFFICIALS OR AFTER THE GROUND TREMORS HAVE STOPPED!**
2. **IF OUTDOORS**, move quickly away from buildings, utility poles and other overhead structures. **CAUTION:** consider all downed wires as energized and avoid them
3. **IF IN AN AUTOMOBILE**, stop in the safest place available, preferably an open area away from trees and other overhead structures.
4. **ASSIST ALL PERSONS WITH DISABILITIES IN EXITING THE BUILDING. DO NOT USE THE ELEVATOR IN CASE OF FIRE. Specially trained personnel will use a Device (EVACUTRAC) to assist in evacuating persons with disabilities.**
5. Keep sidewalks and streets clear for emergency personnel and equipment. Once outside, move to a clear area away from affected buildings and stay together so everyone can be accounted for.
6. **DO NOT RETURN TO EVACUATED BUILDINGS UNLESS TOLD TO DO SO BY LAW ENFORCEMENT/ FIRE OR CAMPUS OFFICIAL.**
7. If necessary, an Emergency Operations Center will be activated on campus.
8. **STAY CALM!** All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

Note: Gas leaks and power-lines create special hazards. For further information see the special section on utility failures.

HAZARDOUS MATERIAL SPILL:

1. Any spillage of a hazardous material is to be reported to 911 immediately and to a campus official.
2. When reporting, be specific about the nature of the incident and the materials involved if known. Be sure to identify the location of spill. 911 will contact the proper authority and medical personnel if needed.
3. Anyone who may be contaminated by the spill is to avoid contact with others and immediately seek first aid and decontamination.
4. If directed by campus authority or Law Enforcement/Fire Official, pull the fire alarm. The alarm only sounds in the building where the fire alarm has been pulled.
5. When you are told to evacuate by law enforcement, fire or college officials, walk quickly to the nearest exit and ask others to do the same.
6. **ASSIST ALL PERSONS WITH DISABILITIES IN EXITING THE BUILDING. Specially trained personnel will use a Device (EVACUTRAC) to assist in evacuating persons with disabilities.**
7. Keep sidewalks and streets clear for emergency personnel and equipment. Once outside, move to a clear area away from affected buildings and remain together until accounted for.
8. **DO NOT RETURN TO EVACUATED BUILDINGS UNLESS TOLD TO DO SO BY LAW ENFORCEMENT, FIRE OR CAMPUS OFFICIALS.**

BOMB THREAT:

1. If you observe a suspicious object or potential bomb on campus. **DO NOT HANDLE OR TOUCH THE OBJECT!** Clear the area and immediately call 911.
2. Any person receiving a phone call that a bomb or other explosive device has been placed on campus should, if possible, ask the caller:
 - a) When is it going to explode?
 - b) Where is it located?
 - c) What does it look like?
 - d) Why did you place the bomb?
3. If possible keep talking to the caller as long as possible and make note of the following:
 - a) Time of call.
 - b) Estimated sex of the caller based on the voice.
 - c) Any unusual background noise if it can be identified.
4. Immediately notify 911 and Campus Police, and supply them with the information outlined above.
5. Law Enforcement Officials will conduct a detailed bomb search. Employees are requested to visually identify any suspicious packages or objects in their area and report them to Law Enforcement or Fire Officials. **DO NOT TOUCH OR HANDLE THE OBJECT IN ANY WAY!**
6. If directed by campus official, Law Enforcement or Fire Officials, pull the fire alarm. The alarm only sounds in the building where the fire alarm has been pulled.
7. **ASSIST ALL PERSONS WITH DISABILITIES IN EXITING THE BUILDING. If needed specially trained personnel will use a device (EVACUTRAC) to assist in evacuating persons with disabilities.**
8. **DO NOT RETURN TO EVACUATED BUILDINGS UNLESS TOLD TO DO SO BY LAW ENFORCEMENT, FIRE OR CAMPUS OFFICIALS.**

UTILITY FAILURE:

1. In case of **major** utility failure, occurring during regular business hours, college officials will contact General Services.
2. If there is potential danger to the building or occupants standard evacuation procedures should be implemented. If the utility failure occurs after hours or on a weekend or holiday, notify campus police/security at 573-631-2831 or call 911.
3. **ASSIST ALL PERSONS WITH DISABILITIES IN EXITING THE BUILDING. Specially trained personnel will use a Device (EVACUTRAC) to assist in evacuating persons with disabilities.**
4. **DO NOT RETURN TO EVACUATED BUILDINGS UNLESS TOLD TO DO SO BY LAW ENFORCEMENT/ FIRE OR CAMPUS OFFICIAL.**
5. Keep sidewalks and streets clear for emergency personnel and equipment. Once outside, move to a clear area away from affected buildings. Remain with other evacuated persons until accounted for.

ELECTRICAL FAILURE:

- a) All buildings at this time are equipped with emergency light systems. They will provide enough light in corridors and stairs for safe evacuation of the building.
- b) If you are in the elevator during a power failure, use the emergency phone to make notification of your condition to the Student Services office. Student Services will then notify Campus Police

and General Services. If the phone is not functional, press the Emergency alarm button on the front panel, it will alert someone that you need assistance.

- c) Remain calm and await further assistance. Do not attempt to force your way out of the elevator as you are at greater risk of injury in doing so.

PLUMBING FAILURE/ FLOODING:

- a) **Cease using all electrical equipment.** Notify a campus official and they will contact General Services. Evacuate the area if necessary.

GAS LEAK:

- a) **Cease all operations and do not turn on or off any electrical equipment or lights. Remember that electrical arcing can trigger an explosion!**
- b) **EXTINGUISH ANY OPEN FLAMES IMMEDIATELY (SUCH AS CANDLES, LIGHTERS, BUNSON BURNERS OR ANYTHING ELSE THAT MAY OMIT A FLAME!**
- c) Contact 911 and notify a campus official immediately.
- d) **EVACUATE THE AREA!**

VENTILATION PROBLEMS:

- a) If smoke or noxious odors come from the ventilation system, immediately notify a college official who will contact General Services. Evacuate the area if necessary.

**Mineral Area College
Campus Crime Statistics
5-Year Summary for 2013 to 2017**

Crime Statistics:	2013	2014	2015	2016	2017
Homicide:	0	0	0	0	0
Forcible Sex Offenses:	0	0	0	0	0
Non-Forcible Sex Offenses:	0	1	0	0	0
Robbery:	0	0	0	0	0
Aggravated Assault:	0	0	0	0	0
Burglary:	0	0	0	0	2
Larceny/Stealing	0	3	2	2	7
Arson:	0	0	0	0	0
Motor Vehicle Theft:	0	0	0	0	0
Liquor Law Violations:	6	3	15	0	4
Drug Violations:	7	5	6	3	3
Weapons Violations:	0	1	1	0	0
Auto Accidents	5	4	6	4	4

Hate/Bias Crimes:

Race:	0	0	0	0	0
Gender:	0	0	0	0	0
Religion:	0	0	0	0	0
Sex Orientation:	0	0	0	0	0
Ethnicity:	0	0	0	0	0
Disability:	0	0	0	0	0

Campus SaVE Act Statistics:	2013	2014	2015	2016	2017
Domestic Violence:	N/A	0	0	0	1

Dating Violence:	N/A	0	1	0	0
Stalking:	N/A	0	1	0	1

Note: Campus SaVE Act reporting began in 2014

Fire Safety Statistics:

No fires occurred during this annual reporting period.

<u>Fire Category</u>	<u>Cause</u>	<u>Fire Injuries</u>	<u>Fire Deaths</u>	<u>Damage Est.</u>
N/A	N/A	0	0	0

This information is published and provided by Mineral Area College in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act.

ADDITIONAL RESOURCES AND PROGRAMS
TO INFORM AND ASSIST STUDENTS AND EMPLOYEES

<i>Park Hills Police Department:</i>	(573) 431-3122
<i>St. Francois County Sheriff's Department</i>	(573) 431-2777
<i>Missouri State Highway Patrol</i>	(573) 431-0166
<i>St Francois County Prosecutor's Office</i>	(573) 756-6666
<i>Missouri Department of Public Safety – Crime Prevention Center</i>	(573) 751-4905
<i>Missouri Crime Victims Compensation Fund:</i>	1-800-347-6881

DRUG AND ALCOHOL ABUSE TREATMENT RESOURCES:

<i>South East Missouri Treatment Center (AQUINAS):</i>	1-800-455-5749 or (573)756-5749
<i>Alcoholics Anonymous Hotline:</i>	1-800-729-6686
<i>National Substance Abuse Hotline</i>	1-800-662-4357

FAMILY VIOLENCE/ABUSE RESOURCES:

<i>Child Abuse Hotline:</i>	1-800-392-3738
<i>Elderly/Disabled Adults Abuse Hotline:</i>	1-800-392-0210
<i>Domestic Violence/Sexual Abuse (A Friends Place)</i>	1-800-663-9929 or (573)358-4461
<i>South East Missouri Mental Health Center:</i>	(573) 218-6792
<i>National Domestic Violence Hotline</i>	1-800-799-7233
<i>MO Div. of Family Services Child Abuse/Neglect Hotline</i>	1-800-392-3738
<i>National Poison Control Center</i>	1-800-366-8888
<i>National Suicide Prevention Hotline</i>	1-800-784-2433 or 1-800-273-8255
<i>Teen Dating Abuse Help Line (Love is Respect)</i>	1-866-331-9474
<i>National Sexual Abuse/Rape Hotline</i>	1-800-656-HOPE (4673)