

# Safety and Security

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## Public Safety

Mount Mercy University maintains a Department of Public Safety. This department employs Student Safety Officers and Public Safety Officers. The Department of Public Safety provides a Public Safety Officer to be on duty 27/7 365 days a year. These individuals conduct campus patrols, including all campus buildings, MMU properties, and parking areas, security escorts, and provide support for on campus crisis/emergencies. The Department of Public Safety is responsible for coordinating all fire and tornado drills. All Public Safety Officers are trained in first aid, CPR, and AED usage. Public Safety also works to ensure lighting is safe and appropriate and that campus first aid kits are stocked and maintained. The Department of Public Safety maintains and utilizes security cameras to ensure safety and security on campus.

## Annual Security Report

Mount Mercy University is concerned for the safety and well-being of all members of the campus community. The Annual Security Report is published annually, in compliance with the Jeanne CLERY Disclosure of Campus Security Policy and Campus Crime Statistics Act, to inform the community of the following policy information:

- Emergency Response and Evacuation Procedures.
- How to report criminal actions or other emergencies occurring on or near campus.
- Policies regarding security of, access to, and maintenance of campus facilities, including campus residences.
- Details about the Department of Public Safety's authority and how that department works with state and local police agencies.
- Policies that encourage accurate and prompt reporting of all crimes.
- A description of the programs which inform students and employees about campus security procedures, encourage community members to be responsible for their own security and the safety of others, and inform students and employees about the prevention of crimes.
- A statement of policy regarding the University's campus sexual assault prevention programs and procedures to follow should a sex offense occur; Information regarding changes to the CLERY reporting procedures and updates to information required to post to the ASR.
- Statistics concerning the occurrence on campus of particular criminal offenses and the number of arrests or disciplinary referrals;
- Drug and Alcohol abuse policy statements, including a description of education programs;
- Missing Student Notification Policy.

If you are interested in more information, and would like to view the report, please follow the link to Mount Mercy University's Annual Security Report (<https://www.mtmercy.edu/annual-security-report>) website.

## Weather

For information about MMU's weather policy please follow the link to the Weather and Closing Policies (<https://www.mtmercy.edu/weather>) page on the Mount Mercy University website.

## Security Escort Program and Courtesy Services

Public Safety personnel are available to accompany anyone to or from the parking areas or other on-campus locations. Please call 319-363-1323 ext.1234 or come to the Information Desk for this service. A battery booster and snow shovels are available at the Information Desk for student use. Students will be required to show their Mount Mercy ID to use these items. To check out these materials students must leave their drivers license at the Information Desk during the duration of the check out. Mount Mercy owned vehicles and employees of Mount Mercy are not permitted to aid persons in jump-starting, repairing, or moving vehicles.

## Report a Crime

### Importance of reporting

Crime prevention cannot take place without the assistance of the Mount Mercy University community. The prompt reporting of crimes and suspicious behavior as well as cooperating with the authorities during the investigation of crimes or offenses is encouraged. Your cooperation can aid us in preventing others from being victimized. The Department of Public Safety will assist anyone in filing a report with law enforcement agencies.

To report a crime or to file a complaint you please contact the Department of Public Safety. If you would prefer to submit an anonymous report you can do so through the Silent Witness Form (<https://www.mtmercy.edu/silent-witness-form>) .

### Reporting Policies

In the event that you witness a crime or emergency, promptly contact local authorities as well as the Department of Public Safety. A Mount Mercy University Public Safety Officer can be contacted at by calling 319-363-1323 ext. 1234 at any time. If you have information about a crime you have witnessed or that has happened to you, and are unsure of how to proceed, please contact the Dean of Students & Director of Residence Life and support and guidance will be provided.

## Emergencies

In the event of an emergency, the police should be contacted immediately. 911 telephone service is in effect for the Cedar Rapids metropolitan area. If dialing from a campus telephone, please dial 9-911. Mount Mercy is e-911 capable. Meaning, when 911 is called from a **campus phone** it will automatically communicate to the 911 dispatch your location for emergency response in the event you are unable to communicate with 911 operators.

Emergency medical care is provided at all hours at both Mercy Medical Center, 701 10th Street SE, 319-398-6041, and St. Luke's Hospital, 1026 A Avenue NE, 319-369-7105.

In the event of a campus emergency or disaster, the Crisis Management Team and Mercy Emergency Response Team (MERT) is activated and all directives and information is disseminated from the

headquarters of that team. The University has developed an extensive plan to cope with such situations if they develop.

## **Information Desk**

### **Identification Cards**

Mount Mercy IDs are issued from the Information Desk. All students and employees are expected to obtain an ID card. ID cards are used to check out library books, charge food service and Campus Store items, and for identification purposes. This ID card is also used as the proxy card that grants to residential housing and academic buildings. Because this card is connected to a student/faculty/staff account, if lost it must be reported immediately so it can be deactivated. Cards cannot be reactivated and a replacement card must be purchased. Cost of a replacement ID card is \$15.

### **Locate a Lost Item**

The Information Desk stores lost and found articles. Missing items should be reported to the Information Desk. Items will be kept at the Information Desk for 90 days.

### **Use a Locker**

Lockers are available for use and are free of charge. They are located at the tunnel entrance in McAuley Hall. Anyone interested in using a locker can reserve one at the Information Desk. Items left in lockers after the last day of spring finals week will be discarded.

## **Games and Equipment Check Out**

Student Activities stores at the Information Desk a number of materials that students can use for entertainment. Things include: pool cue & balls, ping pong, board games, video games, and various sports equipment. TO check out these items students must leave their student ID at the Information Desk during the duration of the check out. Failure to return the equipment in the same condition it was received will result in charges.

### **Key Check Out**

Students, Faculty, and Staff can check out keys to various locations on campus. Students must be approved by their professor and this approval must be communicated in writing to the Director of Public Safety to be added to the access list. Students must provide and leave their id for the duration of the key check out.

## **Fleet Vehicles**

Mount Mercy University has a fleet of vehicles that are available to be used by Faculty and Staff conducting Mount Mercy business. These vehicles can be driven by approved drivers that are at least 21 years of age. Approval is given by Mount Mercy University's insurance provider. To reserve a vehicle a faculty or staff member must contact the Office Manager for the Department of Public Safety via writing of the request. More information regarding policies and procedures surrounding the Fleet can be found on the Department of Public Safety website. Reservations can be made here (<https://mtmercy.wufoo.com/forms/fleet-reservation-request>) .