



# MOUNT MARTY

## UNIVERSITY

### ***Annual Security and Fire Safety Report***

*Published by October 1, 2023*

#### Table of Contents

Introduction	2
Data Collection & Distribution	2
Crime Log/Fire Log	2
Reporting a Crime	3
Access to Facilities	4
Campus Law Enforcement	4
Emergency Notifications and Timely Warnings	4
Security Awareness and Crime Prevention Programs	5
Alcohol and Drug Policy	5
Sexual Assault Policy and Procedures	6
Sexual Assault Reporting Procedure	6
Missing Persons	7
Emergency Preparedness and Evacuation Policy	9
Fire Safety Report & Fire Statistics	11
Fire Alarm Policy	11
Campus Crime Report	12
Clery Crime Definitions	13
Campus Map	15

## INTRODUCTION

Mount Marty University (“MMU” or the “university”) is committed to providing a safe campus for students, faculty, staff, and visitors. Safety is a shared responsibility within our campus community and we rely on every member to contribute by reporting crimes and suspicious activities in a timely manner.

MMU prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) which requires colleges and universities to disclose information regarding crime and security policies annually and to disclose statistics about crime activity occurring on or near campus. The Office of Institutional Effectiveness, in collaboration with the Campus Safety Office and a number of university departments and local law enforcement, prepares, compiles, and distributes this information in this Annual Security Report. The report includes information about the university’s policies on campus security, the reporting of crimes, the university’s crime and security prevention initiatives, alcohol and drug use. In addition, this report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain non-campus buildings and property, and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning sexual assault and other matters.

## DATA COLLECTION & DISTRIBUTION

As required by the Clery Act, crime, arrest, and student disciplinary data is requested from various sources. Requests for information are sent to campus community members as well as local law enforcement agencies. Campus crime, arrest and referral statistics include those reported to local law enforcement, Campus Safety, and designated campus officials including directors, deans, department heads, student advisors and athletic coaches. Statistics from these sources are compiled and made available in this report and at [U.S. Department of Education Campus Safety and Security](#). MMU faculty, staff, and students are notified directly of the availability of this report via a campus wide e-mail. New and prospective students and prospective employees are also made aware of this report during orientation and through other campus resources. Copies of this report are available in the Office of Institutional Effectiveness (605-668-1577) or via [MMU Campus Safety](#).

## CRIME LOG/FIRE LOG

The Campus Safety Office maintains a daily log of all allegations of crimes reported to have occurred on campus. The log maintains basic information on the event, including the nature of the event; the time, date, and location of the event; the date and time the event was reported; and the disposition of the complaint. The log of the past 60 days is available upon request from the Campus Safety Office. Information may be temporarily withheld if certain circumstances are met, including jeopardizing an on-going investigation at the law enforcement level or jeopardizing the safety of an individual.

The Facilities Office maintains a daily log of all fires reported to have occurred on campus. The log maintains information on the event, including the date of the incident, the building in which the fire occurred, the cause of the fire and any damage that may have occurred.

## REPORTING A CRIME

All members of the campus community and guests are encouraged to immediately report any suspicious or criminal activity to Campus Safety by calling **661-9883** or **668-1316** in a timely manner. Whether you are a victim or a witness, suspicious activity or campus emergencies should be reported immediately. The seriousness of the act and the urgency of the response must be determined by the caller, **do not hesitate to request maximum and immediate help by calling 911.**

### **In case of emergency:**

- **DIAL 9-911** to reach the Yankton Police Department. Identify yourself and the type and location of the emergency.
- Call the Crisis Hotline **665-4606** or **(800) 765-3382**.
- Call Campus Safety at **661-9883** or **668-1316**.
- If the incident has occurred in a residence hall, contact the Residence Life staff.

### **To report completed acts of criminal activity**

Incidents of personal assault/injury, theft, vandalism, accidents, etc., should be reported by calling 9-911 if immediate medical or safety concerns need to be met. Otherwise, notify your RHD or RA to file a report. The university will either handle the situation internally or will inform the local law enforcement and request their assistance. The Director of Campus Safety will coordinate the reporting procedures for victims of criminal activities with local authorities. The victim of the crime will be informed of the university's action and may always pursue direct police involvement.

### **Voluntary confidential reporting**

Students wishing to report a crime confidentially may meet with a pastoral or professional counselor. Pastoral and professional counselors who receive confidential reports are not required to report these crimes to Campus Safety for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. Counselors are encouraged, when they deem it appropriate, to inform those being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Violations of the law will be referred to local law enforcement officials and when appropriate, for university discipline. In the event that criminal activity, in the judgment of the Director of Campus Safety, represents a continuing threat to the campus community a “timely warning” will be issued. It will be reported by such means as e-mail advisories, special posted announcements, verbal warnings and informational articles, etc. The immediacy of a report will be determined with the help of the local police on a case-by-case basis in light of all the facts surrounding the crime.

### **Off-Campus Student Crimes**

MMU does not have any recognized off-campus student organizations and thus has no policies for monitoring these organizations.

## ACCESS TO FACILITIES

Between the hours of 6:00 am and 8:00 pm, university buildings (excluding all Residence Halls) are open to students, parents, employees, guests and contractors. The locking of campus buildings begins at 10:00 pm and access is granted only via Campus Safety. Faculty and staff have access to all academic buildings at all times. Faculty and staff do not have access to Residence Halls unless approved by the Vice President for Student Success. Students have access to academic buildings after hours only by Campus Safety. Some facilities have individual hours, which may vary at different times of the year. These facilities will be secured according to schedules developed by the department responsible. Emergencies may necessitate changes or alterations to any of these schedules. Campus-wide cooperation is expected between faculty, staff and students to ensure that doors opened after lock-up are secured once they have been used. Periodically, Campus Safety and Facilities personnel examine security issues such as landscaping, locks, alarms, lighting and communications.

## CAMPUS LAW ENFORCEMENT

Campus Safety personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at the university. Campus Safety personnel have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety personnel do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Campus Safety office maintains a highly professional working relationship with the Yankton Police Department and all of its investigatory agencies. The Vice President for Student Success serves as the campus liaison between the university and local/state/federal law enforcement agencies, disseminating and interpreting policies as needed.

All crime victims and witnesses are strongly encouraged to immediately report crimes to Campus Safety and, if appropriate, local law enforcement. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

### Emergency Notification

MMU has implemented the Campus Alert Notification (CAN) System for the purpose of notification to all Students, Faculty and Staff at all university locations in the event of an emergency occurring on or near campus locations. Emergencies may include but are not limited to weather alerts, school closings, fire, and criminal activity. This system is offered to all students, faculty and staff at no charge. This system will issue notifications by text message, voice, email and social media to enrolled participants. All students, faculty and staff are encouraged to sign up for this system through the Mount Marty University [LancerLink](#). Anyone with information possibly warranting a “timely warning” should report the circumstances to the Campus Safety office. Notification will be made without delay unless notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate emergency.

### **Timely Warning**

If there is an immediate or continuing threat to students, employees, or property, a “timely warning” will be issued. The warning will be issued through the CAN System, which includes notification through text message, voice, and email. Students and employees are encouraged to register contact preferences through CAN.

***Information thought to warrant the issuance of a timely warning should be reported to Campus Safety at 661-9883.***

These policies and procedures require the Director of Marketing & Communications, or their designee, to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages will include information on what has occurred and instructions on what to do next. The CAN System is tested on an annual basis and information regarding the tests including a description of the exercise, the date, time, and whether the test was announced or unannounced can be obtained upon request to the Director of Marketing & Communications.

## **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

### **Security Awareness Programs**

At the beginning of each term, Residence Hall students are informed of safety issues. Programs include, but are not limited to building evacuation due to fire, bomb threat, tornado or natural disaster; building/key security; acquaintance/stranger rape or assault; and theft. In addition, information is disseminated to students and employees through displays, videos, and email reminders. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

### **Crime Prevention Programs**

Crime prevention programs on personal safety are sponsored by various campus organizations throughout the year. At the beginning of each term, Resident Assistants provide various educational programs on personal safety for students living in Residence Halls. Area police and fire department officials are invited on campus at various times throughout the year to provide students with crime prevention and safety awareness information. Students and employees are informed immediately of crimes on campus and in close proximity when they are a threat to the university community. Educational programs concerning personal safety, crime prevention, including bystander training, and the prevention of sexual assault are offered on campus each year.

## **ALCOHOL AND DRUG POLICY**

The Drug-Free Schools and Communities Act of 1989 mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use, dispensation, or distribution of illicit drugs and alcohol by students and employees and provide certification to the Department of Education that such a program is in place.

The Drug-Free Workplace Act of 1988 requires recipients of federal grants and certain federal contracts to certify that they will provide a drug-free workplace. Employees (including work study students) who are engaged in projects relating to federal grant awards must abide by the university's drug-free policy to avoid loss of the federal grants or contract. The university developed this policy not only in response to the federal drug-free legislation, but also to attempt to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within the university community. All employees and students annually receive notice of this policy through appropriate handbooks and electronic media.

### **Policy Statement**

Mount Marty University is committed to preventing the use of illegal substances by students, faculty, and staff and to encouraging responsible behavior regarding alcohol and legal addictive substances through policy, needs assessment, education, and treatment.

1. As used in this Policy, the following terms have the following meanings:

- a. "Commercial Driver's License or CDL" means a license issued by the South Dakota Department of Transportation ("DOT") and subject to federal guidelines.
- b. "Controlled substance" means marijuana (including cannabis used or possessed for medical purposes), cocaine, opiates, amphetamines, phencyclidine, and all controlled substances in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined in 21 C.F.R. 1308.11-1308.15.
- c. "Conviction" means a finding of guilt, including a plea of nolo contendere (no contest), or the suspended imposition of sentence or both, by any judicial body charged with the determination of violations of federal or state Criminal Drug Statutes or alcohol statutes.
- d. "Criminal Drug Statute" means a Federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.
- e. "Employee" means any person who is employed by the university (i.e., who receives a regular paycheck for full or part-time work). "Under the influence" means having any detectable level of a Controlled Substance or a BAC of 0.04 or greater of alcohol in the person's body, regardless of when or where the Controlled Substance or alcohol may have been consumed or otherwise introduced into the person's body. If an employee who is not required to have a CDL tests positive for the presence of marijuana, however, the employee will not be deemed to have been under the influence or to have a positive test result unless the presence of marijuana has caused the employee to be impaired while performing work-related activities.

2. The unlawful manufacture, distribution, dispensing, purchase, or use of a controlled substance or alcohol (except as specifically permitted at authorized university functions) is prohibited on university property or otherwise in the university's workplace. Additionally, all university employees are prohibited from performing their job duties while under the influence of any substance, including a controlled substance, alcohol, prescription medication, or over-the-counter medications. This includes the use or possession of medical cannabis on university property or during any university-sponsored activities. While South Dakota law may permit certain actions regarding the use of medical cannabis, federal law classifies marijuana (cannabis) as a Schedule I controlled substance. Consequently, the use or possession of marijuana on university property or at any university sponsored event is prohibited.

3. The university shall annually provide a drug and alcohol free awareness program to inform employees about: (a) the dangers of drug and alcohol abuse in the workplace; (b) the university's policy of maintaining a drug and alcohol free work place; (c) any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and (d) the penalties that may be imposed upon employees for drug and/or alcohol abuse violations occurring in the work place, including the referral for prosecution.

4. Employees must notify the university's Human Resource Department of any conviction under a criminal drug statute (including convictions subject to suspended impositions) no later than five (5) calendar days after the conviction. Within 30 days after being notified by the employee of the conviction, the university will take appropriate disciplinary action which could include requiring the employee to undergo an evaluation by a substance abuse professional ("SAP"), requiring the employee to pay for and complete a drug abuse assistance or rehabilitation program (approved for such purposes by federal, state or local health agencies), or termination of employment. The university shall notify federal grant authorities within ten days after receiving notice that an employee has been convicted for violating any criminal drug statute in the workplace.

5. Prescription medications are generally allowed on the university's premises provided that they are taken in accordance with a physician's prescription and that they do not impair the employee's work for the university (i.e., render the employee under the influence). Due to the university's need to comply with the Drug Free Workplace Act, a prescription drug does not include a written certification for use of medical marijuana pursuant to SDCL 34-20G-1(23). The use or possession of marijuana on university premises is strictly prohibited whether in prescription form or otherwise except as set forth in the university's student Medication Administration policy. Over-the-counter drugs are not prohibited by this policy provided they are taken in the standard dosage.

6. Current employees of the university are subject to controlled substance and alcohol testing if the university has reasonable suspicion that the employee is under the influence of a controlled substance or alcohol at the workplace. Tests shall be conducted when a supervisor or university official has a reasonable suspicion that an employee has violated the university's alcohol or drug prohibitions. The purpose of this testing is to determine whether an employee is violating the terms of this policy. A "reasonable suspicion" that an employee is under the influence may be based on, among other things:

- a. Observable behavior, such as:
  - Odor (smell of alcoholic beverage, body odor, urine etc.);
  - Movements (unsteady, fidgety, dizzy, poor muscle coordination etc.);
  - Eyes (dilated, constricted, or watery eyes or involuntary eye movements etc.);
  - Face/facial expressions (flushed, sweating, confused or blank look etc.);
  - Speech (slurred, slow, distracted, inability to verbalize thoughts, etc.);
  - Emotions (argumentative, agitated, irritable, drowsy, mood shifts, anxiety, panic etc.)
  - Actions (yawning, twitching, delayed reactions, increased appetite, hallucinations etc.);
  - or
  - Inactions (sleeping, unconscious, no reaction to questions etc.)
- b. Involvement in an on-the-job accident, direct observation of drug or alcohol use or possession, or the physical symptoms of being under the influence of a drug or alcohol;
- c. A pattern of abnormal conduct or erratic behavior;

- d. Arrest or conviction for a drug related or alcohol related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
- e. Information provided either by reliable and credible sources or that is independently corroborated; or
- f. Evidence that an employee tampered with a previous test.

7. Tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work-day when the employee must comply with drug and alcohol prohibitions of this policy. The employee's supervisor or another university supervisor or administrator shall make arrangements for the transportation of any employee who is reasonably suspected of being under the influence to a medical facility to conduct the testing. Attempts to conduct tests shall terminate after eight hours.

- a. The university employee who initiates the reasonable suspicion testing shall make a written record of their observations leading to a reasonable suspicion test.
- b. An employee who refuses to test or otherwise engages in behavior to obstruct any test may be subject to disciplinary action, up to and including termination of employment.
- c. An employee who has a positive test result may be required to have a drug and alcohol evaluation at the employee's expense at a facility approved by the superintendent. A copy of the evaluation results and recommendations must be provided to the employee and the superintendent when completed. The employee must successfully complete the recommended treatment program. Failure to comply with the recommendations or refusal to undergo the evaluation are grounds for the university to terminate the employee's employment.
- d. Any employee who tests positive for controlled substances or alcohol or otherwise violates this policy and who is not terminated will not be permitted to return to work until: (1) the employee is evaluated by the SAP and complies with any recommendations made by the SAP, all at the employee's expense; and (2) the employee successfully passes another test for the presence of alcohol or controlled substances.
- e. Any employee who is determined by the SAP assessment to need assistance to resolve problems associated with the use of controlled substances or alcohol and who is not terminated under this policy will also be subject to random follow-up testing for the same as a condition of continued employment. At a minimum, follow-up testing will consist of 6 random tests in a 12-month period following the employee's return to duty. The follow-up testing may be extended at the University's discretion for up to 60 months following a return to duty. All follow-up testing will be at the expense of the employee.

8. Before testing an employee, the following process shall be followed:

- a. The employee will be required to sign an Employee Drug and Alcohol Testing Consent and Release Form. If the employee refuses to sign the consent, such refusal shall be deemed a refusal to test.



- b. An employee being tested shall, before collection of the breath, urine, or blood sample for testing, identify in writing to the person conducting the test all prescription and over-the-counter medications currently or recently used by the employee.
- c. Any urine sample to be tested will first be tested by an initial immunoassay. If the initial test is positive, a confirmation test of the same sample will be conducted by gas chromatography/mass spectrometry (GC/MS) analysis.
- d. Any breath sample to be tested will first be tested by an Evidential Breath Testing (EBT) device. If the initial test is positive, a confirmation test using an EBT device meeting the requirements set forth in 49 CFR § 40.53(b) will be administered.

9. Any test conducted under this policy will be conducted in a manner that:

- a. Protects the dignity of the employee and the integrity of the testing process;
- b. Safeguards the validity of the test results; and
- c. Ensures that those results are attributed to the correct employee.

10. Refusing to test or otherwise engaging in conduct that obstructs testing will subject an employee to disciplinary action, including dismissal.

11. Underage students found in violation by the institution for the consumption of alcohol will face conduct sanctions ranging from a warning to suspension/separation from MMU. Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by MMU up to and including expulsion.

## SEXUAL ASSAULT POLICY AND PROCEDURES

The statement was developed in response to the 1990 Student Right to Know and Campus Security Act (Public Law 101-542) and the Higher Education Amendments of 1992. Sexual assault may be defined as any form of forced sexual contact, including, but not limited to, acts of rape (stranger and acquaintance), as well as unwanted touching, fondling or other forms of sexual conduct. Sexual assault, in any form, is unacceptable and will not be tolerated. All members of this community share responsibility for maintaining an environment which promotes the safety and mutual respect of each individual.

### **SEXUAL ASSAULT REPORTING PROCEDURE**

A person who has been a victim of sexual assault is encouraged to report the crime to the **Yankton Police (9-911 or 9-668-5210)**. A student who has been a victim of sexual assault is also encouraged to report such incidents to the Avera Sacred Heart Hospital Emergency Room 668-8100, MMU Counseling Office 668-1518, Lewis and Clark Behavioral Health Service Crisis Line 605-665-4606, and Student Affairs 668-1541. *Those who report a sexual assault will be advised of the importance of preserving evidence, which may be necessary to provide proof for prosecution.*

MMU provides support services for all persons who have been victims of sexual assault, domestic violence, dating violence, and stalking. University staff will serve in any advocacy role and help refer

individuals for medical, police, judicial and counseling assistance on or off campus. Upon request to the Vice President for Student Success, assistance will be provided in changing academic schedules, living, working, and transportation arrangements when reasonably available.

Whether or not a victim chooses to initiate criminal charges, she/he retains the right to file a complaint through the university's grievance process by contacting the Vice President for Student Success. Reported complaints of sexual assault will be investigated and information obtained in the process will be kept as confidential as possible. Should the alleged misconduct of a student be subject to review through formal hearing procedures, both the accused student and the victim will be afforded the opportunity to present relevant information, be accompanied by a support person of their choice from MMU, and be apprised of the results of the hearing. Upon request, the university will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense to the victim of such crime or offense or the next of kin, if the victim is deceased. In the event the accused student is found in violation, the entire range of sanctions outlined in the Student Handbook may be considered, including, but not limited to, probation, suspension or dismissal from Mount Marty University. Educational programs to promote prevention and awareness about sexual assault are offered through the New Student Orientation Program and other campus programs.

**Title IX Coordinator:**

Katie Harrell, Vice President for Student Success  
Roncalli 210  
(605) 668-1491  
[katie.harrell@mountmarty.edu](mailto:katie.harrell@mountmarty.edu)

**[Mount Marty University Title IX Information](#)**

**Registered Sex Offenders**

All sex offenders are required to register in the state of South Dakota and to provide notice of each institution of higher education in South Dakota at which the person is employed, carries a vocation or is a student. A list of all registered sex offenders in South Dakota is available from the [State of South Dakota](#).

**MISSING PERSONS POLICY**

For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, family member, or other campus personnel has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than Campus Safety, the employee receiving the report will ensure that Campus Safety is contacted immediately.

*Procedures for designation of emergency contact information*

Students age 18 and above or emancipated minors: Students will be given the opportunity during each semester registration process to designate a confidential contact person to be notified in the case that the student is determined to be missing, and that only authorized campus officials in the furtherance of a missing person investigation may have access to this information. If a student does not provide the confidential contact information, emergency contact designee will remain in effect until changed or revoked by the student.

Students under the age of 18: In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

*Official notification procedures for missing persons*

- Any individual on campus who has information that a residential student may be missing must notify Student Affairs and Campus Safety as soon as possible.
- Student Affairs and Campus Safety will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where the student might be, who they might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photo, class schedule). Appropriate campus staff will be notified to aid in the search of the student.
- If the above actions are unsuccessful in locating the student within 4 hours of the report or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Student Affairs and Campus Safety will contact the Yankton Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- No later than 24 hours after determining that a residential student is missing, the Vice President of Student Success or their designee will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under age 18) that the student is believed to be missing.

*Campus communication about missing student*

In all cases, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain assistance in the search for any missing student. The MMU Director of Marketing and Communications shall be available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the university will be directed to the Director of Marketing and Communications prior to providing a statement to the community with any information about a missing student. The Marketing and Communications Office shall consult with Student Affairs, Campus Safety and law enforcement authorities to ensure that communications do not hinder the investigation.

## EMERGENCY PREPAREDNESS AND EVACUATION

The university's *Emergency Notification and Alerting Policy* can be found on [LancerLink](#) under Operational Policies.

### GENERAL INSTRUCTIONS FOR ALL EMERGENCY SITUATIONS

1. GET OUT OF IMMEDIATE DANGER
2. REPORT THE SITUATION - 911 (9-911 if on campus)
  - Nature of the emergency
  - Your name
  - Phone Number from which you are calling
  - Your location
  - Answer any questions and do not hang up the phone until the operator is finished
  - After notifying emergency personnel, notify Campus Safety at 661-9883 or 668-1316.

### OTHER IMPORTANT PHONE NUMBERS:

Campus Safety: (605) 661-9883 or (605) 668-1316  
Facility Services: (605) 668-1500  
Vice President for Student Success: (605) 668-1491  
Human Resources: (605) 668-1525  
Residence Life: (605) 668-1619  
Poison Control Center: 1-800-764-7661

### EVACUATION PROCEDURES

1. WHEN ORDERED TO EVACUATE OR WHEN ALARMS ARE ACTIVATED, ALWAYS LEAVE IMMEDIATELY. Evacuation notices will be announced via the Campus Alert Notification (CAN) System.
  - Unless ordered otherwise by officials, Facilities personnel or designee (Building Managers may be designated) shall direct and ensure, to the extent practical, that a safe personnel evacuation is conducted. Treat all alarms as warning of an actual emergency situation.
  - All department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of Facilities personnel and emergency response personnel.
  - Facilities personnel or designee shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance and any others who may be anywhere in the building and any other relevant information on the emergency situation.
2. EXIT QUICKLY AND CALMLY USING NEAREST EMERGENCY ESCAPE ROUTES AND MARKED EXITS AND PROCEED TO SAFE ASSEMBLY LOCATIONS. DO NOT USE ELEVATORS.
  - Do not attempt to use elevators during an emergency. Use only stairways in an evacuation.

- Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on this building's posted evacuation map or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by university officials.
- If possible, take your coat and keys but do not take time to go to lockers or offices for personal possessions.
- If possible and safe, turn off laboratory gases, exhaust fans and close doors/windows as you exit.

3. ASSIST PERSONS REQUIRING EVACUATION ASSISTANCE TO GET TO DESIGNATED AREAS FOR EVACUATION ASSISTANCE. BE ALERT FOR TRAPPED, INJURED, OR OTHER PERSONS NEEDING ASSISTANCE

*Emergency Evacuation Process*

The process of safely negotiating an emergency evacuation route can often present difficulties to building occupants who are physically challenged. Whether the impairment is temporary or permanent, a specific evacuation plan of action tailored to the occupant's special needs should be developed and practiced. The names of transient students and visitors should not be included on the list except upon their request.

*Building Managers*

Building Managers have been designated to assist disabled occupants to predetermined safe locations during an emergency evacuation. This procedure was devised to enhance the personal safety of those who may be physically challenged and may require the assistance of others in the event of an emergency evacuation.

*ADA EVACUATION*

*Purpose*

The purpose for developing the ADA list is to provide another opportunity for persons experiencing temporary or permanent disabilities to receive assistance during emergency situations. Upon receiving a name, MMU Student Life and Human Resources shall record and forward the names within 24 hours to Facilities where the name(s) will be retained and placed on the master "ADA Evacuation Assistance List." Facilities personnel will provide leadership for planning and practicing evacuation drills for these persons. Each individual is ultimately responsible for their own safety, so plan ahead!

*Voluntary Participation*

Occupant participation is voluntary and under no circumstances shall an individual be required to have their name placed on the ADA Evacuation Assistance List. Students living in residence halls should coordinate their evacuation plan with Residence Life (668-1541). Residence Life will develop and maintain the ADA list and a copy will be forwarded to Facilities for further dissemination, including the inside of specific fire alarm panel boxes.

*Confidentiality*

Confidential information appearing on the ADA list will include the individual's name, building/room location, and physical condition/special needs. This information should be forwarded to Facilities to be used those purposes described herein.

## FIRE SAFETY REPORT & FIRE STATISTICS

MMU provides fire safety throughout the campus. Corbey Hall and Whitby Hall have full fire sprinkler systems as well as addressable alarm systems. All campus buildings have working fire alarm systems in place and are inspected on a regular basis. There are no open flames (e.g. candles) allowed in any dorm or office. MMU annually performs fire alarm drills.

### Fire Statistics

Mount Marty University had no reports of fire or fire damage on campus during the 2022-2023 academic year.

FACILITY	2020			2021			2022		
	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS
Corbey Hall	0	0	0	0	0	0	0	0	0
Whitby Hall	0	0	0	0	0	0	0	0	0
Bede Hall	0	0	0	0	0	0	0	0	0
Rickenbach Suites	0	0	0	0	0	0	0	0	0

### Fire Alarm Policy

*IF FIRE OR SMOKE IS DISCOVERED ANYWHERE ON OR ABOUT THE CAMPUS:*

- Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. DO NOT attempt to retrieve valuables or use elevators.
- Pull the nearest fire alarm. Find a safe location and **call 9-911**
- Call the Facilities Office at (605) 668-1500 during office hours. After hours call Campus Safety at 661-9883.
- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.
- The universal sign for a person trapped in a burning building is to hang clothing or a sheet out the window of the room you are trapped in. The firefighters will know where you are trapped.
- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. Do not re-enter the building alone. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.
- If your clothes catch fire, STOP, DROP, AND ROLL!!!
- Accountability is a very key concern for the Fire Department. When evacuating you should always go to a designated meeting area so that you can be accounted for.
- All employees are responsible for encouraging others to evacuate while on their own evacuation route.
- Instructors and supervisors are responsible for informing the designated building representative if someone is missing from their class or office.

***ALL ALARMS SHOULD BE TAKEN SERIOUSLY. IF YOU HEAR AN ALARM, EVACUATE THE BUILDING.***

## CAMPUS CRIME REPORT

	Occurrences On Campus			Occurrences In Residence Halls			Occurrences On Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
<b>CRIMINAL OFFENSES</b>									
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex offenses – forcible	0	0	0	0	0	0	0	0	0
Sex offenses – non forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny/theft	1	3	0	0	3	0	0	0	0
Simple assault	0	0	1	0	0	0	0	0	0
Intimidation	0	0	1	0	0	1	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>									
Illegal weapons possession	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>									
Illegal weapons possession	1	2	1	1	2	0	0	0	0
Drug law violations	3	5	2	3	5	2	0	0	0
Liquor law violations	48	67	14	48	67	14	0	0	0

### **Hate Crimes**

For the years 2020, 2021, and 2022, there were no hate crimes to report.

## CLERY CRIME DEFINITIONS

### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Burglary**

The unlawful entry of a structure to commit a felony or theft.

### **Dating Violence**

Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

### **Domestic Violence**

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

### **Drug Law Violation**

The unlawful cultivation, manufacture, distribution, sale, purchase, possession or transportation of any controlled drug or narcotic substance.

### **Forcible Sex Offense**

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, including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

### **Hate Crimes**

A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, sexual orientation, ethnicity, national origin, disability, gender identity.

### **Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

### **Larceny/Theft**

The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

### **Liquor Law Violation**

The violation of laws, ordinances, or university policy prohibiting the sale, purchase, possession or use of alcoholic beverages.

### **Motor Vehicle Theft**

Theft or attempted theft of a motor vehicle.

### **Murder/Manslaughter**

The willful killing of one human being by another.

### **Negligent Manslaughter**

The killing of another person through gross negligence.



**Non-Forcible Sex Offense**

Unlawful, non-forcible sexual intercourse including incest and statutory rape.

**Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Stalking**

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Vandalism**

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law

**Weapons Law Violation**

The violation of laws, ordinances, or university policy prohibiting the manufacture, distribution, sale, purchase, possession or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

## CAMPUS MAP

