Annual Security Report (ASR)

2014*
(*Reporting period for this report is January 1, 2013 – December 31, 2013)

Wentworth Military Academy and College

1880 Washington Avenue, Lexington, MO 64067 (660) 259-2221 www.wma.edu

Overview

Campus safety is an important consideration for any community. To enhance campus safety, Wentworth Military Academy and College provides an annual report to current and prospective students and employees. The information in this report can help empower members of the campus community. Students and employees can take advantage of campus resources and can make decisions that positively impact individual as well as community safety.

Summary of the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)) is a federal law passed in 1990 as an amendment to the Higher Education Act of 1965. Otherwise known as the Clery Act, it mandates that all colleges and universities that receive federal financial assistance must disclose certain timely and annual information concerning campus crime and safety. Each year the updated report must be distributed to current students and employees. Prospective students and employees also must be made aware of the availability of the report.


“In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000.
The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported, and disseminated to the campus community and are also submitted to ED. The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions.

The Campus Security Act requires colleges and universities to:

- publish an annual report every year by October 1st containing the last three years of campus crime statistics and fire safety statistics as well as certain campus security University Policy(ies);
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police, local law enforcement agencies, and other University officials who have “significant responsibility for student and campus activities;”
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;”
- implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and
- maintain a public fire log, which is a record of any fire that occurred in an on campus student housing facility.

This information is compiled and documented by the Vice President for Operations, COL Richard Cottrell. This information is updated on a continual basis with the most recent update dated 10/01/2014. Documentation is available in COL Cottrell’s office, located on the second floor of the Administration Building.

The Annual Disclosure of Crime Statistics

The Vice President for Operations prepares and publishes a report of certain crime statistics for the college in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (The Clery Act). This report is prepared with local law enforcement agencies surrounding the Lexington campus and all satellite locations. Other select campus authorities
also contribute to this report.

Campus crime, arrest and referral statistics include those reported to the Vice President for Operations, local law enforcement and designated campus officials included but not limited to Campus Executive staff, Student Services staff, athletic coaches, Commandant’s staff, advisors to student organizations, and the Director of Human Resources.

Each year an e-mail notification is made through the campus e-mail system to all faculty, staff and students that provides web access to this report. Copies of the report may also be obtained from the Vice President for Operations, located in the Administration Building, or by calling COL Cottrell at (660) 259-6004.


The Commandant’s Office

Wentworth does not have a separate Department of Campus Safety; the Commandant’s office is primarily responsible for campus safety. Wentworth does not employ commissioned law officers. The Commandant’s office is made up of the Commandant of Cadets, the Assistant Commandant, seven TAC officers, and an Executive Assistant.

TAC officers are non-commissioned, meaning they do not have arrest powers. However, they will respond to and investigate all reports of crime on campus. If minor offenses involving campus rules and regulations are committed by a Wentworth student, the Commandant’s staff may refer the individual to the disciplinary review board.

Misdemeanors and major offenses such as rape, murder, aggravated assault, robbery, arson, and auto theft will be referred to the Lexington Police Department or Lafayette County Sheriff if they are committed on the Lexington Campus. If the crime occurs at a satellite location, the appropriate local authorities will be contacted. The prosecution of all crimes will be conducted either in the appropriate Municipal Court or in the County Court in the County in which the offense occurred.

The Commandant’s staff have the authority to ask persons for identification and to determine whether individuals have lawful business at Wentworth. They have the authority to issue parking tickets on campus. These fines are billed to the financial accounts of faculty, staff and students. Commandant’s staff also have the authority to sign complaints which will result in the arrest of persons violating the law on Wentworth property. The Commandant’s office works closely with the Vice President for Operations for judicial affairs as well as the Lexington Police Department for crime incidents. Wentworth requests that all crimes or suspected crimes occurring on campus be reported to the Vice President for Operations, (660) 259-6004.

The territorial jurisdiction of our Commandant’s office includes all property owned or leased by
Wentworth and that portion of any private, college owned road passing through campus property and immediately adjoining it, including the commercial underground. Commandant’s office operates on a 24-hour basis year round. TAC officers conduct patrols by motor vehicle, and foot. At least two TAC officers are always scheduled for duty. In the event of an emergency, several officers may be called to return to campus. Departmental policy requires officers to remain on duty until relieved to ensure that the designated minimum number of officers is maintained.

Geography

Under Clery, the on-campus category encompasses any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the geographic area described above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

The first part of this definition states that, for Clery reporting purposes, Wentworth’s campus includes buildings and properties that meet all of the following criteria:

- Wentworth owns or controls them;
- They are reasonably contiguous to one another; and
- They directly support or relate to Wentworth’s educational purposes.

Buildings and Properties - Wentworth Campus Contact Information:

- Safety and Security Issues: Vice President for Operations, COL Richard Cottrell, (660) 259-6004, rcottrell@wma.edu
- Student Judicial Affairs Issues: Dean of Students, COL Tim Casey, (660) 259-6040, tcasey@wm.edu
- Employee Issues: Director of Human Resources, Cindy Mikoychik, (660) 259-6009, cmikoychik@wma.edu
- Student Issues and Title IX Coordinator: Vice President for Operations, COL Richard Cottrell, (660) 259-6004, rcottrell@wma.edu

Buildings and Properties – Campus Contact Information

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<tr>
<th>Campus Location</th>
<th>Address</th>
<th>Phone Number</th>
<th>Director</th>
<th>Email</th>
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<tbody>
<tr>
<td>Lexington</td>
<td>1880 Washington Ave</td>
<td>(660) 259-6004</td>
<td>COL Richard Cottrell</td>
<td><a href="mailto:rcottrell@wma.edu">rcottrell@wma.edu</a></td>
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<td></td>
<td>Lexington, MO</td>
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<tr>
<td>Cameron</td>
<td>517 S Walnut St</td>
<td>(816) 351-2552</td>
<td>Keith Mathews</td>
<td><a href="mailto:kmathews@wma.edu">kmathews@wma.edu</a></td>
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<tr>
<td>Hermitage</td>
<td>302 E Polk St</td>
<td>(417) 399-2425</td>
<td>Ray Aubuchon</td>
<td><a href="mailto:raubuchon@wma.edu">raubuchon@wma.edu</a></td>
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Access Policy

During normal business hours, the campus (excluding residence halls) will be open to students, faculty, staff, parents, contractors, vendors, guests and invitees. During non-business hours access to all campus facilities is by key, or by admittance via the Commandant’s office.

Some facilities on campus may have individual hours which may vary at different times of the year. Examples are computer labs, the library, meeting rooms, the Field House, weight room and Quartermaster store.

Emergencies may necessitate changes or alterations to any posted schedule. Periodic security surveys are conducted on campus by the Commandant’s office and National Plant Services staff. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. The Director of National Plant Services meets weekly with the Vice President for Operations to discuss campus safety issues.

Access to other Wentworth satellite locations is determined by the Site Coordinator at that campus. Since most of the other campuses are public school grounds additional access may be determined by the public school authorities. Check with your Site Coordinator to ascertain their policy.

Missing Students

If a member of the Wentworth community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Commandant’s office. Wentworth staff will generate a missing person report and initiate an investigation.

If the student is not located, Wentworth staff will notify the Lexington Police Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Wentworth staff will notify the student’s parent or legal guardian immediately.

Missing Person Confidential Contact

In addition to registering an emergency contact and in accordance with the 2008 Higher Education Opportunity Act, Wentworth offers students the opportunity to identify a confidential contact who would be notified in the event the student is reported missing. This information is voluntary and is kept confidentially. It will only be used in the event the student is reported missing. If a student has identified such an individual, Wentworth will notify that individual no later than 24 hours after the student is determined to be missing.
Students who wish to identify a confidential contact can do so by contacting the Student Services Coordinator in Groendyke Hall (660) 259-6044.

Timely Warnings and Campus Alerts

The purpose of a timely advisory is to alert the campus community to the occurrence of a crime that poses an ongoing threat to the campus community and/or to heighten safety awareness of students and employees in a manner that will aid in the prevention of similar crimes. In certain situations, the Vice President for Operations will make a decision, whether to disclose the incident through a public notice to the community via print and electronic means. The circumstances of any particular situation coupled with an evaluation of the situation/threat potential will dictate the need and manner for the issuance of a Campus Crime Alert bulletin. However, in general, whenever there has been a report of a violent crime, a major property crime or other significant criminal event on or adjacent to campus and the Vice President for Operations or his/her designee is of the opinion that the safety of the campus community is at risk, a Campus Crime Alert bulletin will be issued.

The crime alert will include the following information, if available:

- A description of the incident (type of crime, time, date, and location),
- Physical description of the offender,
- Composite drawing or photograph of the offender,
- Connection to previous reported incidents,
- Description of injuries or use of force, if relevant,
- Crime Prevention Tips,
- Emergency contact information (phone numbers and web sites), and
- Date the campus crime alert bulletin was issued.

Systems of delivery for issuing Campus Crime Alert bulletins include postings, direct distribution of flyers, email, and campus website. Our main resource for mass-notification is the Text Caster. To sign up for this service contact CPT Matt Rorvig, Database Administrator, mrorvig@wma.edu.

Daily Crime Log

Wentworth publishes a daily summary, or crime log, each business day. This information summarizes incident reports and includes the nature of the crime, the date and time the crime occurred, the general (or specific) location of the crime, and the disposition of the complaint (if known) and is distributed to selected senior campus administrators, and requesting media. A copy is available for inspection during routine business hours in the Commandant’s office, first floor, Sandford Sellers Hall. The Commandant’s office is responsible for the daily crime log and other employees are trained in the procedures. Both electronic and hard copies of the daily crime log are maintained as well as a back-up log.
Emergency Procedures

In the event of an emergency, call 911 and the Vice President for Operations, (660) 259-6004 (ext. 1304 from campus phones).

Fire

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a building can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

In the event of a fire, alarms will sound in the building where the fire is involved. If you discover a fire, call 911 and the Vice President for Operations at (660) 259-6004 (ext. 1304 from campus phones), then follow these instructions:

- Listen to and follow directions from responding emergency personnel.
- If evacuation becomes necessary, follow the evacuation procedures.
- If you are away from your workstation, do not attempt to return for personal items.
- If your clothes catch on fire, you should “Stop, drop, and roll” until the fire is extinguished. Running only makes the fire burn faster. To escape a fire, you should:
  - Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat — burning those areas could impair your ability to escape a fire.
  - If the door is hot, do not open it! Escape through a window. If this is not possible, hang a white or light-colored sheet outside the window to alert emergency personnel of your presence.
  - If the door is cool, open it slowly and ensure fire and/or smoke is not blocking your escape route. If your route is blocked, shut the door immediately and use an alternate escape route. If it is clear, leave immediately and close the door behind you. Be prepared to crawl as smoke and heat rise. The air is clearer and cooler
near the floor.

Tornado

In the event of a tornado, the National Weather Service will issue a tornado warning and tornado sirens will be activated.

If you are inside when a tornado warning is issued:

- Move to the building’s designated shelter, usually located on the lowest level of the building, or move to a small interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Put as many walls as possible between you and the outside.
- Stay away from windows and do not open them.
- Do not use the elevators.
- Do not evacuate, unless instructed to do so. If instructed to do so, follow evacuation procedures. If you are outside when a tornado warning is issued:
  - Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately for safe shelter.
  - Lie flat in a nearby ditch or depression and cover your head with your hands.
  - Do not get under an overpass or bridge. You are safer in a low, flat location.

Earthquake

One of the most frightening and destructive phenomenon of nature are earthquakes. They can strike suddenly, normally without warning, at any time of the day or night. If an earthquake occurs:

- Stay inside. Do not leave the building until the shaking has stopped and it is safe to leave.
• Do not use the elevator.

• Stay clear of windows or areas of glass, and anything that could fall, such as lighting fixtures.

• Take cover under a sturdy table or other pieces of furniture and hold on until the shaking stops. If there isn’t a table or desk near you, cover your head and crouch in an inside corner of the building.

• After the earthquake, follow the evacuation procedures set forth for the building.

• Do not re-enter the building until you are cleared to do so by the security coordinator.

• If you are outside, stay clear of buildings, utility lines, trees and poles. Lie flat, face down, and wait for the shocks to subside. If you do get trapped under debris:
  • Do not use matches or lighters.
  • Do not move about or kick up dust.
  • Cover your mouth with a handkerchief or clothing.
  • Tap on a pipe or a wall so rescuers can locate you. Shout only as a last resort as it can cause you to inhale dangerous amounts of dust.

After the earthquake is over:

• Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage. These can occur in the first hours or even months after the quake.

• Listen to a battery-operated radio or television for the latest emergency information. Use the telephone only for emergency calls.

• Stay away from damaged areas unless your assistance has been specifically requested by emergency personnel.

• Help injured or trapped persons and give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury.

• Clean up flammable liquids immediately and leave the area if you smell gas or fumes from other chemicals. Evacuation If it becomes necessary to evacuate your floor or building for any reason, an announcement will be made to that
Evacuation procedures are posted throughout the campus.

- Do not leave the floor you are on or the building until told to do so via an announcement or by your floor or building coordinator.

- Before entering stairwells, especially during a fire, check the door to see if it is hot or whether there is. If either condition exists, use other stairwells on your floor to exit.

- If you are away from your workstation, follow the instructions given for the floor that you are on, report to the muster area with others on that floor and check in with a floor coordinator at that muster area.

- Do not re-enter the building until an “all clear” has been called.

Facilities Emergencies

In the event of a facility emergency, call National Plant Services, (660) 259-6032 (ext. 1450 from campus phones). A facility emergency includes, but is not limited to, the following:

- Mechanical failure of objects required for a safe working environment (such as elevators, heating/cooling systems, etc.).

- Water problems of any kind.

- Strange odors throughout the building.

- Any broken windows or glass.

- Stuck or inoperative doors.

- Power outages.

Injury - First Aid

Call the Infirmary, (660) 259-6017 (ext. 1422 from campus phones) immediately to report the location and extent of injuries. To avoid exposure to blood and fluids, use latex gloves if possible. If severe bleeding exists, keep the victim sitting or lying down and use direct pressure on the wound to control bleeding. If direct pressure isn’t working, apply pressure to points between the wound and the heart, and elevate the wound to a level above the heart. When bleeding is controlled, clean the wound and apply a dressing.

If the wound is severe or the victim has large blood loss, have the victim lie down and elevate
the feet if possible. Keep the victim covered. For injuries involving the head and neck, keep the victim from standing or moving about.

Bomb Threat

Be watchful of and report any packages or items of a suspicious nature. If you receive a threatening call of any nature, the following information should be gathered:

- Keep the caller on the telephone as long as possible. Do not hang up!
- Take note of the date and exact time the call was received.
- Note any background noises such as radio, television, conversation, music and traffic.
- Note if a specific person was asked for by the caller.
- Note whether the conversation began with a threat.
- Note whether the voice was male, female, disguised or familiar.
- Note if the caller had a recognizable accent, apparent speech impediment or mispronunciation of words.
- Note if the person laughed or giggled, or sounded angry, calm or incoherent.

Attempt to obtain answers to the following:

- Location of the bomb,
- Detonation time, and
- Why it was placed.

Immediately following the threatening call, notify the Vice President for Operations, (660) 259-6004 (ext. 1304 from campus phones). Local law enforcement will be notified immediately and if necessary, employees/students will be contacted to evacuate the building. Report to your building or area coordinator for further instruction. If you are evacuated from the building, do not return to the building until told to do so by your building or area coordinator.

Suspicious Items/Letters/Packages

If you receive a suspicious letter or package, do not panic and immediately call the Vice President for Operations, (660) 259-6004 (ext. 1304 from campus phones). Emergency personnel will respond and cordon off the area to minimize any exposure in the event a substance on the letter or package is hazardous.
Some signs of a suspicious letter or package include:

- No return address or restrictive markings such as “personal.”
- Excessive tape.
- Misspelled words or badly typed/written.
- Unknown powder or substance, including oily stains, discoloration or crystallization.
- Excessive postage.
- Strange odor.
- Protruding wires.

In the event of a suspicious letter or package:

- Do not open if it appears to be empty.
- Do not move it and isolate it if possible, keeping others away.
- Do not clean, smell or taste any substances that may be on the letter/package.
- If possible, cover the substance and/or letter/package with a trash can or plastic.
- Do not brush any substances off your clothing and do not leave the area.

Security - Intruder

Call the Vice President of Operations at (660) 259-6004 (ext. 1304 from campus phones) immediately for the following occurrences:

- Any physical danger to yourself or other employees/students.
- Any threats made to yourself or other employees/students.
- Any theft of personal or University property.

If there is someone in your area who appears not to belong (for example: looks lost, looks out of place, etc.), please ask if you can help them. If they do not have a legitimate purpose for being there, contact the Vice President for Operations immediately.

Active Shooter in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that
students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture  If the active shooter is nearby:
- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
• Hide behind large items (i.e., cabinets, desks)
• Remain quiet  If evacuation and hiding out are not possible:
• Remain calm
• Dial 911, if possible, to alert police to the active shooter’s location
• If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons
• Yelling
• Committing to your actions

Testing Procedure

Wentworth plans, exercises, and tests its emergency response and evacuation plans frequently. Wentworth exercises the college’s plans once a year through tabletop exercises. Members of the local Police, Fire, and EMS teams may be involved in this planning. Fire and Tornado plans are exercised on campus each semester. Topics such as active shooter, evacuation and “shelter in place” situations are discussed during employee training offered on each campus every year.

Campus Crime and Drug and Alcohol Policy

The City of Lexington that surrounds our campus is among the safest communities in Missouri. Like any place in our modern age, there are dangers. Federal law requires the school to tell the campus community about two of those risks, crime and drug/alcohol use. The first portion of this booklet carries the Campus Safety Report, as required by the federal crime awareness and Campus Security Act of 1990. The second portion mandated by the federal Drug-Free Schools and Communities Act of 1989 explains the college's policy on alcohol and illegal drugs. Please read these reports and use the information to help foster a healthy, safe environment for yourself and others on campus.

Status of Campus Security
Wentworth places a high priority on the personal safety of its students, faculty, staff, and visitors, and is committed to providing a secure environment. However, since it is impossible to prevent all crime, we wish to remind people that they must also take responsibility for their own personal safety. To that end, we offer several “Security Awareness and Crime Prevention” programs.

Security Awareness and Crime Prevention Programs

The college provides the following services and programs to improve safety on campus and to educate the community about security issues:

New Employee Orientation- Crime prevention materials are provided and questions are answered during new employee orientation meetings.

Barracks Security- Hall security and safety is routinely discussed in all hall meetings.

Crime Prevention Material- Brochures and posters related to substance abuse, personal safety, seat belt use, motor vehicle and bicycle theft prevention, and residence and office security are distributed campus wide.

Community Notification of Criminal Activity- The Vice President for Operations routinely notifies the campus community of ongoing security concerns by email If circumstances warrant, specially printed and communicated crime alerts will be prepared and distributed campus wide to comply with the Clery Timely Warning Notification.

Personal Safety Tips

There are many steps which can be taken to protect oneself from crime. Many incidents are crimes of opportunity. For example, most crimes of theft and burglary are random, not calculated. These crimes often occur because community members leave a barracks door, room door, window, or car door unlocked. On a beautiful campus like Wentworth’s, it is easy to think that no crime will occur; but, crime can happen anywhere. Follow these simple steps to reduce your victim profile:

In Your Barracks

1. Immediately report any maintenance deficiencies that may compromise building security to your TAC officer.

2. Never hide your door key anywhere outside your residence.

3. Make sure your door is locked whenever you leave, even if only for a short time.

4. Never leave your wallet, purse, or valuables unattended and unsecured.

When Walking
1. Walk with someone else, preferably in groups of three or more whenever possible.

2. Walk only in well-lit areas and avoid short cuts through poorly lit vacant lots and other deserted places.

3. Walk near the curb on the side of the street facing traffic.

4. If a driver stops you to ask for directions, do not get too close to the vehicle in order to avoid the risk of being pulled inside.

5. If you think you are being followed while walking, change directions and head for a well-lit area with other people around. Cross to the other side of the street rather than confront a lone individual in an isolated area.

In Your Office

1. Lock and secure your desk and office when away, even if it’s for just a minute.

2. Keep small valuables (wallets and purses) out of sight by placing them in a closed and locked desk or file cabinet.

3. If possible, when away from your work area, let a co-worker or close neighbor know about your departure and expected time of return.

4. Lock typewriters, computers, word processors, and similar office equipment to the desk or table top with some type of security device.

5. Keep a list of brand names, serial numbers, model numbers, and descriptions of all office equipment in your work area.

6. Protect your personal property by marking it with an additional, special identification number, such as your driver’s license number.

At Any Time

1. Be alert. Watch for obvious strangers around your office, your home, or your apartment. Check for signs of a break-in before entering an empty house, office, or car. Call the Commandant’s office if you see signs of forced entry to a building or a car.

2. Call the Commandant’s office if you experience minor theft problems over a period of time.

3. When at campus facilities, do not leave backpacks or books unattended. Print your name inside every textbook you own.
4. If you are driving and think you are being followed, make several turns in one direction and head back the way you were going. If the car is still behind you, go to the nearest police or fire station or to a public place. Do not stop or get out of the car. Have someone call the police for you.

5. Involve your associates. If you are expecting a delivery or a guest in your absence, leave your keys with a neighbor or a co-worker. Let your office staff and neighbors know when you will be away from home and ask them to challenge strangers in the area.

6. Never give out information about yourself or others to strangers on the phone.

7. Maintain a record of serial numbers of your property and of identification and credit cards. Include a brief description with each and keep this information in a safe place.

8. Report any crime or suspicious activity to the police. Be prepared to supply as much information as possible, such as descriptions of people, property, and cars.

9. Post the telephone number of the Vice President for Operations (660) 259-6004 near your work phone, and numbers for local police and fire departments at home.

10. If you have to work late at night, avoid working alone. Keep all doors between you and the public closed and locked after-hours or whenever appropriate.

11. Report all suspicious persons or activities to the Commandant’s office.

12. When vendors come to the office to pick up equipment for return or repairs, ask to see I.D. or proof of affiliation with the appropriate company. If you have a vendor coming in to work on, or to pick up, equipment, tell somebody in the office, so they can check on it for you if you are away from the office when the vendor arrives.

13. If you think somebody is trying to steal items, notify the Commandant’s office.

Preventing and Responding to Sexual Assault

(Basic Prevention Tips)

Wentworth is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free from all forms of harassment, exploitation, or intimidation. Every member of the campus community should be aware that the University does not tolerate sexual assault and harassment and that such behavior is prohibited by federal and state law and by campus policy.

Wentworth will take whatever action may be needed to prevent, correct, and, if necessary, discipline and/or prosecute behavior that violates this policy and the law. All forms of sexual
assault and all attempts to commit such acts are regarded as serious campus offenses that are likely to result in suspension, required withdrawal, expulsion, or termination. In accordance with Missouri criminal law and independent of campus actions, prosecution may be pursued.

In Your Residence:

1. When someone is at your door, ask who is there before you open it, and don't let strangers in.

2. Keep doors and windows locked.

3. Report any suspicious activities (obscene phone calls, peepers, exhibitionists, threats, attacks, attempted attacks, etc.) to the Commandant’s office.

3. Always keep your residence secure.

4. Never prop open exterior doors.

5. Call the Commandant’s office to report suspicious activity.

Around the Campus:

1. Avoid shortcuts through deserted places.

2. Don't walk alone at night.

3. Don't accept rides from strangers.

4. Whether on or off campus, walk/jog/bike in groups of three or more, especially after dark.

5. Avoid giving your address, phone number or name to someone you don't know or to friends in public places where you might be overheard.

6. Use your intuition. If you sense something suspicious, take appropriate precautions.

7. Report any suspicious people or activities you might encounter to the Commandant’s office or TAC officer.

8. When driving, park in well-lit, well-traveled areas. Have your keys ready so that you can enter your car quickly.

9. Look into your back seat before entering your car; lock the doors after you enter.

What to do if you or Someone You Know is Sexually Assaulted
If you have been raped or sexually assaulted (including acquaintance rape, non-forcible rape) you should:

1. Go to a safe place.

2. Do not wash, douche, brush your teeth, change clothes or even comb your hair. Do not disturb anything in the area where the assault occurred. This evidence is extremely important if you decide to prosecute.

3. Report the crime to the Commandant’s office, TAC officer, or appropriate law enforcement agency. School officials will assist students in notifying the Vice President of Operations about the incident, if the student makes a request for assistance. Reporting the assault does not mean that you have to prosecute. You may decide to file a confidential report to a health professional in the Infirmary.

4. The Commandant’s office at (660) 259-6063 is available 24 hours a day to help arrange the following important services:

   a. Emotional support through the Infirmary, a friend or a family member.

   b. Immediate medical attention and evidence collection at the nearest hospital emergency room.

   c. Counseling through the Infirmary. All cases are handled confidentially.

How to Report a Crime or Emergency- Prompt and Accurate Reporting of all Crime

Criminal actions and other emergencies occurring on campus should be reported immediately to the Commandant’s office by telephone at (660) 259-6063. This number is answered 24/7 year round. A daily crime log is kept at the Vice President for Operations’ office. A copy of the current report will be made available to any Wentworth community member within two days of request. The Vice President for Operations is located on the second floor of the Administration building on the Wentworth campus. Commandant’s staff will respond by taking the following action(s) as necessary:

- Request the Lexington Police Department and/or the Lexington Fire Department to the scene of the reported incident.

- Investigate the incident

- Take appropriate action(s) to identify, apprehend, and report the person(s) responsible

- Notify or request the assistance of other law enforcement and/or other agencies when necessary

- Take action(s) and/or make appropriate notifications
Call the Commandant’s office if:

- Someone is injured or ill;
- You see fire or smell smoke;
- You see something suspicious;
- Someone is hurting another;
- You see someone stealing something or vandalizing property; or
- You have something stolen.

Remember:

- Call quickly
- Don’t assume someone else has made the call
- Try to provide the dispatcher with accurate, detailed information about the problem
- STAY ON THE LINE until the dispatcher says it is OK to hang up
- 6063 (from on-campus) for non-emergency help
- 911 (from on campus telephone) for emergency help
- IF YOU SEE SOMETHING, SAY SOMETHING

Local Law Enforcement

We encourage the reporting of campus criminal activity directly to the Vice President for Operations, the Commandant’s office, or reporting directly to the Lexington Police Department at (660) 259-6321 or 911 for emergencies. Wentworth supports this decision and encourages any Wentworth community member to utilize local law enforcement if they are victim of a crime.

Anonymous Reporting

If you wish to report a crime anonymously, call the Vice President for Operations at (660) 259-6004 and request to “report crime anonymously.” You will have the opportunity to report a crime or event without revealing your identity.

Confidential Reporting
Victims or witnesses may report certain crimes to the Vice President for Operations on a voluntary, confidential basis. Crime reported confidentially will be included in the Campus Security Report but will not be investigated. Wentworth infirmary staff are encouraged to inform the persons being treated medically of procedures to report crimes on a voluntary, confidential basis if and when appropriate. Victims or witnesses may report sexual assaults to the Vice President of Operations on a voluntary and confidential basis. The Vice President for Operations will only utilize the report for the compilation of statistical records for assaults that occur on the Wentworth campus.

Behavioral Intervention Team

Wentworth is concerned about the safety, health, and well-being of our students, faculty, and staff, and we ask anyone with a concern about a member of the Wentworth community to communicate with the Behavioral Intervention Team (BIT). Contact the Infirmary for more information (660) 259-6017.

Missouri Sex Offender Registry Information

Under Clery Act regulations, at 34 CFR 668.46(b)(12), institutions must include in their Annual Security Report a statement about where information "concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address." There are no additional obligations under Clery.

The Revised Statutes of Missouri, Chapter 589 Sections 400 to 425 and 43.650, RSMo., mandate that the Missouri State Highway Patrol shall maintain a sex offender database and a web site on the Internet that is accessible to the public. Additional information and verification may be obtained from the Chief Law Enforcement Official (Sheriff) of the county where the sex offender resides. The web site is intended to supplement and complement the sex offender registries maintained by the various counties.

The information on the web site refers only to persons who have been convicted of, found guilty of or plead guilty to committing or attempting to commit sexual offenses and may not reflect the entire criminal history of a particular individual. Offenders required to register for crimes of kidnapping, felonious restraint or child abuse may not be listed on this web site.

The Sex Offender Registry was created in response to the Missouri Legislature's resolution to facilitate public access to available information about persons registered as sexual offenders. The Missouri State Highway Patrol, Criminal Justice Information Services (CJIS) Division, has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion on this web site and has made no determination that any individual included on the web site is currently dangerous. Individuals included on the web site are included solely by virtue of their conviction record and Missouri state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individual.
It should be noted that maps of offenders may not show all offenders in a given area. This is because home, work, school, and temporary address information may not be adequate to map.

These records are updated daily in an effort to assure that the information on the web site is complete and accurate; however, the Patrol makes no representation, express or implied, that the information contained on the web site is accurate.

The information available via the toll-free telephone number shall include only information that offenders are required to provide under section 589.407, RSMo. When the highway patrol provides such information regarding a sexual offender, the patrol personnel shall advise the person making the inquiry that positive identification of a person believed to be a sexual offender cannot be established unless a fingerprint comparison is made, and that it is illegal to use such information regarding a registered sexual offender to facilitate the commission of a crime. The toll-free telephone number shall be published on the highway patrol's sexual offender registry web site maintained under section 43.650.

The information contained on the web site can change at any time, so the current residence, status or other information regarding an offender may not be accurate. Though much of the information is of record, some information is gathered from the offenders themselves who may fail to provide accurate or required information. Additional information and verification can be obtained from the Chief Law Enforcement Official (Sheriff) of the county where the sex offender resides.

An EXEMPT offender is one who had previously been required to register, but no longer has a "duty" as a result of the 2006/2007 Missouri Supreme court rulings dealing with retroactive application of the law. (See fact sheet page). If you have seen an offender in the past who is no longer listed, it may be due to their conviction, plea, or adjudication date being prior to the date the offense was added to the Missouri sex offender statutes. Sex offender registry information shall not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal or written threats of harm are illegal and will result in arrest and prosecution.

For information on sex offenders living in or near Lexington, please visit the Missouri State Patrol website at

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

Policy on Alcoholic Beverages

Wentworth prohibits the use, sale, possession or distribution of alcoholic beverages on campus, in campus facilities or at Wentworth sponsored activities planned for or by students. Under certain circumstances the consumption of alcohol at events on or off campus is allowed with a waiver issued by the college president.

Possession or use of alcohol by anyone under the age of 21 is against the law in Missouri.
Persons under the age of 21 caught possessing or using alcohol on campus or at a Wentworth sponsored event are subject to arrest and prosecution. In addition they will be referred to the Commandant’s office for possible disciplinary action. Students over the age of 21 caught possessing or consuming alcohol on campus or at a Wentworth sponsored event will be referred to the Commandant’s office for possible disciplinary action. The Commandant’s office is responsible for enforcing the campus Alcohol Policy. TAC officers also help enforce the campus Alcohol Policy in the residence halls.

Policy on Illegal Drugs

The manufacture, use, possession, sale or distribution of illegal or illicit drugs on any Wentworth property or at any Wentworth event is prohibited. Those caught manufacturing, using, possessing or distributing said illegal or illicit drugs are subject to arrest and prosecution. Students will be referred to the Commandant’s office for possible disciplinary action. Faculty and staff will be referred to Human Resources for possible disciplinary action. Commandant’s office is responsible for enforcing the campus Drug Policy. Drug-related incidents that occur in the residence halls will be handed over to Commandant’s office to investigate, and the Lexington Police Department will be summoned in all drug-related offenses.

Alcohol and Substance Abuse Information

Wentworth has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug and alcohol abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary action.

Wentworth provides the following services:

- Alcohol and Drug Education: Employee Assistance Program, Periodic education programs through the Commandant’s office.
- Counseling Services: Counseling services are available through the Infirmary
- Referral Services: Referrals are made to contracted Counselors Employee Assistance Programs.
- University Disciplinary Actions: Students are referred to the Commandant’s office for disciplinary actions. Employees are referred to Human Resources for disciplinary actions.

Diversity Policy

Wentworth Military Academy and College is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their
work represents a significant part of not only our culture, but our reputation and Wentworth’s achievement as well.

We embrace and encourage our employee’s differences, in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees and students unique.

Wentworth’s diversity initiatives are applicable, but not limited to our practices and policies on recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces 1) respectful communication and cooperation between all employees, 2) teamwork and employee participation, permitting the representation of all groups and employee perspectives, 3) work/life balance through flexible work schedules to accommodate employees’ varying needs, and 4) employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Wentworth Military Academy and College have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

An employee found to have exhibited any inappropriate conduct or behavior against another may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with Wentworth’s diversity policy and initiatives should seek assistance from their supervisor, HR Director, or Vice President for Operations.

Sexual Assault Policy

Wentworth strongly denounces sexual assault in any form and advocates the immediate reporting of any incident to campus authorities. Campus personnel will assist the student(s) in such notification if so requested. Confidentiality will be maintained to the extent provided by rules, regulations and legislation. Individuals, groups and organizations that desire information or programs that address sexual assaults and how to prevent such incidents should contact the Vice President for Operations at (660) 259-6004. Staff in the Infirmary (660) 259-6017 will also assist in referrals to counseling and mental health agencies for victims. In all cases, the protection of any physical evidence is of utmost importance.

- The Student Services office will assist student victims of sex-related crimes with changes in academic schedules Wentworth Campus, as is reasonable and within the school’s control. The Site Coordinator will assist students with academic changes at the other
All campus disciplinary procedures involving a student are the responsibility of the Director of Student Life.

All sex related crimes occurring on Wentworth property shall be investigated jointly by the Commandant’s office, the Vice President for Operations, and the appropriate law enforcement agency.

The Academic Dean and Student Services will assist student victims of sex-related crimes with changes in academic schedules, and the Commandant’s office will assist with changes in living arrangements as is reasonable and within Wentworth's control. All campus disciplinary procedures involving a student are the responsibility of the Commandant’s office. A crime report is to be completed for each incident as it occurs. An annual report is compiled by the Home Campus for distribution at the Resident Centers. Within the guidelines of the discipline procedures, the accuser and the accused may have other individuals of their choosing present during the discipline hearings. Both the accuser and the accused shall be informed of the college's final determination and any sanctions concerning the alleged incident. Upon final determination and confirmation of an alleged infraction (forcible or non-forcible), Wentworth may impose sanctions ranging from counseling to dismissal.

Harassment Policy

Wentworth strives to provide educational, working, co-curricular, social, and living environments for all Students, Staff, Faculty, Trustees, contract workers, and guests that are free from Harassment on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, or veteran status. The college has deemed this to be unacceptable behavior which will not be tolerated.

Sexual Harassment, Sexual Assault, or other Title IX issues

Please take the matter immediately to the Title IX Coordinator, Vice President for Operations, COL Richard Cottrell, rcottrell@wma.edu.

Sexual Assault/Title IX Policy

Wentworth strongly denounces sexual assault in any form and advocates the immediate reporting of any incident to University authorities. Please contact the Title IX Coordinator, COL Richard Cottrell by e-mail or call (660) 259-6004, or the Commandant’s office (660) 259-6063 for immediate assistance. Confidentiality will be maintained as possible. If students have concerns about the way Wentworth officials handled a Title IX Policy situation, please contact the Department of Education through the Office of Civil Rights by phone: 1-800 421-3481 or by e-mail at OCR@ed.gov. Further details about contacting OCR is available at: https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT of 2013 (VAWA)

Background


The Campus Sexual Violence Elimination (SaVE) Act, H.R.812, requires institutions of higher education to develop and communicate their policies on dating violence, sexual assault, stalking, and domestic violence and increases reporting requirements of these incidents. These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault (reported already per the Clery Act), domestic violence, dating violence, and stalking. Additionally, institutions will be required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Reports.

Wentworth encourages the prompt reporting of all crimes. Crimes can be reported to the Vice President for Operations, Commandant’s office, TAC officers, or Infirmary. The Vice President for Operations is responsible for recording and following up on crimes on campus, however victims can ask for assistance through any Wentworth employee. Training is provided to Wentworth employees that give them information on how to make immediate reports of crime to the appropriate Campus Safety Authority, or CSA. As with all crimes, Wentworth encourages the involvement of local law enforcement and will assist all victims in making a report.

Dating Violence

The term “dating violence” means violence committed by a person—

a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

b) where the existence of such a relationship shall be determined based on a consideration of the factors:

1. The length of the relationship.

2. The type of relationship.

3. The frequency of interaction between the persons involved in the relationship.

Domestic Violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in
common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

a. fear for his or her safety or the safety of others; or

b. suffer substantial emotional distress

Policies & Procedures

Wentworth is dedicated to providing an educational environment where all community members are free of threatening or demeaning behavior. The standard of proof used in cases of this nature will be preponderance of the evidence.

Community members who feel threatened are encouraged to make an immediate report or seek assistance. The college supports and encourages the involvement of law enforcement in cases of domestic assault, dating violence or stalking. Call (660) 259-6004 or rcottrell@wma.edu to file a report or the Lexington Police Department at (660) 259-6321.

Programming

Wentworth is developing a programming model to address these issues that will be available to the student body for the 2014-2015 academic years.

Campus Policy Manual and Student Code of Conduct

Wentworth has a series of Campus Policies approved by its Board of Trustees. Several of these policies were referenced in this report and are listed below with direct links to the full policy. For a complete list of campus policies on Student Code of Conduct, please visit http://www.wma.edu/wp-content/uploads/2013/07/Course%20Catalog%20and%20Student%20Handbook%202013-2015.pdf

How We Compile Crime Statistics

The Vice President for Operations reports crime statistics in compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)). All criminal incidents are classified in accordance with the FBI Uniform Crime Reporting Guidelines. A copy of the Handbook for Campus Safety and Security Reporting disclosing these guidelines may be
obtained at the US Department of Education’s website.

This report is prepared in cooperation with local law enforcement agencies surrounding the campus, Dean of Students, and Commandant’s office. Campus crime, arrest and referral statistics include those reported to the Vice President for Operations, designated campus officials (including but not limited to directors, deans, department heads, TAC officers) including CSA’s, and local law enforcement agencies. COL Richard Cottrell is responsible for compiling the crime statistics and documentation is stored electronically and as a hard copy in his office, located on the second floor of the Administration Building. COL Cottrell is the liaison for Site Coordinators and outside law enforcement agencies in regard to crime statistics. COL Cottrell contacts all agencies with jurisdiction for Clery geography for Wentworth and keeps documentation of all communication efforts and responses and non-responses.

CSA’s are provided with a reporting form used to collect information for reporting to the Police Department. In the event a victim wishes to remain anonymous the CSA will still use the reporting form for the purposes of statistical data only. The Vice President for Operations will not have the victim information but will report the crime in the crime reporting statistics for the purposes of this report. Wentworth is committed to compiling accurate statistics and is currently creating a CSA training program. This includes a presentation about the roles and responsibilities of CSA’s, how to report crimes, and a letter to CSA’s advising the importance of being in compliance with the Department of Education regulations.

In order to complete these statistics, the Vice President for Operations obtained additional information that may have been reported to another campus department/organization.

2013 Crime Stats (Lexington and Satellite Campuses)

All campus center crime data, including the Lexington Campus, has been compiled into a single PDF document listed alphabetically on the Wentworth Military Academy and College website. Only Lexington Campus data is displayed below.

Fire Safety Log / Fire Safety Statistics

COL Richard Cottrell is responsible for the maintenance of the daily fire log and fire safety statistics. This documentation is kept in his office located on the second floor of the Administration Building. This record includes both electronic & hard copies with information including: the date the fire was reported, the nature of the fire, the date and time of the fire, the general location of the fire, and any fire that occurs in an on-campus student housing facility. Fires are recorded by the date they are reported. Policy last updated 09/30/2013.

Public access is allowed to the fire log upon request by calling COL Cottrell at (660) 259-6004.

Fire Inspections for On-Campus Student Housing

Rooms are inspected once a semester, at random times, to assure compliance with campus
regulations. The fire detection and suppression systems are tested monthly. Fire extinguishers are tested annually.

Training

The Commandant’s office conducts training for TAC officers in the following areas:

- Evacuation and emergency preparedness
- Fire inspection program
- Kitchen fire safety

Policy on Candles, Incense, and Oil Burning Lamps

The use of candles, incense, oil lamps, or any device producing an open flame is prohibited in all residential spaces.

Fire Safety Policies and Rules

Fire safety regulations are intended to prevent injuries to members of the campus community and physical damage to facilities. Because of the seriousness of the regulations that cover fire safety, there are criminal and civil penalties for intentionally setting any fire, for intentionally causing any false fire alarm, and for vandalizing or tampering with any fire alarm or fire protection equipment (including covering smoke/heat detectors). Probable sanctions for these violations are removal from campus housing and/or criminal prosecution. Causing a false fire alarm will result in removal from the residence halls and/or a fine charged and/or criminal sanctions.

Please report all fires to the Commandant’s office.

Mandatory Supervised Fire Drills

Planned fire drills are held each semester in cooperation with the Commandant’s office, Environmental Health and Safety and the local fire department.

Fire Evacuation Procedures

When a fire alarm sounds, always take the fire alarm seriously and assume there is a fire. All persons are required to immediately evacuate the building. Failure to evacuate will result in a fine charge. Some evacuation suggestions are as follow:

1. If there is smoke in your room, keep low to the floor. Crawl to your window and open it a few inches to allow in fresh air.

2. If your room is clear of smoke, touch your door before opening. If it is hot, do not open it! Stay in your room and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering your room, stuff all openings with towels, etc.
3. If your door is not hot, exit the room toward the nearest fire exit. If the situation allows, take a coat, wear shoes, and carry a towel to reduce smoke inhalation. Close your windows, turn out the lights, and shut your door. Do not stop for personal belongings. Activate the fire alarm system if it is not already sounding.

4. Once in the corridor, close your door and move quickly, but without panic, to the outside stairwell exit. Do not use elevators.

5. Exit down the stairway, making room for the people on lower floors as they enter the stairway.

6. After you have exited, move away from the building to the designated evacuation area and wait for further instructions. If the Commandant’s office is not already on site, call x1415 from a campus phone or dial (660) 259-6061 from a cell phone after you have reached a safe location.
   a) Speak slowly and clearly so you can be understood
   b) Give your name
   c) Give the exact location of the fire emergency
   d) Give any other relevant information (if anyone is hurt, etc.)

7. Keep out of the way of emergency personnel. If you believe someone is trapped on your floor, report this immediately to fire fighters or the Commandant’s staff.

8. Do not re-enter the building for any reason. If you have any information regarding a fire, you are encouraged to tell the Vice President for Operations or Commandant’s staff.