



Missouri State™

WEST PLAINS



ANNUAL SECURITY AND FIRE SAFETY REPORT

October 1, 2012

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Table of Contents

Introduction	3
Crime Reporting	3
Emergency Notifications and Timely Warnings	5
Crime Statistics	8
Facilities Access.....	9
Crime Prevention	11
Alcohol and Drug Abuse Program.....	11
Alcohol and Drug Abuse Policy	12
Missing Persons.....	14
Emergency Response Plan.....	16
Registered Sex Offenders	18
Sexual Offenses.....	19
Sexual Harassment.....	23
Fire Safety.....	24
 Appendix A	
Campus Crime Statistics (West Plains).....	29
Criminal Offenses On-Campus	29
Criminal Offenses On-Campus – Student Housing Facilities	29
Criminal Offenses Public Property	30
Hate Crimes On-Campus.....	30
Hate Crimes On-Campus – Student Housing Facilities.....	31
Hate Crimes Public Property	32
Arrests On-Campus.....	32
Arrests On-Campus – Student Housing Facilities	32
Arrests Public Property.....	32
Disciplinary Actions On-Campus.....	33
Disciplinary Actions On-Campus – Student Housing Facilities.....	33
Disciplinary Actions Public Property	33
Fires On-Campus – Student Housing Facilities.....	33
 Appendix B	
Campus Crime Statistics (Mountain Grove)	34
Criminal Offenses On-Campus	34
Criminal Offenses Public Property	34
Hate Crimes On-Campus.....	35
Hate Crimes Public Property	35
Arrests On-Campus.....	36
Arrests Public Property.....	36
Disciplinary Actions On-Campus.....	36
Disciplinary Actions Public Property	36
 Appendix C	
Campus Crime Statistics (Dalian, China)	37

Criminal Offenses On-Campus	37
Criminal Offenses Public Property	37
Hate Crimes On-Campus	38
Hate Crimes Public Property	38
Arrests On-Campus.....	39
Arrests Public Property.....	39
Disciplinary Actions On-Campus.....	39
Disciplinary Actions Public Property	39

Appendix D

Fire Device Inventory	40
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Introduction

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://wp.missouristate.edu/CampusSafety>. Printed copies may be requested by calling 417-255-7255.

Missouri State University-West Plains’ Annual Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Missouri State University-West Plains; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Persons may obtain a copy of this report by contacting:

Missouri State University-West Plains
 Dean of Student Services
 128 Garfield Avenue
 West Plains, MO 65775
 417-255-7255

Crime Reporting

Missouri State University-West Plains does not employ security personnel. Although no formal Memorandum of Understanding has been executed, the West Plains Police Department is the agency in full charge of law enforcement and the investigation of criminal incidents for Missouri State University-West Plains. Any individual on the Missouri State University-West Plains 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. West Plains 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 the Grizzly House Resident Assistants, Coordinator of Student Life & Development, or the Dean of Student Services for the purpose of accessing services available from those or other University offices. Individuals will be encouraged to report any criminal activity to the West Plains Police Department. The University will assess police reports and determine appropriate actions. For student conduct purposes, as noted in the Code of Student Rights and Responsibilities (<http://wp.missouristate.edu/StudentLife/code.htm>), jurisdiction and the conduct process is generally limited to behavior which occurs on University premises or at University-sponsored activities, or off campus when it adversely affects the University Community and/or the pursuit of its objectives.

It is the policy of the University to regularly monitor, through the West Plains Police Department (WPPD), criminal activity at off-campus student organizations, off-campus housing facilities, and any criminal activity in which students engage off-campus. Reports that include such activity are requested on a regular basis from West Plains Police Department by the Dean of Student Services. Any individual at Missouri State University-West Plains who is a victim of or observes any criminal activity should report the incident immediately to the Office of Student Life & Development, Dean of Student Services, and/or contact 911. Forms are available in the Offices of Student Life & Development and Dean of Student Services for ease in reporting incidents. A written report is required by Missouri State University-West Plains for every incident reported to the University. The Office of Student Life and Development will tabulate the reports for statistical data on the number and types of crimes occurring on campus. The statistical data on campus crime will be disseminated to faculty, students, and others who may inquire.

Emergencies (e.g., medical, fire, crime, etc.) should be reported via 911. If needed, public telephones are available in campus facilities for this purpose. Non-emergency safety concerns should be reported to the Coordinator of Student Life & Development (417-255-7233) or the Dean of Student Services (417-255-7255).

Conduct or crimes which may need to be tracked for inclusion in the Annual Security and Fire Safety Report or that may result in issuing a timely warning to campus can be reported to the Coordinator of Student Life & Development, the Dean of Student Services, or the West Plains Police Department. Missouri State-West Plains encourages 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.

Reports made to Missouri State University-West Plains 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 Offices of the Coordinator of Student Life & Development or Dean of Student Services. An Accident/Incident Report Form is located online at: <http://wp.missouristate.edu/assets/CampusSafety/AccidentInvestigationReport.pdf>

Emergency Notifications and Timely Warnings

Policy Statement:

Emergency notifications will be issued 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 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.

Reason or Purpose for Policy:

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C. 1092(f), the purpose of this policy is to set forth the procedures by which the University will provide emergency notification or timely warning to the University community in the event that a significant emergency or dangerous situation is reported that poses an immediate, imminent, or impending threat to members of the University community; or a crime or incident is reported that poses a threat to members of the University community.

Procedure for Issuing Emergency Notifications:

1. Anyone with information believed to warrant an emergency notification should promptly report the circumstances to the Dean of Student Services: 417-255-7225 (office); 417-256-2971 (home); 417-274-8119 (cell); or by electronic mail at HerbLunday@MissouriState.edu. (If the Dean of Student Services is unavailable, the information should be reported to the Chancellor; 417-255-7900 (office); 417-255-7902 (home); 417-293-7900 (cell); or DrewBennett@MissouriState.edu). Emergency notifications are considered for the following types of incidents: severe weather, hazardous chemical or hazardous material spills, violent intruder, significant outbreak of illness, flood, fire, earthquake, gas leak, bomb threat, terrorist incident, explosion, or any other circumstance that may constitute an immediate threat to the University community.
2. The Dean of Student Services will confer with the Chancellor and decide whether an emergency notification will be issued.
3. The decision to issue an emergency notification will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the emergency and the continuing danger or risk to the campus community.
4. Every attempt will be made to issue the notification as soon as possible after the incident is reported to the Dean of Student Services; however, the release is subject to the availability of accurate facts concerning the incident.
5. If the determination is made that an emergency notification will be issued, the Dean of Student Services will confer with the appropriate public and University

officials and make a determination of who needs to be notified, and what the content of the notification should be. This determination will be made giving consideration to what members of the community may be endangered by the emergency, who else may be affected by it, and what information is appropriate to communicate to them.

6. Once the message is prepared, the Dean of Student Services, working cooperatively with other appropriate members of the campus community, will, without delay, initiate the notification system. The notification may be distributed in one or more of the following methods:
 - University web pages
 - Electronic mail
 - Missouri State Alert system
 - Posting within the Grizzly House residence hall, Putnam Student Center, and other locations deemed appropriate
 - Door-to-door notification in the Grizzly House residence hall
 - Contacting the local media for immediate distribution
 - Other means appropriate under the circumstances

The content of an emergency notification should include the following information if appropriate:

- A statement as to what the emergency or dangerous situation is, in specific terms
 - A statement providing direction as to what actions the receiver of the message should take to ensure their own safety
 - A statement as to where or when additional information may be obtained
7. Testing of the Emergency Notification System should be done at least once annually. Different components will be tested on an individual basis to ensure the capability to use that specific communication method in an emergency. The tests should be planned and performed by the Dean of Student Services, working cooperatively with other appropriate members of the campus community. These tests should be announced or unannounced. Each test should be documented to include a description of the exercise, the date of the test, the start and end times of the test, and whether the test was announced or unannounced.

Procedure for Issuing Timely Warnings:

1. Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Dean of Student Services: 417-255-7225 (office); 417-256-2971 (home); 417-274-8119 (cell); or by electronic mail at HerbLunday@MissouriState.edu. (If the Dean of Student Services is unavailable, the information should be reported to the Chancellor: 417-255-7900 (office); 417-255-7902 (home); 417-293-7900 (cell); or DrewBennett@MissouriState.edu.)
2. The Dean of Student Services will confer with the Chancellor and decide whether a timely warning will be issued.
3. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for

the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, hate crimes, burglary, motor vehicle theft, and arson, as outlined in 34 CFR 668.46. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

4. Every attempt will be made to issue the warning as soon as possible after the incident is reported to Dean of Student Services; however, the release is subject to the availability of accurate facts concerning the incident.
5. If the determination is made that a timely warning will be issued, the dean of student services will work with the department of University communications to inform the University community by one or more of the following means, depending on the circumstances of the situation:
 - University web pages
 - Electronic mail
 - Missouri State Alert System
 - Posting within the Grizzly House residence hall, Putnam Student Center, and other locations deemed appropriate
 - Door-to-door notification in the Grizzly House residence hall
 - Contacting the local media for immediate distribution
 - Other means appropriate under the circumstances
6. The timely warning notice will not only contain the circumstances regarding the crime or incident, but it will also contain additional information to help promote safety and, where appropriate, the means to avoid similar crimes. Timely warning notices will typically include the following information, if known:
 - A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected
 - Any connection to previous incidents
 - Physical description of suspect and/or vehicle
 - Date and time the warning was released
 - Other relevant and important information, such as any bias, motive, the gender of the victim, and/or student/non-student status
 - Appropriate safety tips
7. In the event there is information sufficient to warrant a consultation with the above-referenced administrators, but a determination is made not to issue a timely warning notice, the dean of student services will document the reasons for not issuing the notice. This information will be maintained on file in accordance with the University's record retention policy.

Entities affected by this policy: All entities and members of the University community.

Line of Authority:

Responsible administrator and office: Dean of Student Services

Contact person in that office: Dr. Herbert L. Lunday

Contact Information: 417-255-7225 or HerbLunday@MissouriState.edu

Revision to existing policy/procedure

Original policy adopted by the Missouri State University-West Plains Administrative Council on October 11, 2010.

Revised policy adopted by the Missouri State University-West Plains Administrative Council on October 4, 2011.

Crime Statistics

Under the ruling of U.S. District Court for the Western District of Missouri, security records are available for public disclosure and release. The judicial order requires this disclosure under the Missouri Sunshine Law (construed to protect the name and address of a victim whose identifiable assailant is still at large). Missouri State University-West Plains has adopted security records access release guidelines, which are available from the Office of Student Services, Lybyer Technology Center Room 207, Monday through Friday, 8:00 AM to 5:00 PM.

Missouri State University-West Plains, in compliance with Part II of the Federal Student Right-to-Know and Campus Security Act of 1990 (20 USC 1092), has published this Annual Public Safety Report to provide applicants, students, parents and employees with a preview of the University public safety procedures and resources. NOTE: 20USC1092(f) may be cited as the "Jeanne Clery Disclosure of Campus Security, Policy and Crime Statistics". If there are any questions, the referenced policies and administrators should be consulted as to the exact terms and procedures. Any person who believes that the requirements of Part II of the Act have not been fulfilled should contact the following office:

*Dean of Student Services
Missouri State University-West Plains
128 Garfield
West Plains MO 65775*

While federal law allows universities discretion in crime reporting (Section 668.46), it is the policy of Missouri State University-West Plains to include all reported incidents in its statistics, regardless of whether the report is found to have merit. Missouri State University-West Plains includes alleged crimes reported to all university employees and acts upon all reported incidents. Therefore, the statistics given do not necessarily represent the number of crimes at Missouri State University-West Plains in a given year, but rather the number of crimes reported in a year.

It is the policy of Missouri State University-West Plains to comply with all Clery Act requirements governing obtaining, documenting, reporting and disclosing crime statistics. This report is prepared annually by the Coordinator of Student Life and Development, in cooperation with local law enforcement agencies.

Campus Crime Statistics

For 2009-2011 reports, see (Appendix A) for West Plains campus, (Appendix B) for Mountain Grove campus and (Appendix C) for Dalian, China campus.

Daily Crime Log

The Office of the Dean of Student Services maintains a daily crime log of all criminal activity reported on campus and in the immediate vicinity of campus. This log can be viewed at any time during business hours (8:00 a.m. – 5:00 p.m., Monday – Friday) when the campus is open.

Facilities Access

Missouri State University-West Plains administration buildings, student service facilities, and academic buildings are open to the public during regular business hours. Physical Plant employees secure academic, administration, and service buildings when they are not in use and only unlock them during the weekend as needed. An Evening Safety employee, sometimes a student employee, patrols the campus during evening hours when classes are in session or the library is open. The employee provides a campus “presence,” is available to provide some acts of assistance to campus community members, and monitors the campus for safety considerations (e.g., indoor and outdoor lighting). The employee contacts the Dean of Student Services or the West Plains Police Department, if necessary, and completes a daily log which is reviewed by the Dean of Student Services. Unless a building is specifically opened after hours for authorized use, all buildings or facilities other than the residence hall are off limits to students after closing hours.

Facility Usage Procedures

In keeping with its mission to serve the community by providing formal and informal educational opportunities, Missouri State University-West Plains will make its facilities available to community groups for educational, cultural, or other purposes consistent with the role of the University.

Facility Usage Priority Listing

1. Credit and noncredit classes
2. College-sponsored groups and/or activities
3. Public agencies and public schools
4. Non-profit community groups
5. Other requests for the use of the facilities will be considered in order of receipt.

The University reserves the right to deny facility usage to any group or organization.

Facility Usage Application Process

Arrangements for the use of University facilities, including both buildings and grounds, must be made in advance and approved through the Office of Business and Support Services. A Facility Reservation Form must be submitted at least three weeks prior the event. Forms are available online at:

<http://wp.missouristate.edu/physicalplant/facilityreservationform.htm>. Filing of an application does not guarantee facility usage.

Campus Operating Hours

Physical Plant staff will be on site during approved events to ensure that the facility is open when needed and closed after the event. Excluding University holidays, Physical Plant staff members are available from Monday through Friday from 7 a.m. to midnight, Saturday from 8:15 am to 5:15 pm and Sunday from 7 a.m. to 4 p.m.

Fees

Non-University users will be charged fees appropriate to the facilities requested and the type of organization making the request. Organizations will be advised of the total charges following review of their Facility Reservation Form.

Liability

Groups reserving space are responsible for the behavior of their members and guests. It is understood that the organization agrees to abide by University rules and regulations. Any damages or personal injuries are the responsibility of the sponsoring organization.

Internal Requests

Anyone requesting to use University facilities for a University committee, task force or similar meeting should contact the Academic Affairs Administrative Assistant to reserve classrooms and the Student Services Administrative Assistant to reserve the Lybyer T208 conference room. Faculty, staff or students requesting to use University facilities for a University-sponsored event will be asked to submit a Facility Reservation Form. If the request is student-oriented, a faculty/staff advisor must be present at the event. The applicant will be responsible for coordinating any technical or custodial assistance.

External Requests

Anyone outside of the University requesting to use University facilities will be asked to fill out a Facility Reservation Form. They can access the form via the web at: <http://wp.missouristate.edu/businessservices/facilityreservationform.htm>. Due to space limitations, external requests for reoccurring use of the facilities should not be submitted.

1. Once an application has been received, the Director of Business and Support Services will review the application to determine if the request should be considered. If the request is of a commercial nature, the applicant will be referred to the West Plains Civic Center.
2. The Director of Business and Support Services will review the following to determine if the request can be granted.
 - Room availability: The Academic Affairs Administrative Assistant will be contacted to determine classroom availability, or the Student Services Administrative Assistant will be contacted to determine the Lybyer T208 conference room availability.
 - Technical assistance: The Director of Information Technology Services will be contacted regarding any technology needs.
 - Custodial assistance: The Superintendent of Physical Plant will be contacted for any set-up needs. Physical Plant staff will be on site during

approved events to ensure that the facility is open when needed and closed after the event.

3. It will be determined if a fee should be charged to include rental and any costs associated with additional services (custodial, technical, etc.).
4. Once a decision has been made, the Director of Business and Support Services will contact the applicant to confirm or deny the reservation.
5. Once a reservation has been approved and confirmed, the following offices will be notified of the details: Academic Affairs, Admissions, and Physical Plant. If technical equipment has been requested, Information Technology Services will also be notified.

The University's residence hall (Grizzly House) access system permits residents to enter the building at all times but limits the entrance of non-residents. Resident Assistants reside in and are on duty in the Grizzly House. (The Coordinator of Student Life & Development, to whom the Grizzly House reports, resides in a nearby home.) Guests are welcome in the hall; however, each guest must be accompanied at all times by the resident who serves as the guest's host. All overnight guests must be approved by all residents of the room or suite.

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-West Plains Code of Student Rights and Responsibilities, academic integrity expectations, and other University rules and regulations published in the Course Catalog and on the Missouri State University-West Plains website. 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 Advisement and Registration (STAR), parents and students are briefed on campus safety, and students are encouraged to register for the Missouri State Alert system.

Alcohol and Drug Abuse Program

Missouri State University-West Plains is committed to providing a healthy and safe learning environment for its students. Abuse of drugs and alcohol disrupts this environment and interferes with the academic and personal development of the student, and personal and professional development of University employees. Standards regarding the use of drugs/alcohol must support local and state laws. Furthermore, policies should reflect and encourage abstinence and low risk consumption of alcohol as acceptable choices, and should actively discourage heavy and high-risk consumption

of alcoholic beverages. Policies can minimize the potential risks to the health and safety of members of the University community, but every member of the University community has a responsibility to prevent the illegal use of drugs or high-risk use of alcohol.

Missouri State University-West Plains recognizes that university students are adults. The University's role is to assist students with every available resource to help them develop satisfying lifestyles to equip them for a better quality of life; nonetheless, it cannot and should not stand in the place of a parent. University students, as citizens of this community, of this state, and of the nation are, like any other adults, expected to be aware of and to abide by pertinent laws and University regulations. On the presumption that these expectations will be carried out, the University will not provide staff or other resources to monitor social activities sponsored by student organizations. This will be the responsibility of officers and advisors.

Concomitant with the expectations that the students will conduct themselves at all times as responsible adults is the understanding that, as adults, students may be subject to civil liability resulting from violation of the law. Such liability may exist independently of any disciplinary action taken by the University for violation of its regulations (which includes violation of pertinent laws). The University is required by the Drug Free Schools and Communities Act Amendments of 1989 to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This program, described herein, is distributed annually to every student and employee of the University. Additional copies of the policy can be obtained from the Office of Student Life and Development, 128 Garfield, West Plains, MO 65775.

Alcohol and Drug Abuse Policy

The unlawful possession, use, or distribution of alcohol is prohibited on University property and in conjunction with University activities. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession, or distribution of alcohol and drugs. "University activities" include those activities that are planned, promoted, or sponsored by a University department or other University subdivision or recognized student organization. "University property" includes University owned or leased land, facilities, vehicles, and equipment. Use of alcohol on University property or at University activities is permitted only if specifically authorized by the Board of Governors, or its delegates, in accord 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 delegates, 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.

Tobacco Policy

The University recognizes that tobacco smoke and tobacco in the various smokeless forms are hazards to the health of the University community. To protect the health of the University community, the University designates all buildings and campus grounds as tobacco free. Use of tobacco in vehicles owned or leased by the University is also prohibited. The Tobacco Use policy may be located on the web at the following address: <http://wp.missouristate.edu/PhysicalPlant/Tobacco.htm>.

Additional Drug/Alcohol Policies

In addition to the regular drug and alcohol policies there are additional drug testing policies for student-athletes (which may be obtained through the Dean of Student Services) and nursing students (which may be obtained through the Nursing Department).

Legal Sanctions

Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

Health Risks

Specific serious health risks are associated with the use of illicit drugs, tobacco and alcohol. Some of the major risks are:

Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage

Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.

Stimulants: (Cocaine, Methamphetamines) Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers. Amphetamines increase the heart and respiration rates, increase blood pressure, dilate the pupils of the eyes, and decrease appetite. Other side effects include anxiety, blurred vision, sleeplessness, and dizziness. Abuse of amphetamines can cause irregular heartbeat and even physical collapse.

Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma. Narcotics (Heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles. Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Tobacco: Tobacco use remains the leading preventable cause of death in the United States, causing more than 440,000 deaths each year and resulting in an annual cost of more than \$75 billion in direct medical costs

Description of University Services

Student Life and Development

The Office of Student Life and Development provides literature and programs about the effects of alcohol and other drugs. It also offers health education programs on topics such as alcohol and other drugs, sexually transmitted diseases, date rape and smoking cessation.

Academic Services

Several classes contain course objectives and topics related to the subjects of wellness, including drug and alcohol abuse: UNL 110, PED 100, 258, CFS 130, and NUR.

Community Services

Alcoholic Anonymous – 1400 Washington, West Plains, MO 65775 – 417.256.8988

Family Counseling Center – 3411 Division Dr., West Plains, MO 65775 – 417.257.9152

Ozark Medical Center Behavioral Healthcare – 1100 Kentucky Ave., West Plains, MO 65775 – 417.256.9111

South Central Missouri Rehabilitation Center – 1015 Lanton, West Plains, MO 65775 – 417.256.2570

Program Review

The University will conduct an annual review of this program to determine its effectiveness, make changes where necessary, and ensure that it is consistently enforced

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 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 Student Services and law enforcement officials will be contacted immediately. The complete policy may be accessed on the web at:

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

Organizations or Persons to Whom a Report should be made

The organization or persons to which individuals should report a student as missing includes: resident assistants, Coordinator of Student Life and Development and the Dean of Student Services.

Procedure for Informing Students

During the first floor meeting of the fall semester, Resident Assistants (RAs) will cover confidential contact information with students. During the first week of the spring semester, the RAs will meet with all new students to provide missing-person policy information. Written information describing the process of submitting the confidential contact will be included along with the form for students to complete. Students can submit the form to the RAs at which time a date will be placed on the form. A file will be kept in the coordinator of student life and development's office until the beginning of the next academic year when the forms will be shredded. Students can change the information on their form at any time by asking for a new form from the RAs. The new form will be placed in the file, and the old form will be shredded.

Procedure for Determining if a Student is Missing

If a student is reported missing, the person receiving the report should be sure to obtain the reporting person's name, relationship to the student and contact information where the reporting person can be reliably reached. The person receiving the report should obtain local directory information about the missing student and immediately notify the Coordinator of Student Life and Development.

The coordinator should refer to the Reported Missing Student Checklist and contact the reporting person to obtain the additional information needed. If the coordinator determines at any point that there is a credible threat to the well-being of the student reported as missing, the coordinator should inform the dean of student services who will, if deemed necessary, call and request West Plains Police assistance and also inform the chancellor. The coordinator should then proceed to contact known student friends/relationships, beginning with roommates/suitemates and the missing student's resident assistant. The coordinator should also use direct and indirect methods of leaving messages for the student to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person. If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The coordinator may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

If pursuing known contacts has not yielded confirmation that the student is not missing, the coordinator should use one or more of the following measures to determine recent activity by the student reported as missing:

- Meal plan utilization
- Mailbox activity
- Class attendance
- In-plain-sight examination of room to see signs of recent use or planned departure

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the dean of student services will immediately notify the West Plains Police Department and request law enforcement investigation. All information obtained about the missing student through the residence hall investigation should be shared with law enforcement representatives. The coordinator of student life and development is responsible for notification of the missing student's identified contact if the student has been missing for 24 hours. If the student is under 18 years of age and not an emancipated individual (by court order, no longer under the control or responsibility of parents), the coordinator of student life and development shall immediately contact the custodial parent or guardian.

Procedure for Notification of Missing Student

If University officials determine that a student for whom a missing-person report has been filed has been missing for 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance
- If the student is under 18 years old, notify a custodial parent/guardian and any other designated contact person
- Notify law enforcement.

The above procedures do not preclude University officials from making a determination that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

Entities Affected by this Policy

Dean of Student Services, Coordinator of Student Life and Development, Grizzly House RAs

Line of Authority

Dean of Student Services, Lybyer Enhanced Technology Center, 207, (417) 255-7255
Coordinator of Student Life and Development, Putnam Student Center, (417) 255-7233
Resident Assistants, Grizzly House, (417) 255-8012/8022/8033

Emergency Response Plan

The Emergency Response and Evacuation Plan establishes policies and procedures that will be employed immediately 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 Missouri State University-West Plains to be conducted out of a single location. In order to ensure the

various plans will work in an emergency situation, Missouri State-West Plains annually publicizes and participates in drills, as well as periodic table top exercises that include campus personnel as well as representatives of local, county, and state public safety and law enforcement 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. The Dean of Student Services is the campus officer charged with responsibility for initiating the Missouri State Alert System. Alternates, in the event the Dean is unavailable, are 1) the Director of University Communications and 2) the Coordinator of Student Life & Development. Typical messages could be:

In the event of a tornado warning:

“A tornado warning has been issued for an area that includes Missouri State University-West Plains. All campus community members should take shelter immediately.”

In the event of an ice storm:

“Due to the recent ice storm, classes and offices are closed at Missouri State University-West Plains until further notice.”

In the event of a fire:

“There is a fire in the kitchen at the Putnam Student Center. Please evacuate Putnam Student Center immediately and stay away from that area.”

Other similar messages would be composed, depending on the nature of the emergency.

Emergency procedures posters are displayed prominently in each room of each campus facility. The posters inform occupants of appropriate procedures in the event of fire, tornado and earthquakes. The posters also provide information about resource persons and agencies to contact in the event of emergencies.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the Dean of Student Services or his/her designate will initiate Emergency Response, Timely Warning, or other notification methods to the campus as deemed appropriate. The Dean will likewise inform (via telephone, e-mail, or cell phone) appropriate community agencies (e.g., West Plains Police Department, West Plains Fire Department, Howell County Sheriff’s Office, Missouri State Highway Patrol, West Plains Daily Quill, Ozark Radio Network, etc.) as necessary. Such notifications will take place without delay, taking into account the safety of the community and campus community, unless issuing a notification will, in the professional judgment of the Dean and those with whom he/she may confer, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Complete details about the Emergency Response Plan and the Missouri State Alert System can be found at the following web address: <http://wp.missouristate.edu/CampusSafety>.

Evacuations

Should it become necessary to evacuate a building, the decision to evacuate will be made by the following individuals in the priority indicated:

Academic Buildings

1. Director of Business and Support Services
2. Dean of Academic Affairs
3. Officials of West Plains Police or Fire Departments

Residence Hall

1. Coordinator of Student Life and Development
2. Dean of Student Services
3. Officials of West Plains Police or Fire Departments

Putnam Student Center

1. Coordinator of Student Life and Development
2. Dean of Student Services or Director of Business and Support Services
3. Officials of West Plains Police or Fire Departments

During evening hours, the decision to evacuate will be made by University officials who may be in the buildings or officials of the West Plains Police or Fire Departments.

Registered Sex Offenders

Under provisions of the Campus Crimes Sex Prevention Act of 2000, an amendment to 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. Missouri State University-West Plains' web page for Campus Safety (<http://wp.missouristate.edu/CampusSafety/>) 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 Howell County or a surrounding county are encouraged to access this information. Students at Missouri State University-West Plains may find this information by contacting their local Sheriff's Office. For Howell County, the information may be found by visiting the Sheriff's Office or by calling (417) 256.2544.

Sexual Offenses

Missouri State University-West Plains will not tolerate on its campus or among its members sexual contact without the consent of the other person. The University will neither shield nor intervene in legal proceedings against any member of the University community who is charged with a sexual offense. A sexual offense is a violation of the Code of Student Rights and Responsibilities. In response to the seriousness of sexual offenses, the University has adopted specific protocols for dealing with incidents and encourages any member of the community who is a survivor of a sexual offense to report it to the Dean of Student Services, Lybyer Technology Center 207, (417-255-7255).

If you are Sexually Assaulted

1. **Go to a safe place**
2. **Tell Someone** If you are the survivor of a sexual offense at Missouri State University-West Plains, you are strongly encouraged to immediately contact a close friend or family member who will listen, assist you in making decisions, and be with you through whatever actions you choose to take. A Student Life staff member or resident assistant can assist you in getting the help that you need. Other campus sources for support are the Coordinator of Student Life and Development, Putnam 115, 417-255-7233. You may call the Missouri Crisis Access Response Systems (MOCARS) 1-800-256-5395, which offers crisis intervention, victim counseling, and court advocacy services at no charge to victims of sexual assault. All of these resources will assist you in calling the police, insure that your identity remains confidential, suggest options for you to consider, and respect your right to make decisions regarding those options.
3. **Obtain a medical examination** Go to a hospital and tell emergency personnel that you have been sexually assaulted. Take the clothes that you were wearing when assaulted and a set of clean clothes. Do not shower, bathe, or douche before you go to the hospital. Receiving medical care immediately following a sexual offense is extremely important for the survivor's wellbeing. The examination will include the collection of evidence that will be important if you should decide to participate in the prosecution of the offender. For the physical evidence to be useful, the medical/legal exam must be obtained within 48 hours of the assault. If the survivor pursues this course of action, the West Plains Police must be contacted. An Advocate from the Missouri Victim Center can be present during the exam to offer you support and answer your questions. There is no charge for the examination if a police report of the sexual offense has been filed. Having the exam is not a decision to prosecute, but this action keeps the option possible. In a follow-up to the exam, you may wish to be tested for sexually transmitted diseases and/or pregnancy.
4. **Notify the West Plains Police Department** If you are on campus, call the Dean of Student Services (417-255-7225) or the Coordinator of Student Life and Development (417-255-7233). If you are off campus, call the West Plains Police Department directly, 417-256-2244 or 911. You are encouraged to contact the police to report the assault. A report to the police will be strictly confidential and does not obligate you to take any further action. Reporting the assault to the police

is not a decision to participate in the prosecution of the assailant. Your report may, however, aid in the apprehension of your assailant and protection of you and others in the future. You need not give your name or the name of your assailant and your name should not be released to the press. At the student victim's request, University personnel will assist in contacting law enforcement.

5. **Notify the Dean of Student Services** If the assault has been reported to a member of the Student Life and Development staff or another official of Missouri State University-WP who has significant responsibility for student and campus activities, a report will be made to the Dean of Student Services and the survivor will be contacted concerning available campus and community services. If the assault has been reported to a campus physician or mental health professional, that person will request your permission to report the assault to the Dean of Student Services.

Information and options available through the Coordinator of Student Life and Development

1. **Counseling Services** Missouri State University-West Plains, through a cooperative agreement with Comprehensive Counseling and Consulting, can refer you to qualified therapists who can talk with students about sexual offenses and can recommend the best course of action. Student victims may also choose to contact Ozarks Medical Center Behavioral Healthcare (417-257-6762).
2. **No Contact Directive** The Dean of Student Services or Coordinator of Student Life and Development can, at the request of a student, issue a no contact directive to another student or students. The directive does not represent a judgment by the Dean that a violation has occurred. Rather, the directive instructs both parties not to have any contact with each other, directly or indirectly, while the directive is in force. Either party who violates the directive may be charged with violations of the Code of Student Rights and Responsibilities, including failure to comply with the directions of a University official.
3. **Change in Academic and/or Living Situation** The survivor's academic schedule and/or living situation can be changed, when such options are reasonably available, through a request to the Dean. Such arrangements may be desirable when the survivor and the alleged assailant both are enrolled in the same class or reside in the same residence hall.
4. **Filing a Judicial Complaint** If your assailant is a student, you are encouraged to see the Coordinator of Student Life and Development (417-255-7233) and to consider disciplinary action through the campus judicial system. University disciplinary proceedings are not dependent on whether or not you have reported the offense to the police or agreed to participate in criminal prosecution. When you file a judicial complaint, you will name the alleged assailant, provide a concise description of the alleged violations and a summary of evidence, and list any witnesses who can provide information concerning the alleged violation. The Coordinator may conduct an investigation to determine if the charges have merit and, if the complaint proceeds will provide a letter of disciplinary charges to the accused. If the accused pleads responsible to the disciplinary charges and accepts the proposed disciplinary sanctions, the Coordinator may resolve the charges and

impose sanction. If the accused pleads not responsible, a hearing date will be set and both parties will be notified of date, time, and location of the hearing. For a complete description of judicial policies and procedures, see the Code of Rights and Responsibilities

5. **Rights of Accuser and Accused within the Hearing Process** Both parties have the following rights within the disciplinary process:
- To receive assistance from the Office of Student Life and Development in understanding the hearing process.
 - To be assisted by any advisor they choose, at their own expense. The advisor may be present at the hearing, but may not speak or directly actively participate in the hearing.
 - To have the opportunity to present witnesses and to refute any testimony presented at a hearing.
 - To be notified of the outcome of a student disciplinary proceeding.
 - As noted in the University's policy regarding personally identifiable student records (relative to the Family Educational Rights and Privacy Act – FERPA), the University will release to the alleged victim of any crime of violence, as the term is defined in Section 16 of Title 18, United States Code, or a non-forcible sexual offense, the final results of any disciplinary proceedings conducted by the University against the alleged perpetrator of that crime with respect to that crime, regardless of whether the institution concluded a violation was committed. The complete policy may be accessed on the web at: <http://wp.missouristate.edu/recreg/FERPA.htm>

Sexual Offenses and Sanctions (from the Missouri State University-West Plains Code of Student Rights and Responsibilities)

Sexual offenses specifically include, but are not limited to, the following acts with another person which occur without the consent of the other person:

- 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 expulsion.
- Non-forcible 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.
- Non-consensual Sexual Contact:** Any intentional touching 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:** Behavior that is sexually motivated, including but not limited to indecent exposure and voyeurism. The recommended minimum sanction shall be Denial of Privilege to 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.

- e. **Sexual Harassment:** Interaction of a sexual nature between people, which results in sex discrimination (for a more complete description, consult the definition of Sexual Harassment listed on the "All Students" web page). 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.

The term "**consent**" is defined in the following manner: consent or lack of consent may be expressed or implied. Acquiescence does not necessarily constitute consent.

Further, consent cannot be construed if:

- a. It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor;
- b. It is given by a person who by reason of youth, mental disease or defect, or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
- c. It is induced by force, duress, or deception.

The Campus Sexual Offense Victims' Bill of Rights (Ramstad Bill)

Under the provisions of the bill, sexual offense victims have the following rights:

- To have sexual offenses treated with seriousness and the right as victims to be treated with dignity.
- To have all sexual offenses investigated and adjudicated by civil and criminal authorities.
- To receive prompt assistance from campus personnel in notifying the proper authorities.
- To be free from any kind of pressure from campus personnel about whether they should report crimes to the police.
- To be free from the suggestion that victims should not report, or should under-report, crimes because they were "responsible" for crimes against them, showed contributory negligence, or would receive unwanted personal publicity.
- To have the same right to legal assistance as the accused, and the right to be notified of the outcome of such proceedings.
- To full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence necessary to prove the sexual offense in subsequent legal proceedings.
- To be made aware of federal and state laws and regulations dealing with mandatory testing of suspects for communicable diseases.
- To establish contact with mental health counseling services, at the institution and elsewhere.

- To require that campus personnel prevent any contact with the alleged assailants, including relocation to alternative housing and transfer of classes if requested by the victims.
- To a "habitable" environment in campus housing.

Sexual Harassment

Persons who believe they are the survivor of sexual harassment may use either the informal or formal procedures outlined below:

Informal Procedures

1. You may seek a resolution of the matter through discussions with the alleged offender. Before adopting this approach, however, you may choose to seek advice from Brenda Malkowski, Affirmative Action Liaison, West Plains Civic Center, 417-255-7966, on how best to confront an individual whose conduct you believe to be offensive.
2. You may report the incident(s) to the alleged offender's immediate or general supervisor.

Formal Procedures

If you decide to file a formal complaint, you should contact Brenda Malkowski, the Affirmative Action Liaison, West Plains Civic Center, 417-255-7966.

Sexual harassment is interaction of a sexual nature between people that results in sex discrimination. It occurs where work or study relationships are inappropriately and gratuitously sexualized and encompasses such conduct as:

1. The use of sexual favors as a basis for actions affecting an individual's welfare as a student or employee.
2. Flagrant or repeated sexual advances, requests for sexual favors, and physical contacts of a sexual nature harmful to another's work or academic performance or the work or learning environment.
3. Repeated demeaning verbal or expressive behavior which is harmful to another's work or learning environment.
4. Unwelcome sexual conduct with such conduct becoming a term or condition of an individual's education or employment. Often, sexual harassment involves relationships of unequal power and so contains elements of coercion and threat. The sexual attention forced on a particular individual may not only be unwanted, but also disturbing, producing feelings of inferiority and discomfort in the victim. Sexual harassment as described and defined in this paragraph is prohibited at Missouri State University.

Some Examples of Sexual Harassment

- Sam needs help with a literature assignment. He is wary of talking to his professor because the one time Sam asked for help before, the professor said, "I don't have any office hours free. The only time I have available is at night. Why don't you come over to my apartment?"

- Jane is one of three women in her mathematics class. The male professor frequently says things like, "Women just can't do math," and he tells jokes about women in sexual situations.
- Brad is a legislative intern in the state capital. His supervisor, a respected legislator, has told him that he can guarantee himself a good evaluation by being "friendly."
- Pete, who is in Amanda's history class, has asked her out several times. She has said no. He sits right next to her each class period, talks about her attractive body and "accidentally" bumps up against her all the time.

Summary

The University has implemented education programs to promote the awareness of sexual offenses. For information regarding the availability of these programs, contact the Dean of Student Services, Lybyer 207, (417-255-7225) and Coordinator of Student Life and Development, Putnam 115, (417-255-7233). The procedures for on-campus disciplinary action for violation of the University policy with regard to sexual offenses are included in the Code of Student Rights and Responsibilities.

Fire Safety

In the event of a fire, any person should immediately call the West Plains Fire Department (417-256-2424 or 911) and, as quickly as possible, also notify their immediate supervisor and/or the Dean of Student Services. The January through December 2011 Fire Safety Report for Missouri State University-West Plains for traditional residence hall facilities (Grizzly House) documents no fires on campus and, therefore, no injuries or deaths due to fires. Fire safety systems at the Grizzly House, located at 401 West Trish Knight Street, and other campus locations are described in Appendix D.

Fire Drills

Periodic fire drills, once per semester, are required to insure that students and staff know what to do in the event of a fire. Four drills were conducted during 2011. All students should be on the alert to prevent fires. Students should be familiar with the emergency procedures 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.

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.
4. Evacuate to the designated emergency evacuation location, given at the required RA meeting and posted on the Emergency Procedures poster located in each

residence room, community room, and at the end of each hallway. Do not return to the residence hall until given the all-clear signal by safety personnel or Residence Life staff.

Note: 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.

In the event of a fire:

1. Contain the fire, if possible, by closing the door.
2. Notify 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.
4. Evacuate to the designated emergency evacuation location, given at the required RA meeting and posted on the Emergency Procedures poster located in each residence room, community room, and at the end of each hallway.
5. Do not return to the residence hall until given the all-clear signal by a member of the Residence Life staff.

Note: No matter how small the fire, and even if it is already extinguished, report it to the RA immediately.

Staff Procedures When the Alarm Sounds

1. Press the **Alarm ACK** button located below the read-out screen under the lit red light on the fire panel in the storage room #105.
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. Wait for an RA to respond 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. Make an all call, informing residents that it was a false alarm and not to evacuate.
5. Contact the coordinator of student life & development (417-274-2589 or 417-255-7233) to inform them of the false alarm.

If There is an Actual Fire:

1. Call 911 immediately, although the Fire Department may already have been contacted.
2. Begin the evacuation of the building and do not permit re-entry until the all clear signal has been given by authorized Residence Life staff.
3. Take building roster to evacuation location and account for residents.

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, is prohibited 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.
- Items not allowed in the residence hall rooms and/or public areas include heaters/heating units (except UL-approved heating blankets), halogen touchier 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, any open-coiled appliances, toaster ovens, pizza cookers, hot plates, sandwich makers, electric skillet, deep fat fryers/Fry Daddies, BBQ grills and George Foreman grills.

Fire Alarms and Equipment Abuse

The fire alarm system, fire extinguishers, exit doors, sprinkler system, and lights are installed for the residents' protection. Tampering with fire equipment including smoke detectors, and sprinklers, can result in civil prosecution, disciplinary measures and/or possible fines.

The University regards false fire alarms and arson as serious threats to the wellbeing of the residence hall community. Reflecting this priority, rewards are paid to individuals assisting in the conviction of persons tampering with the fire alarm system and/or those involved in arson activities.

A \$100 reward shall be paid to an individual(s) providing information that leads to the conviction in the campus judiciary system or in a court of law of a person(s) guilty of turning in a false fire alarm or activating the sprinkler system on the university campus.

A \$100 reward shall be paid to an individual(s) that leads to the conviction in the campus judiciary system or in a court of law of an individual(s) responsible for arson activities on the University campus.

Fire Doors

The fire doors at either end of the Grizzly House hallway are considered part of the fire safety equipment of the residence hall. Improper propping or rigging of the door to prevent it from closing is a direct violation of University policy.

Explosives

Fireworks, firearms and any explosive devices are prohibited in the residence hall and on the campus.

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 the Residence Life staff undergo fire safety education and training prior to the beginning of each school year. Residents are required to participate in one fire drill per semester.

Current Improvements/Plans for Future Improvement

Missouri State University-West Plains plans to correct life safety compliance issues by installing/upgrading fire alarm systems within buildings that connect to a central point to allow immediate response in the event of fires. Priorities have been developed to provide fire suppression systems within academic and auxiliary buildings in order to help protect the students, faculty and staff.

Need Analyses:

- Buildings with no fire panels: Melton Hall, Garfield Hall, Drago College Store, Putnam Student Center, Broadway Building and Shannon Hall (Mountain Grove, Missouri)
- Buildings with outdated fire panels: Looney Hall, Garnett Library and Kellett Hall
- Buildings with no sprinkler systems: Looney Hall, Garnett Library, Putnam Student Center and Shannon Hall (Mountain Grove, Missouri)
- Building with outdated sprinkler system: Kellett Hall

Annual Fire Safety Report

No fires were reported in 2009, 2010, or 2011.

The table below identifies fire prevention devices and alarm systems that will be installed or improved as funding permits. Melton Hall will be the first priority because it does not have a fire panel, it houses the chemical/laboratory storage for the campus, and it services a large number of students on a daily basis.

Fire Prevention and Alarm Systems

Priorities for Improvement ~ Missouri State University-West Plains

Facility	System Improvements	Cost
Missouri State Outreach Center	Install fire panel	\$10,000.00
Missouri State Outreach Center	Install sprinkler system	\$10,000.00
Garfield Hall	Install fire panel	\$10,000.00
Garfield Hall	Install sprinkler system	\$10,000.00
Garnett Library	Install sprinkler system	\$45,000.00
Garnett Library	Install fire panel	\$30,000.00
Kellett Hall	Install fire panel	\$30,000.00
Kellett Hall	Install sprinkler system	\$35,000.00
Looney Hall	Install fire panel	\$41,443.00
Looney Hall	Install sprinkler system	\$75,000.00
Lybyer Technology Center	Replace emergency lights in hallways/classrooms	\$2,500.00
Melton Hall	Install fire panel	\$35,477.00
Putnam Student Center	Install fire panel	\$20,000.00
Putnam Student Center	Install sprinkler system	\$30,000.00
Shannon Hall	Install fire panel	\$20,000.00
Shannon Hall	Install sprinkler system	\$25,000.00

Appendix A

West Plains Campus

Criminal Offenses On-Campus

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses On-Campus-Student Housing Facilities

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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

Criminal Offenses Public Property

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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

Hate Crimes On-Campus

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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
Simple-assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crimes On-Campus Student Housing Facilities

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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
Simple-assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crimes Public Property

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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
Simple-assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Arrests On-Campus

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Arrests On-Campus Student Housing Facilities

Criminal Offense	2009	2010	2011
Weapons: carrying, possessive, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Arrests Public Property

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions On-Campus

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions On-Campus Student Housing Facilities

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions On - Public Property

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Fires - On Campus Student Housing Facilities

Fires	2009	2010	2011
Grizzly House	0	0	0

Appendix B

Mountain Grove Campus

Criminal Offenses On-Campus

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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

Criminal Offenses Public Property

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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

Hate Crimes On-Campus

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crimes Public Property

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Arrests On-Campus

Criminal Offense	2009	2010	2011
Illegal weapons possession	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Arrests Public Property

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions On-Campus

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions-Public Property

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Appendix C

Dalian, China Campus

Criminal Offenses On-Campus

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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

Criminal Offenses Public Property

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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

Hate Crimes On-Campus

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crimes Public Property

Criminal Offense	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible (incest and 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
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Arrests On-Campus

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Arrests Public Property

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions On-Campus

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions-Public Property

Criminal Offense	2009	2010	2011
Weapons: carrying, possessing, etc	0	0	0
Drug Law violations	0	0	0
Liquor law violations	0	0	0

Appendix D

Abbreviations	
PS = Pull Station	HD = Heat Detector
AV = Audio Visual	Em Lt = Emergency Light
HB = Audible Only	Ex Lt = Exit Light
VO = Visual Only	CP = Control Panel
SD = Smoke Detector	DH = Door Holder
DD = Duct Detector	WF = Water Flow
ST = Sprinkler Tamper Switch	

Fire Device Inventory - Missouri State University-West Plains

Academic Buildings	PS	A/V	H/B	V/O	SD	DD	HD	Em Lt	Ex Lt	CP	DH	WF	ST
Missouri State Outreach Center					9								
Broadway Building									1				
Garnett Library	3	7		2	34	3	2	11	12	1			
Garfield Hall								6	4				
Kellett Hall	8	9	1	12	6			23	19	1		1	
Looney Hall	4		3	3	5			14	14	1	3		
Lybyer Technology Center	7	12		23	65		4	56	23	1		1	2
Melton Hall			1		4	1	3	52	13			1	
Shannon Hall (MG)					6			3	7				
Total Devices	22	28	5	40	129	4	9	165	93	4	3	3	2

Drago College Store, Grizzly House, Putnam Food Services, Putnam Student Life - Total Devices

Auxiliary Buildings	PS	A/V	H/B	V/O	SD	DD	HD	Em Lt	Ex Lt	CP	DH	WF	ST
Drago College Store									2				
Grizzly House	10	23	1	17	66		2	12	12	1		1	2
Putnam Food Services					2			4	4				
Putnam Student Life					3			1	1				
Total Devices	10	23	1	17	71	0	2	17	19	1	0	1	2