MISSION UNIVERSITY

CAMPUS SAFETY AND SECURITY

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CAMPUS SECURITY TEAM

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24/7 Security Line: 417.268.6022 or 417.419.2606

CAMPUS SAFETY AND SECURITY

At Mission University, safety is a priority. The University has a 24/7 security team of former police officers, prior military personnel, and student leaders at Mission University. Our security team is dedicated to protecting students, faculty, and staff. Our officers monitor the campus 24 hours a day by video surveillance, vehicle and foot patrols.

The Office of Safety and Security is on the second floor of the Administration building in the Student Life Department. Officers are available 24/7 and may be contacted at (417) 268-6022 or (417) 419-2606.

The prevention of crime is the primary concern of our security team, and you play a vital role in its ability to maintain safety on campus. **If you observe any criminal behavior or suspicious activity, contact security at 417.268.6022; for emergencies first call 911.**

SERVICES WE PROVIDE:

- Secures and patrols the campus
- Vehicle parking registration
- Key issuance for residents and guests
- Parking enforcement
- Late night shuttle/escorts
- Assisting students locked out of their dorm room or apartment
- Educate students on matters of safety, security, and issues of protection

The Safety and Security Department acquires its enforcement authority from the administration of Mission University and in the enforcement of federal, state, and local statutes and Mission University regulations. We maintain a working relationship with all appropriate Law Enforcement Agencies and elements of the Criminal Justice System. Communication is maintained with other agencies, both on a formal and informal basis, and crime-related reports and statistics are routinely exchanged.

CRIME/EMERGENCY REPORTING

The prevention of crime is the primary concern of our security team, and you play a vital role in its ability to maintain safety on campus. **If you observe any criminal behavior or suspicious activity, contact security at 417.268.6022; for emergencies first call 911.**

If a criminal action occurs on campus, please call the local police or sheriff's office at 911 and then notify the Security officer on duty. To report a crime or an emergency on campus, students can do the following:

- Call the Office of Safety and Security
    - (417) 268-6022 or (417) 419-2606 - 24/7
- Contact their RA or the Student Life Department
- Students can file an internal Incident Report with their RA who will in turn alert Security and the Student Life Department. (These steps are in place to assist any student who must deal with the trauma of a criminal incident against themselves or their property)

Be prepared to tell both the police and security officers the following information if you are the victim of a crime or if you are a witness to a crime:

- Who you are and where you are calling from
- What happened exactly
- Where and when the crime happened
- Who was there when the crime happened

Do not disturb any evidence while waiting for campus security or the police to arrive as it may affect the outcome of the investigation.

CRIME PREVENTION TIPS

The overall campus safety and security lies within the hands of the entire community. We increase the security of our campus by 100% when we contribute to crime prevention. There are several ways you can help prevent crime. They are, but are not limited to:

- Lock your vehicle, apartment, and dorm room doors
- Keep your keys in a secure place
- Park in well-lit areas and avoid parking on the street
- Call Security immediately if you notice someone or something suspicious (such as a vehicle, person or something out of place)
- Call Security for an escort to or from any buildings/apartments.
- Remove any valuable items from your vehicle, or at the very least, remove them from view
- Inform Security immediately if you bring a new bike or motor vehicle to campus
- Call the Police, then Security if you are witnessing a crime occurring
- Report all crime or suspicion of crime to Security, the Student Life Department or any RA.
- Take a mental note of any person, vehicle, or situation you may encounter. Try to identify any distinguishing features including, but not limited to (person) tattoos, accent, hair color, scars, ethnicity, height, weight, clothes, etc.; (vehicle) make, model, color, plate #, plate state, damage, dents or scratches, rust, stickers, decals, etc.; (situation) time of occurrence, location, witnesses, people/vehicles involved, etc.

PARKING REGULATIONS

Vehicle Registration

Upon arrival, all students must register their vehicle with the Safety and Security Department. **ANY UNAUTHORIZED VEHICLES** in campus parking lots may be **SUBJECT TO TOWING**.

To register your vehicle, you will need the year, make, and model of the vehicle along with the license plate # and the VIN #. If you have any questions or need assistance locating these details, the officer on duty will be able to help.

Vehicle registration stickers are to be placed on the driver's side, bottom corner of the front windshield.

Parking Lot Permissions

Students at Mission University should adhere to the following parking regulations (refer to the Campus Map for locations):

- 24/7 Parking
    - Lots 2, 3, 4, 5, 7, and 8
- Library Hours
    - Library Parking

Student parking is **PROHIBITED IN LOTS, 6,9, AND 10.** Student vehicles are subject to both ticking and/or **TOWED AT OWNERS EXPENSE** if parked in these areas.

Please refer to the following campus map for specific lot locations:



BUILDING ACCESS/PERMISSIONS

Students may access the following buildings with their Patriot Card during the posted hours of operation. Any restricted areas are also indicated below:

- Main Administrative Building
    - Monday-Friday 8am-5pm
- Academic Administrative Building
    - Monday-Friday 8am-5pm
    - Access includes the Beth Adams Room and the Chapel
- Mailbox Area
    - 24/7 Access
    - Package pick-up is **only** available during Mailroom hours of operation.
        - Security may not access student packages with the exception of medication and perishable food items.
        - For assistance, please see the Student Life staff.
- Student Center
    - Sunday-Saturday 7am-Curfew
- Kennedy Fine Arts Building
    - Monday-Friday 8am-5pm
- G.B. Vick Memorial Library
    - See posted Library hours
- W.E. Dowell Fieldhouse
    - Current Athlete Access Only

LOST/STOLEN ID/KEY

If a Patriot Card or room key has been lost or stolen, students should:

1. Contact Security immediately to report the lost item.
2. Pay the replacement fee to Stephanie Young, Bursar.
    a. Upon receipt of payment, Stephanie will send an email to Security requesting the replacement.
    b. The student will receive notice that the item is ready for pickup within 24 hours.

SAFETY PROCEDURES

Mission University Safety and Security Department exists to assist and promote a safe environment for the entire Mission University community. The security staff maintains a quality working relationship with the Springfield Fire Department and Greene County Office of Emergency Management. The Safety and Security staff work with the Student Life Department to educate and assist the University community.

You are encouraged to report any issue you feel presents a risk to your safety or the safety of others to the Safety and Security Department. Examples of safety issues you are encouraged to report include faulty smoke detectors, damaged doors/locks, obstructed emergency doors, or other fire hazards.

Firearms/Weapons/Fireworks

Mission University has a zero-tolerance policy regarding the use or possession of firearms or explosive devices on campus.

Room and Board students may not possess or store weapons on the University property. Weapons include but are not limited to firearms, compressed gas weapons, knives with a blade of more than four inches, impact weapons or other martial arts type weapons, crossbows and archery equipment, slingshots and/or any object used in a threatening manner.

The discharge of firearms and fireworks on campus is a violation. The discharge of explosives such as "dry ice bombs" will be treated seriously and local authorities may get involved. Not only are they dangerous, they violate other people's rights and dishonor them, but they also are against the laws of our state.

Any student renting an on-campus apartment must receive permission to keep or store a weapon in their apartment. To make an application for authorization to carry a concealed weapon, you must go to the Director of Safety and Security. This provision is not available to single students without proper approval.

Individuals with a legal, Missouri-issued, conceal-and-carry permit must have authorization from the University President, Director of Student Services, and

the Director of Safety and Security to have a concealed weapon on campus. This prerogative will only be extended to those who live in the campus apartments, and permission will only be granted to store the weapon in your apartment or to carry it back and forth to your vehicle. Each case will be based upon individual applications. Weapons will never be permitted in the academic facilities, offices, Residence Halls, or any student services campus location.

Students violating these policies through possession, use, or storage are subject to disciplinary action. A fine will be issued, or dismissal could result. A student in possession may also be prosecuted for any violation of the law.

EMERGENCY ACTION PLAN

Purpose: To provide general guidelines to follow in an emergency. Understand that emergencies are unique to the situation. The following procedures are in place to assist you in making rational decisions in a stressful situation.

NOTE: All emergency procedures are location specific. Refer to posted emergency procedures in your area for more detailed information.

SEVERE WEATHER

You will be notified of any school closings during the school year.

Tornado

In the event of a tornado, take shelter immediately. Refer to posted emergency procedures for location specific information.

Tornado/Severe Weather Shelters:

- 1st and 2nd Floor A/B Apartment Building Bathroom or Closet
- Apartment Building D Basement
- Presidential Dining Room in the Dining Hall
- Vick Dorm Basement
- 1st and 2nd Floor Woodworth/Donnelson Bathrooms
- Main Admin – Safe Room (1st floor hallway)
- Academic Admin A - Bottom floor beneath Student Life Offices
- Academic Admin D - 1st Floor Hallway (Outside Student Center)
- KFA - 1st Floor Hallway (North end near stairwell)

All students should use wisdom and follow the advice of the security officers. Shelters will remain open until severe weather has cleared the area. Security will notify those in the shelters as soon as the National Weather Service cancels the warning.

Earthquake
If indoors:

- Take cover under desks, tables, or heavy furniture
- Take cover in interior doorways or narrow halls
- Stay away from windows and beware of falling objects

If outdoors:

- Move away from buildings
- Avoid trees, electrical poles, and overhead wires

CAMPUS LOCKDOWN
A lockdown is issued whenever there is a possible or ongoing threat to the safety of those at Mission University. Campus-wide communication will be made in the event of a lockdown.

Lockdown Procedures
Indoors:

- Secure the room you are in by locking and/or barricading the doors.
- If on the ground floor, stay away from windows
- Turn off lights
- Remain as quiet as possible as to not attract attention

Outdoors:

- During a lockdown, access to the buildings will be restricted
- Gaining access to the buildings will be controlled by security and other authorized university personnel.

ACTIVE SHOOTER

- Get away and leave campus if you believe you can do so safely

- If you are not able to leave, secure your room by locking and/or barricading the doors
- Prepare yourself as practiced and outlined in our *Student Response to Active Shooter* classes at the beginning of each semester.
- Call the police when it is safe for you to do so.

Finally, remember that **a lockdown is not officially lifted until notification has been received from the Safety and Security Department**. These procedures are meant to keep our campus secure. If they are not followed properly, the consequences could be fatal.

FIRE ALARMS/FIRES

Should a student accidentally activate an intrusion or fire alarm, the student should remain at that location until an RA, security officer, or school official can arrive to defuse the alarm. By staying at the site until someone arrives, the student can assure the administrative representative that there is no need to evacuate the facility.

To intentionally activate an intrusion or fire alarm is a class B misdemeanor within Springfield and carries a $500 fine and/or six-month jail term. In compliance with Federal, State, and Local fire code regulations, and in light of several recent incidents at other schools, where students have died in student residences, it is incumbent upon Mission University to orient our students to proper protocol when a fire alarm is sounded.

The proper response to an alarm in the administration buildings and/or dorms will be:

- Security will be responsible for completely evacuating the buildings when fire alarms sound. Resident Assistants will assist Security in evacuating the single dormitories. The final decision to re-enter the buildings and terminate alarms will rest with the Security officers on duty after an assessment of the situation has been made.
- All students will be required to evacuate when directed to do so, or they will be dealt with by the Student Life Department using appropriate disciplinary action. Students will not be conditioned to believe every alarm is a false alarm and, therefore, ignore a potentially threatening situation. Students who fail to respond properly by exiting the building will

be reported, and their actions will be noted in a reprimand added to their file.

- Because of the danger and gravity of the situation, any student who intentionally sets off a false fire alarm, vandalizes fire exit alarms or emergency lights, or dishonors other students by discharging fire extinguishers could be dismissed from Mission University and possible criminal charges may be filed against them.
- Cases that involve intentional vandalism of smoke alarms will be treated as very serious offenses, and dismissal could result. These acts of vandalism will be treated immediately and harshly.
- For safety and reporting purposes, any fire on the Mission University campus should be reported to Campus Safety and Security.
- Campus Safety will post maps illustrating safe evacuation procedures on each floor of the campus buildings. These should be reviewed periodically to ensure safe egress in case of a fire.

CAMPUS COMMUNICATION FOR EMERGENCIES AND/OR CRIMINAL ACTS

In an emergency or criminal act on or near campus, Mission University students will receive text messages and/or email communication through Populi. Populi is Mission University's Student Information System. To receive text communication, students must verify their device on their Populi profile. Populi allows the Office of Safety and Security and the Administration to effectively relay information, procedures, and orders to students, faculty, and staff.

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If you have any questions or concerns regarding these procedures, please contact the Safety and Security Department at (417) 268-6022.