

# Safety and Security

## 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 24/7 365 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.

## Run. Hide. Fight.

Mount Mercy University encourages the members of the Mount Mercy community to be aware of the Run. Hide. Fight. model. This model is utilized by numerous institutions and agencies, including the Department of Homeland Security. The model is based on specific concepts regarding the expectations of a person who is confronted with an active threat/shooter. The individual should run if they can safely do so. If they cannot, the person should hide from the threat. If unable to hide, the individual should prepare themselves to fight the assailant. While the University hopes members of the community will never need to utilize this model, the University does want people to be prepared. This model can be adapted to any threatening situation, including situations that occur off-campus. Feel free to contact the Director of Public Safety for more information regarding this model.

## Clery Act / Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, students are entitled to request and receive a copy of the Annual Security Report of any campus. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Mount Mercy; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault\*, missing persons, drug and alcohol programs, and other matters. You can obtain a copy of this report by contacting the Mount Mercy Public Safety Office in the University Center, 1330 Elmhurst Drive N.E., Cedar Rapids, Iowa 52402-4797 or by accessing the following website [www.mtmercy.edu/annual-security-report](http://www.mtmercy.edu/annual-security-report).

\*See the 2.q. Sexual Misconduct Policy located in Section 2: General Standards of Conduct in the Student Code of Conduct for more information regarding these policies.

\* See also Title IX (<http://catalog.mtmercy.edu/archives/2017-18/thegoodbook/titleix>) for more information.

## 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

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.

## Courtesy Services

A battery booster, tools, 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 Director of Public Safety or Dean of Students, 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 E911 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.

## Fire Safety

The theft, tampering with or improper use of fire detection/fighting equipment is prohibited. Anyone found responsible for triggering the alarm system due to mischief or negligence will be billed for the Cedar Rapids Fire Department's services. Fireworks of every kind, including firecrackers and bottle rockets, are prohibited.

## Missing Student Policy

If you believe that a student is missing, whether or not the individual resides on campus, contact any employee of the Department of Public Safety, Dean of Students and the Director of Public Safety. Once it is determined that reasonable cause for further action exists, all possible efforts will be made to locate the individual in order to ascertain his or her state of health and well-being. Although 24 hours missing is often used as a guideline to warrant implementation of actions, there should be no hesitation in reporting a missing student if circumstances warrant a faster course of action.

In the case of an on-campus resident, each student has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Regardless of the student preference in selecting a contact person, the Cedar Rapids Police Department or other appropriate law enforcement agency will be notified if the student is missing. As a matter of procedure in a missing person investigation, the Mount Mercy University Public Safety Department will obtain identifying information on the missing student, and endeavor to determine the student's whereabouts through contact with friends, roommates, associates, and/ or employers of the student. Whether or not the student has been attending class, labs, recitals, scheduled organizational or academic meetings, or appearing for scheduled work shifts will be established. A welfare check of the student's room will be conducted in coordination with residential life personnel. All information will be shared with the appropriate law enforcement officials

If the student reported missing is an off-campus resident, The Mount Mercy University Public Safety Department may contact the Cedar Rapids Police Department and institute similar procedures. It is also the policy of Mount Mercy University that any student less than 18 years of age and not emancipated will have their parent or guardian notified of their status as a missing person.

If the individual is located, campus officials will:

- Explain the concerns which led to the actions listed above.
- Attempt to ascertain the student's status with regard to mental/emotional/physical health.
- Work with the individual to arrange for any necessary assistance.
- Work with the individual to allay the concerns of the person(s) filing the initial report.

## Personal Safety Devices

The only approved personal safety devices recognized by Residence Life and Public Safety are pepper spray and mace. Students who own and/or carry personal safety devices should know how to use them properly and it should stay in their possession only. These devices should only be used when needed for protection and according to manufacturer's instructions. Inappropriate discharge or failure to use the device according to manufacturer's instructions will result in a referral to the student conduct system.

## Iowa Sex Offender Registry

All Mount Mercy students and employees are advised of Iowa Code, Section 692A.3A which "provides that a person required to register under the Iowa Sex Offender Registry law who is a full-time or part-time student or is employed on a part-time or full-time basis at an institution of higher education must register with the sheriff of the county in which the institution is located and provide the sheriff with the name of the institution. The person must register with the sheriff within five (5) days of becoming a student or becoming employed at the institution."

In compliance with the Clery Act, the Mount Mercy community is advised, that the Iowa Sex Offender Registry is available at the website [www.iowasexoffender.com](http://www.iowasexoffender.com).

Additionally, in that the Mount Mercy campus property lies in legal proximity to elementary and middle schools and under provisions of Iowa Code 692A.3A, Mount Mercy will not offer housing nor permit occupancy to those listed on the Iowa Sex Offender Registry.

Any student arrested, charged or convicted or any state or federal law may be subject to immediate housing contract-cancellation, or suspension of Mount Mercy registration.

## Fire Alarms

When the fire alarm sounds occupants must leave buildings immediately. All are instructed to exit by the closest stairwell. To facilitate the quickest evacuation, students are encouraged to use all stairwells. Never use the elevator. In addition, each location will have a designated reporting zone. After exiting, go immediately to this designated spot and wait for further instructions from a Public Safety Officer or designated staff member or Cedar Rapids Fire Department representative. Individuals who tamper with fire equipment or who fail to evacuate when a fire alarm sounds are subject to disciplinary action and/or fines.

## Emergencies/Crisis Management

For a complete list of procedures and protocols for Mount Mercy University please review the Department of Public Safety website or contact the Director of Public Safety at 319-363-1323 ext. 1028.

## Campus Emergency Situations

1. In the event of a crisis (weather-related, violence, pandemic flu, etc.) an announcement declaring an emergency will be made via RAVE to the campus. The RAVE program is utilized to distribute information in the following ways\*:
  - a. Campus email notification system
  - b. Text message notification
  - c. Voice messages; voice mail messages
  - d. Any computer on the network will receive a message on the desk top
  - e. Informational monitors throughout campus will display the message
2. Once an emergency is declared by Mount Mercy, students are expected to comply with all official directives from the institution-designated officers or staff.
3. If students are requested to evacuate the campus, they must do so in an orderly fashion and as directed by Mount Mercy.
4. Students may be requested to gather in specific locations, or to remain in their current locations, and are expected to comply.
5. For their own safety and the well-being of the community, students may be asked to assist with duties not commonly assigned to them, including but not limited to:
  - a. general housekeeping duties
  - b. general maintenance of facilities
  - c. gathering of students and headcounts
  - d. assisting fellow students
  - e. triage of injuries
6. The Emergency Notification System is the official way Mount Mercy will communicate with students in emergency or crisis situations. Student information, including cell phone numbers and home phone numbers that have been provided, and Mount Mercy email addresses are included in the institution's Emergency Notification System, which will alert students via phone call, voice mail, text message and email to emergency information and instructions in the event of an incident on campus or in the Cedar Rapids area. Students are unable to unsubscribe to this service. All students must register at least two contact phone numbers (your own, plus a secondary number which may be a home number, family member or your "in case of emergency" contact). Student's numbers will only be used for institutional purposes and will not be provided to outside vendors. Additional telephone and email may be included if you choose.

## Emergency Injuries and Illnesses

Life-threatening/serious emergencies should be handled by the appropriate professionals – call 9-911. Please then notify Public Safety so they may assist emergency personnel to your location. If a student becomes ill or has an injury requiring medical treatment when the Health Services Office is not open, the student should be taken to Mercy Medical Center, St. Luke's Hospital, Mercy Care North, or another facility as requested. Resident students are asked to notify Residence Life personnel, the Information Desk, or a Public Safety Officer before leaving campus. These offices are also to be notified if the person is admitted to the hospital. Once a resident student is treated and released, that student should notify the Dean of Students on the morning of the next class day.

## 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. 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>).

## Posting Policy

All types of notices – posters, fliers, banners, signs, sidewalk chalking, window writing, or any other form of promotion of an activity on or off campus – must conform to the regulations noted below. Mount Mercy reserves the right to refuse requests for posting of information by any group or individual and may remove any materials at any time. All postings must be consistent with the mission, policies and procedures of Mount Mercy.

- All posters, fliers, banners, signs, and other materials (notices) for posting or display must be approved, individually stamped, and posted by Event Services, regardless of the individual, office or group originating the posting and regardless of the subject matter. The only exception shall be postings appearing on specifically designated department/office bulletin boards.
- All notices must be submitted to Event Services at least 3 business days prior to an event or requested posting date and include the following information:
  - Event name
  - Event location
  - Date and time of event
  - Sponsoring group or individual
- All notices must contain correct spelling, grammar, and punctuation.
- Notices will not be posted on any surface that could be damaged or leave residue from adhesive or any other method used in posting: windows, doors, stair steps, hand railings, in or on elevators, vending machines, trees, water fountains, exterior building surfaces, vehicles, tunnel walls or painted walls/surfaces.
- Unauthorized postings may result in an individual or group being billed for damages and labor for repairs.
- Only official Mount Mercy notifications will be the exception to the posting locations.
- Persons submitting material for posting should prepare 26 posters; 17 for Residence Life and 9 for Student Activity Boards.
- Posted notices must be removed by the sponsor group or individual within 24 hours after the event has taken place (except on weekends). Notices may be posted for a maximum of two (2) weeks prior to the event.
- Information on notices must be expressed clearly and, if in non-English, must also include English translation.
- Notices of alcohol or drug-related events are prohibited.
- Notices that include obscenities or slanderous material are prohibited.
- A notice promoting an event that is unlawful or violates Mount Mercy regulations may not be posted.
- Notices advertising off-campus housing are prohibited.
- Mount Mercy is a private institution and not a public forum, thus reserves the right to limit and/or exclude notices regarding political candidates or statements. Such notices must adhere to the policies related to hosting political candidates/groups on campus.
- Use of any bulletin board or authorized space in any building on campus does not constitute an endorsement or guarantee of any product, service or information by Mount Mercy.
- A notice should not physically cover or block already posted materials.
- Stickers, scotch tape, duct tape, double-sided tape, packing tape, and similar materials are prohibited for any type of posting as they

damage or leave residue on surfaces. Tacks or staples may be used on bulletin boards and other like surfaces.

18. Event Services will determine the appropriate method of securing notices.

Groups or individuals who do not follow these policies may lose posting privileges. Any damages resulting from improper posting will result in repair costs. Any use of a fraudulent approval stamp will result in temporary loss of privileges and/or a fine.

Unusual or special displays falling outside of the above guidelines will need special approval from Event Services and must be displayed in an appropriate, safe and non-disruptive manner.