



# **Annual Security/Fire Safety Report**

## **2012-2013**

[www.smcc.edu](http://www.smcc.edu)

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*SAFETY AND  
SECURITY IS A  
SHARED  
RESPONSIBILITY.*

## Southwest Mississippi Community College Police Department

The Southwest Mississippi Community College (SMCC) Police Department is committed to providing superior law enforcement services to the Southwest campus, has implemented and maintains campus safety through “community policing,” has twelve sworn personnel empowered to fulfill all duties of a police officer, and is dedicated to ensuring that the campus is safe and conducive to a positive learning environment. Moreover, it supports the overall mission of SMCC and strives to support that mission through crime prevention, law enforcement, education, and incident investigation. The overall crime rate remains low at SMCC, but this low crime rate would not be possible without the teamwork of all members of the SMCC community. The SMCC Police Department works very closely with other law enforcement agencies, including the Pike County Sheriff’s Department, the Summit Police Department, the Southwest Mississippi Narcotics Unit, the Mississippi Highway Patrol, the Mississippi Bureau of Narcotics, the Mississippi Alcohol Beverage Control, and various federal agencies. The SMCC Police Department encourages anyone to report incidents that could compromise the safety and welfare of SMCC students, faculty, and guests.

## Policy for Reporting the Annual Disclosure of Crime Statistics

The SMCC Police Department prepares the Combined Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Act and the Higher Education Opportunity Act. A full text copy of this report is available at [www.smcc.edu](http://www.smcc.edu) or at the Office of Student Services, Monday through Thursday, 8 a.m. – 4:30 p.m. and Friday, 8a.m.-4:00p.m.

This report is prepared in cooperation with local law enforcement agencies surrounding the SMCC campus and the Office of Student Affairs. Each entity provides updated information on its educational efforts and programs to comply with the Act. Campus crime, arrest, and referral statistics include those reported to the SMCC Police Department and local law enforcement agencies.



## Whom to Call in Case of Emergency

Emergency situations require immediate attention to achieve successful resolution. It is your responsibility to familiarize yourself with the action steps in this plan in the event of an emergency. If a situation escalates beyond your control or is unsafe on the SMCC Campus, dial one of the following phone numbers:

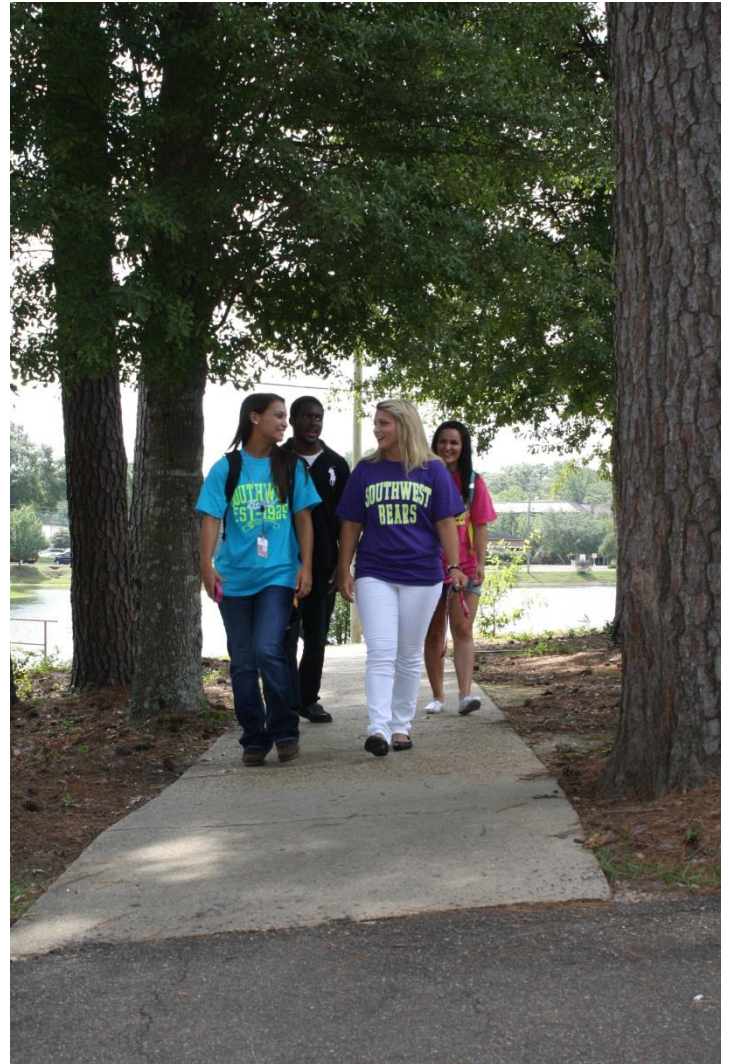
<b>Emergencies Only</b>	911
<b>Campus Police Department</b>	601-551-3838
<b>Campus Operator</b>	601-276-2000
<b>Vice President for Student Affairs</b>	601-276-3717
<b>Maintenance</b>	601-276-2016
<b>Summit Police Department</b>	601-276-9511
<b>Summit Fire Department</b>	601-276-3356
<b>Pike County Sheriff's Office</b>	601-783-2323
<b>MS Highway Patrol (*47)</b>	601-833-7811
<b>Pike County Civil Defense</b>	601-684-3564

## What to Do in Case of Emergency

Faculty, staff, students, and others in the community should contact the SMCC Police Department or the Office of Student Affairs with any information regarding behaviors of a person on campus that they might view as cause for concern. If you are notified of or involved in an emergency or crisis, stay calm, assess the situation, and be prepared to take safety precautions based on your personal situation.

Here are some tips to follow:

- Stay away from the area of the emergency or crisis.
- Find a safe place and stay there until notified that the emergency is over.
- Call 911 or the SMCC Police Department, as soon as it is safe to do so, if you are directly affected by the emergency. Provide as much information as you can and stay on the phone until told to hang up.
- Alert others, if you can, without endangering yourself.
- Evacuate the area by a safe route, if possible.
- Attempt to seek an area of safe refuge if the emergency is an active threat and if you are unable to evacuate the area. If you must seek refuge, secure doors and windows as quickly as possible and barricade as many items as possible between you and the threat.
- Do not attempt to make contact with the individual(s) responsible for the threat unless no other option is available.
- Do not open the door for anyone but the police once you are in a secure location.



## Emergency Management Planning & Response

SMCC has an emergency operations document related to its emergency response and management procedures. Access this plan at <http://www.smcc.edu/files/student-services/eop.pdf>.



## Campus Facilities & Grounds

SMCC is a public institution and, with the exception of the residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the campus is officially closed, its buildings are usually locked, and only faculty, staff, and certain students may be admitted. The SMCC Police Department provides regular patrols of the campus property, buildings, and parking facilities to assist the entire campus in providing a safe environment for the development of student relationships, fun, living-learning communities, and friendships that last a lifetime.

Ensuring the safety and security of SMCC residents is a top priority of the residence hall hosts. Residents must be in their rooms by 10:00 p.m. If residents are off campus after 10:00 p.m., they must return to their residence halls by the 1:00 a.m. campus curfew. Although the hosts for the female residents are on duty 24 hours daily, these hosts lock the hall at 11:00 p.m. To allow female residents to enter the hall after 11:00 p.m., campus police opens the front door for five minutes at 11:25 p.m., 11:55 p.m., 12:25 a.m., and 12:55 a.m. No male visitors are permitted in the female residence hall before 1:00 p.m. or after 10:00 p.m., and female students are not permitted into the male residence hall at any time. The SMCC Police Department assists with exterior patrols of dormitory buildings and with monitoring video surveillance cameras positioned around the residence halls.

Campus lighting is a high priority, and improving lighting conditions is a continual effort. There are lighted routes to academic buildings and residence halls.

Additionally, shrubbery control is an ongoing project for the physical plant and the SMCC Police Department. Hedges, trees and shrubbery are trimmed regularly to enhance visibility and lighting on campus.

## Reporting a Crime

SMCC encourages prompt and accurate reporting of all crimes, suspected crimes, and other emergencies.

Appropriate emergency personnel respond quickly to all reports. When reporting a crime or other emergency, the following information should be provided:

- Nature of the crime or emergency
- Name, address, and phone number of caller
- Location of the incident
- Description of the scene and suspects
- Description of any vehicles involved, especially license plate numbers

## Silent Witness Program

The SMCC administration, faculty, and staff are dedicated to providing a safe learning environment; therefore, SMCC provides a silent witness program. If you witness a crime, you may submit a form to report it to the SMCC Police Department. To report a crime anonymously, complete all fields in the form except the contact information field. Access the form at <http://www.smcc.edu/index.php/silentwitness>. Please help us ensure that SMCC remains a safe place to further your education.



## Criminal Activity off Campus

When a SMCC student is involved in an off-campus offense, SMCC police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The Pike County Sheriff Department, the McComb Police Department, and the Summit Police Department routinely work and communicate with SMCC officers about any serious incidents occurring on campus, in the immediate neighborhood surrounding the campus, or on controlled property.

## Campus Security Authorities

Campus security authorities include the following:

1. A campus police department
2. Any individual who has responsibility for campus security but who is not a member of the campus police department
3. Any individual specified in the SMCC Statement of Campus Security Policy as an individual to whom students and employees should report a criminal offense
4. Any individual of SMCC who has significant responsibility for student and campus activities

The following individuals are designated as SMCC campus authorities:

### **SMCC Campus Police Department**

Chief of Police  
All Sworn Police Officers

### **Division of Student Affairs**

Vice President for Student Affairs  
Office of Student Affairs  
Director of Student Activities and Housing  
Head Residence Hall Hosts  
Assistant Residence Hall Hosts  
Office of Financial Aid  
Financial Aid Counselors  
Office of Academic Counseling  
Office of Disability Support Services

### **Athletic Department**

Athletic Director  
Head Coaches of Teams  
Assistant Coaches of Teams  
Athletic Trainer  
Assistant Athletic Trainer

### **Physical Plant**

Vice President for Physical Resources  
Director of Physical Plant  
Director of Groundskeeping  
Director of Housekeeping

### **College**

President  
Vice President for Admissions / Registrar  
Vice President for Academic Affairs  
Vice President for Business Affairs  
Vice President for Career & Technical Education  
Director of Associate Degree Nursing  
Director of Licensed Practical Nursing  
Division Chair, Humanities & Fine Arts  
Division Chair, Math & Science  
Division Chair, Social Sciences & Business  
Counselors

## Campus Safety Tips

Safety is a shared responsibility. As a member of the campus community, you should help to make the campus a safer place. Using some simple safety precautions will greatly reduce your chance of becoming a victim of crime.

### Personal Safety

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use your cell phone or the nearest phone to call for assistance if your car breaks down. Additionally, raise the hood and stay in your car. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

### Residence Hall Safety

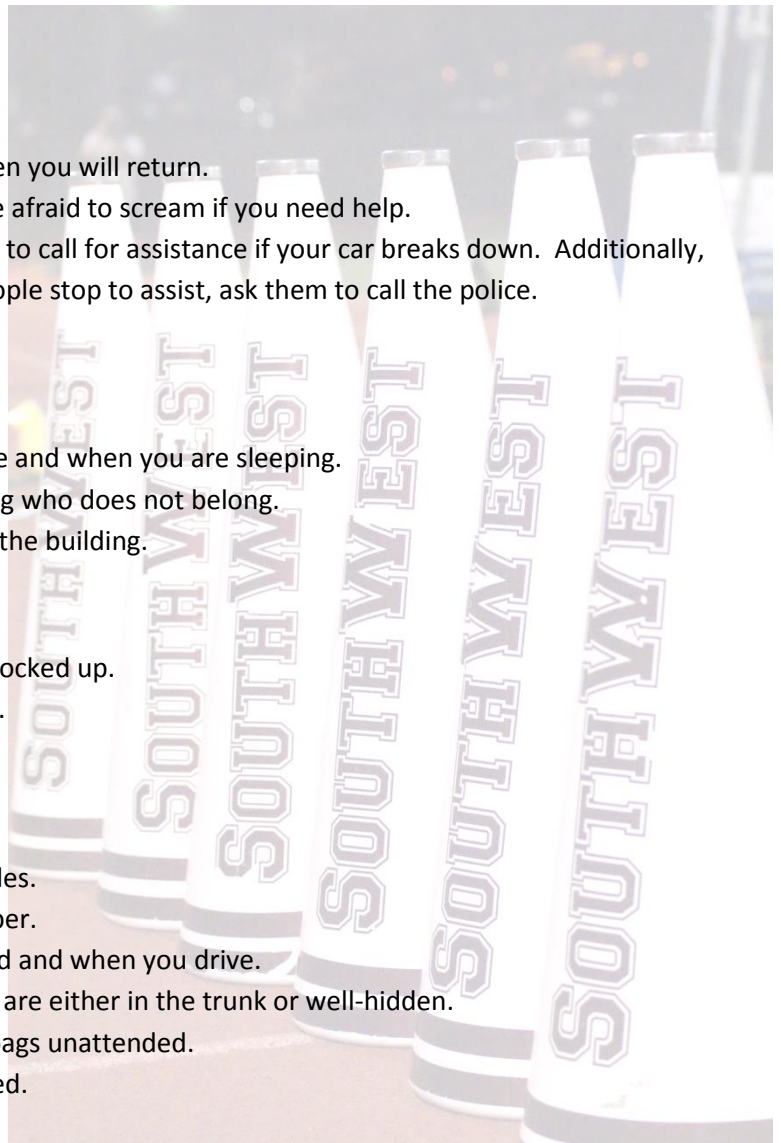
- Lock your dorm room whenever you leave and when you are sleeping.
- Call 911 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.

### Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

### Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Keep your vehicle locked when it is parked and when you drive.
- Make sure all valuables inside the vehicle are either in the trunk or well-hidden.
- Do not leave textbooks, purses, or book bags unattended.
- Do not leave laptop computers unattended.



## Emergency Notification System / Timely Warnings

SMCC's policy is to notify the campus community in a timely manner of any significant emergency or dangerous situation that occurs on the campus and that poses an immediate threat to the health or safety of students or employees. Campus police or first-responders can identify certain threats that allow for the immediate activation of the notification system; however, other threats would warrant consultation with other experts before such activation. After assessing the safety of the campus



community, a SMCC official will issue a timely warning through Bear Aware, unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

When an emergency situation arises, the Emergency Operations Director or his/her designee will determine the nature and severity of the situation, and, if appropriate, will declare an immediate campus threat and will authorize activation of the Emergency Notification System. Once immediate notification has been made, more detailed follow-up information will be released on SMCC's email system or website of [www.smcc.edu](http://www.smcc.edu).

Bear Aware is an emergency alert system available to our students and employees and is used in conjunction with existing college avenues of emergency communication, including outdoor warning sirens, public address systems, news alerts, and SMCC's website. Participants can elect to receive emails, phone calls, and text messages in an emergency situation. To log in to Bear Aware, visit [www.myschoolcast.com](http://www.myschoolcast.com). If you need your login information or help with your account, use your SMCC email address to email [bearaware@smcc.edu](mailto:bearaware@smcc.edu). In order to ensure the security of your account and your information, only requests from SMCC email addresses will be honored. SMCC schedules drills, tests, and exercises internally and externally with outside agencies (Pike County Civil Defense, etc.) to evaluate the procedures and response plans. Some activities occur monthly, such as testing the outdoor warning system, with larger scale tests and exercises occurring less frequently (e.g., annually, bi-annually).



## **Student Counseling Services**

SMCC provides assistance to all students, faculty, and staff through Student Counseling Services. This center provides academic counseling, individual counseling, group counseling, and assessment and referral services. Hours are Monday through Friday, 8 a.m. – 4:30 p.m. Students can be seen on a walk-in basis. For more information regarding these services, call 601-276-3844.

Anyone who prefers to seek counseling assistance off campus is urged to contact Southwest Mental Health Complex at 601-684-2173 or Southwest Mississippi Regional Medical Center at 601-249-5500.

## Southwest Mississippi Community College Police Department Crime Summary

Crime Summary on Campus 2010-13	2010-2011	2011-2012	2012-2013
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Hate Crime	0	0	0
Aggravated Assault	4	7	0
Forcible Sex Offenses, including Forcible Rape	0	0	0
Non-Forcible Sex Offenses	0	0	0
Burglary	2	4	4
Arson	0	0	0
Motor Vehicle Theft	0	0	0

On-Campus Violations	2010-2011	2011-2012	2012-2013
Liquor Law Violations	8	10	27
Drug Abuse Violations	12	8	6
Weapons Possessions	0	4	4

Criminal Offences Reported by Pike County Sheriff's Department	2010-2011	2011-2012	2012-2013
Murder / Non-negligent Manslaughter	1	1	1
Negligent Manslaughter	0	0	0
Robbery	7	5	3
Hate Crime	0	0	0
Aggravated Assault	39	30	18
Forcible Sex Offenses, including Forcible Rape	0	0	0
Non-Forcible Sex Offenses	8	14	8
Burglary	248	236	158
Arson	0	0	0
Motor Vehicle Theft	2	1	12



## **Alcohol and Drug Abuse Policy**

In keeping with its educational mission, SMCC utilize educational strategies as its primary approach to addressing problems related to the abuse of alcohol and other drugs by any member of the SMCC community (students, faculty, and staff). However, any member of the SMCC community who violates the Drug and Alcohol Abuse Policy will be subject to prosecution and punishment by the civil authorities and to disciplinary action by the College.

The Board of Trustees of SMCC adopts this policy to accomplish the following:

1. Aid in the prevention of alcohol and other drug abuse through strong educational efforts;
2. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who need their assistance with alcohol and other drug related problems; and
3. Discipline appropriately those members of the academic community who engage in substance abuse and related behaviors.

### **Educational Efforts**

SMCC will provide educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts shall be directed toward all members of the academic community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of SMCC; the health hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other goals; and the potential legal consequences of involvement with alcohol and other drugs.

## **Counseling and Rehabilitation Services**

Those students, faculty, or staff who seek assistance through SMCC for an alcohol or drug related problem shall be provided with information about counseling and rehabilitation services available through SMCC and/or community resources. Professional standards of confidentiality shall be observed at all times. Individuals will be encouraged to voluntarily avail themselves of services. For those working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status.

## **Disciplinary Actions**

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the Mississippi law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Section 41-29-113, et seq., of the Mississippi Statutes.

In addition to the legal requirements and penalties above, students found to be in violation of this SMCC policy will be subject to penalties under the student Code of Conduct. Faculty and staff in violation of this SMCC policy will be subject to disciplinary actions as outlined in SMCC’s disciplinary procedures. State and federal statutes will regulate mandatory participation in rehabilitation programs.

## **Conditions for Immediate Suspension**

When a student, faculty member, administrator, or other employee has been charged by SMCC with a violation of policies concerning alcohol and/or other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if, assuming the truth of charges, the responsible authority concludes that the person’s continued presence within the SMCC community would constitute clear and immediate danger to the health or welfare of other members of this community. An immediate suspension and subsequent hearing will be in accordance with SMCC disciplinary procedures.

## **Civil Conviction for Drug and Alcohol Offense**

If SMCC employees in performance of duties within the scope of their employment are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if the offense were committed on SMCC property or at an SMCC-sponsored event. The term *conviction* would mean a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

The individual involved is required to notify SMCC of the conviction or incident within five (5) working days following said conviction or incident.

The abuse of alcohol and/or drugs is harmful and may cause serious health problems, breakdown of the family structure, decreased productivity in the workplace, and impaired education and learning process.

Drug and alcohol counseling and referral services are available to the SMCC community through the Student Counseling Services. A complete listing of drug and alcohol counseling, treatment, rehabilitation, and re-entry programs is also available to SMCC employees and students.

SMCC will impose disciplinary sanctions on students and employees outlined in this policy for violation of the standards of conduct required by the Drug and Alcohol Abuse Prevention Program.



## **Policy on Sexual Harassment**

Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. With the adoption of this policy on sexual harassment, SMCC demonstrated its continued commitment to upholding the rights of individuals – whether students, faculty, or staff – to study and work in a place free of intimidation, fear, reprisal, or coercion. The “Policy on Sexual Harassment” is published in the *SMCC Faculty Handbook* and the *SMCC Student Handbook*. SMCC reaffirms this policy specifically as it pertains to prevention of sexual harassment and to the obligations of students, faculty, administrators, and staff in their capacities as teachers and colleagues.

It is the policy of SMCC that no male or female member of SMCC – students, faculty, administrators, or staff – may sexually harass any other member of SMCC. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when the following occurs:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, as a term or condition of an individual’s employment or education;

- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

A member of SMCC who believes that he or she has been the victim of sexual harassment as defined above or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of either the appropriate administrator or the Vice President for Student Affairs, as he or she prefers. If desired, a fellow student, staff member, or faculty member may accompany any individual who wishes to make a complaint. The person receiving the complaint should immediately seek to resolve the matter by informal discussions with the person involved. If the complainant or the alleged offender is not satisfied with the proposed resolution, he or she may secure review of the matter by the President of the College, the Vice President for Academic Affairs, the Vice President for Student Affairs, or the Vice President for Career-Technical Education, as appropriate.

The SMCC administration is responsible for ensuring a timely and thorough investigation of all complaints. If the suggested procedures outlined above do not result in a satisfactory resolution of a complaint, members of SMCC retain the right to file formal complaints in cases of alleged sexual harassment. Complaints against students are filed with the Vice President for Student Affairs; against academic faculty and staff, with the Vice President for Academic Affairs; against career-technical instructors and staff, with the Vice President for Career-Technical Education; and against all other staff and administrators, with the President of the College.

SMCC will take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation and that a person against whom such a complaint is brought is treated fairly, has adequate opportunity to respond to such accusations, and that findings, if any, are supported by clear and persuasive evidence. Complaints of sexual harassment shall be handled confidentially, with the facts made available only to those who need to know, in order to investigate and resolve the matter. The complainant and the person complained against will be notified of the final disposition of the complaint.

If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from SMCC, a policy consistent with SMCC procedures.

## **Campus Sex Crime Prevention Act**

The Campus Sex Crime Prevention Act (CSCPA) provides requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education.

Effective October 2003, the law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. This information can be obtained by accessing the Mississippi Sex Offender Registry at <http://state.sor.dps.ms.gov/>.

## Hate Crimes

If a member of the SMCC community has reason to believe that he or she is the victim of a crime in which the perpetrator's bias influenced the crime, he or she must report the crime to the SMCC Police Department. At that time campus police will conduct an investigation and contact the appropriate local, state, and federal authorities.

## Missing Persons Policy

If a member of the SMCC community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the SMCC Police Department at 601-551-3838.

Once notified, campus police will take the following actions:

1. Generate a missing person report.
2. Initiate an investigation to determine if the student is missing.
3. Notify the student's emergency contact immediately after determining if the student is missing.
4. Notify the student's parents or legal guardian immediately after determining the student is missing (if the missing student is under the age of 18 and is not an emancipated individual).

The SMCC Police Department will immediately inform local and surrounding law enforcement agencies of any student determined to be missing.

## Firearms Policy

Possession of firearms on campus is prohibited by state law and SMCC policy. Failure to comply with college policy or state law will result in disciplinary action or criminal prosecution. Section 97-37-17 of the Mississippi Code makes it a felony for any student to possess or carry, whether openly or concealed, any firearm on college property.

## Southwest Mississippi Community College Police Department

### Fire Safety Report 2012

Residence Halls	Total Fires	Cause of Fire	Deaths	Injuries	Property Damage
Female Residence Hall	0	N/A	N/A	N/A	N/A
Male Residence Hall	0	N/A	N/A	N/A	N/A

## Fire Log 2012

Date of Fire	Time	Date Reported	Building	Location	Nature of Fire	Damage Estimate	Injuries	Deaths
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## Fire Safety Systems 2012

Residence Halls	Fire Extinguishers	Stand-Alone Smoke Detectors	Fire Drills Per Year
Female Residence Hall	Yes	Yes	2
Male Residence Hall	Yes	Yes	2

## Smoking Policy

Smoke-free environments are much healthier for everyone. Therefore, the following smoking policies are in effect in an effort to promote healthy lifestyles:

- All residence halls are smoke-free. Smoking is prohibited in any part of the dorm (e.g., room, bathroom, lobby, or hallway). If a student is found in violation of this policy, he or she will be fined, \$25 first offense, \$50 second offense, \$100 third offense, and will be referred to the Disciplinary Committee.
- All buildings on the SMCC Campus are smoke-free. Smoking is prohibited in any part of a building. Smoking outside of any building is prohibited within 25 feet of all entrances. A fine of \$25 will be assessed for this violation.
- All athletic and extra-curricular events on campus are smoke-free.

## Fireworks

Fireworks are prohibited on campus; furthermore, fireworks are illegal in Pike County. Hall residents who bring fireworks on campus may be dismissed from the residence hall. Persons who explode fireworks on campus may be fined and prosecuted.





## Student Housing Policies and Procedures

Tampering with fire or smoke alarms is prohibited. Penalty for such offense may be a fine or dismissal from the dorm. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors. Interference with smoke detectors mandates immediate attention.

### Air Conditioners/Space Heaters

Individual air conditioners and/or heaters are not permitted in the residence halls at any time. Due to fire hazards, items of this type will be confiscated if they are found in the halls. Although all the halls are air conditioned, residents may wish to bring small fans to use in their rooms.

### Cooking and Appliances

Due to the nature of residence hall living, the physical facilities of the halls, and the concerns for fire and safety standards, only microwave cooking is permitted in resident rooms. While small refrigerators and MicroFridges (combination microwave, refrigerator and freezer) are allowed, cooking appliances, such as percolators, toasters, and hot plates, are not allowed in resident rooms. Also, George Foreman grills or similar products are not permitted.

### Electrical Requirements

Only heavy-duty, single-receptacle extension cords should be used in residence hall rooms. Due to threat of fire, extension cords should never be placed under carpets. Outlet multiplier cubes and household extension cords are prohibited. A power strip with a built-in circuit breaker should be used if more receptacles are needed. All appliances must be UL -approved.

### Halogen Lamps

Due to high operating temperatures that could result in threat of a fire, halogen lamps are prohibited in the residence halls.

### Incense/Candles

Incense, candles, and heated potpourri pots are not permitted in the residence halls. Burning substances in any form creates a fire hazard.

## If You Hear a Fire Alarm

1. Evacuate the building immediately by the shortest and safest route.
2. Use the alternative escape route if you notice smoke.
3. Knock on doors and yell "Fire!" as you leave the building.
4. Do not hesitate or stray from your path as you leave.
5. Do not stop or go back for belongings.
6. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
7. Crawl low if you have to go through smoke.
8. Go to a safe area or to a pre-assigned exterior area for your building. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.

9. Close all doors between you and the fire if you are trapped during a fire emergency. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or 911 and tell them exactly where you are.
10. Stop, drop, and roll if your clothing catches fire.

## **If You Discover a Fire**

1. Leave the fire area and close the door to the area.
2. Sound the fire alarm.
3. Evacuate the building immediately by the shortest and safest route.
4. Use fire extinguishers with discretion. If used, do so within extinguisher limits and by trained individuals and only after the building alarm has been activated and people have been evacuated.
5. Use the alternate escape route if you notice smoke.
6. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
7. Crawl low if you have to go through smoke.
8. Go to a safe area or to a pre-assigned exterior area for your building.
9. Call 911 from the nearest phone in a safe area.
10. Await emergency response personnel at a safe location and direct them to the scene.
11. Contact the emergency personnel outside the building if you suspect that someone is missing or trapped.
12. Close all doors between you and the fire if you are trapped during a fire emergency. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or 911 and tell them exactly where you are.
13. Stop, drop, and roll if your clothing catches fire.

## **Once You Have Evacuated**

1. Call 911 from the nearest phone in the safe area.
2. Contact firefighters on scene or at the fire engine, police officers, or ambulance personnel if you suspect that someone is missing or trapped.
3. Await emergency response personnel at a safe location and direct them to the scene.
4. Follow directions of fire and police personnel.
5. Report to the person who is taking roll.
6. Do not re-enter the building to save your personal belongings.
7. Stay calm.



## **General Information on FIRE and SAFETY**

### **Two (2) Fire Drills per Semester**

SMCC conducts fire drills in the following manner:

- One fire drill involving the local fire department is scheduled during each semester in every residence hall.
- In addition, a random fire drill is done during each semester.
- A room-to-room inspection is done in each residence hall during each fall semester.
- Mandatory training in all aspects of fire safety is required for all residence hall hosts.
- Fire safety classes, fire extinguishers classes, and general safety classes are given at any time upon request.

### **Inspections**

SMCC conducts fire inspections twice a year throughout the various facilities and residence halls on campus. This inspection includes, but is not limited to, fire extinguishers, fire suppressant systems, fire sprinkler system, smoke detectors, and smoke alarms.

## Persons to Be Notified in Case of Fire

### **SMCC Campus Police Department**

Chief of Police  
All Sworn Police Officers

### **Division of Student Affairs**

Vice President for Student Affairs  
Office of Student Affairs  
Director of Student Activities and Housing  
Head Residence Hall Hosts  
Assistant Residence Hall Hosts  
Office of Financial Aid  
Financial Aid Counselors  
Office of Academic Counseling  
Office of Disability Support Services

### **Athletic Department**

Athletic Director  
Head Coaches of Teams  
Assistant Coaches of Teams  
Athletic Trainer  
Assistant Athletic Trainer

### **Physical Plant**

Vice President for Physical Resources  
Director of Physical Plant  
Director of Groundskeeping  
Director of Housekeeping

### **College**

President  
Vice President for Admissions / Registrar  
Vice President for Academic Affairs  
Vice President for Business Affairs  
Vice President for Career & Technical Education  
Director of Associate Degree Nursing  
Director of Licensed Practical Nursing  
Division Chair, Humanities & Fine Arts  
Division Chair, Math & Science  
Division Chair, Social Sciences & Business  
Counselors

## Future Improvements

SMCC continuously strives to make the campus and facilities safer for students, faculty, and staff. One way SMCC is making campus facilities safer is by retrofitting all existing residence halls with sprinkler systems as funds become available.

## Definitions of Criminal Offenses

### Aggravated Assault

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used, which could or probably would result in a serious potential injury if the crime were successfully completed.

### Arson

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

### Burglary

Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes the following: unlawful entry with intent to commit larceny or a felony, breaking and entering with intent to commit larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

### Motor Vehicle Theft

Motor vehicle theft includes the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.)

### Murder and Non-Negligent Manslaughter

Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.

### Manslaughter by Negligence

Manslaughter by negligence is the killing of another person through gross negligence.

### Robbery

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

### Larceny

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

### Vandalism

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

### Weapons Law Violations

Weapons law violations are violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### Drug Abuse Violations

Drug Abuse violations are violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include the following: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### Liquor Law Violations

Liquor law violations are violations of laws or ordinances prohibiting the following: the manufacture, sale, transporting, furnishing, and possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition).

### Simple Assault

Simple assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

### Intimidation

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

## **Geography Definitions from the Clery Act**

### On-Campus

On-campus is defined as the following:

1. 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
2. Any building or property that is reasonably contiguous to the area identified as Item 1, 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 retail vendor

### Non-Campus Building or Property

A non-campus building or property is defined as the following:

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution

### Public Property

Public property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

## **Sex Offenses as per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

### **Sex Offenses—Forcible**

Forcible sex offenses are sexual acts directed against another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent.

### Forcible Rape

Forcible rape is the carnal knowledge of a person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

### Forcible Sodomy

Forcible sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### Sexual Assault with an Object

Sexual assault with an object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### Forcible Fondling

Forcible fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## **Sex Offenses—Non-Forcible**

### Incest

Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### Statutory Rape

Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

## **Policy on Sexual Based Offenses (and VAWA)**

Southwest Mississippi Community College recognizes the "dignity of the human person" and calls for all members of the Southwest Mississippi Community College community to act in ways that respect that dignity. Sexual behavior of any kind that occurs forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, is considered to be a sex offense. The college will neither tolerate nor condone any form of sex offense or other sexually abusive behavior on the part of its community members whether physical, mental, or emotional. This includes any actions that are demeaning to others including, but not limited to verbal or written harassment.

Domestic violence, dating violence and stalking as defined by the Violence Against Women Reauthorization Act of 2013 (VAWA) are prohibited and incidents of such that may occur on campus will be documented in annual crime statistics beginning in 2014.

The first priority of a student who has experienced a sexual offense is to get to a place of safety. The student should then obtain necessary medical treatment. The college strongly recommends that a victim of a sexual offense report the incident in a timely manner. A sexual offense should be reported directly to Campus Police, Head Resident, Director of Student Activities and Housing, or Vice-President for Student Affairs, or if the offense occurred off-campus, the local police. Speaking with the police **does not obligate** the student to press charges. Filing a police report will ensure that the victim of sexual offense receives the necessary medical treatment and tests. It also provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. The victim should avoid showering,

douching, using the toilet or changing clothes before seeking medical help as this may destroy physical evidence that will be collected during the exam.

Whether occurring on or off-campus, the college will comply with student's requests for assistance in reporting these acts to local police and/or college officials charged with investigating such conduct. The victim of a sexual offense may choose for the investigation to be pursued through the criminal justice system and the College Student Conduct process, or only the latter. A student may wish to consult with his or her head resident, the Director of Student Activities and Housing, the Vice-President for Student Affairs, the Director of Academic Counseling, his or her parents, close friends, or legal counsel. In the end, the decision to pursue charges rests entirely with the student.

In addition to assistance available from the Director of Academic Counseling, the victim will have the option of speaking with a member of the SMCC Police Department who has been trained to assist victims of sexual assault. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual offense, if such changes are reasonably available.

Student Conduct Proceedings involving an accusation of a sexual offense will be conducted in a prompt, fair and impartial manner as described in the SMCC Student Handbook and in compliance with the policy on Sexual Harassment. Both the accuser and the accused student are entitled to the same opportunities to have an advisor present during proceedings.

#### **Disclosures to Alleged Victims of Crimes of Violence or Sex Offenses**

Southwest Mississippi Community College will disclose to the alleged victim of a crime of violence, or a sex offense, the outcome of any disciplinary conference or conduct board conducted by the college in the case of a student who is the alleged perpetrator of the crime or offense. The outcome is to include the final determination of responsibility, and any sanction that may be imposed against the accused. As with all violations, students found responsible for violating the College sexual misconduct policy may receive sanctions that range from verbal or written reprimand to expulsion from the college. If the alleged victim is deceased as a result of the crime or offense, Southwest Mississippi Community College will provide the results of the disciplinary conference or conduct board to the victim's next of kin, if so requested. Appeals, which may be filed by either the accused or accusing student, must be submitted within three (3) working days of written notification of the decision.

#### **Sex Offense Prevention**

The College educates the student community in awareness and prevention of domestic violence, dating violence, sexual assault and stalking through mandatory freshman orientations each fall. Additional information on sexual assault education, risk reduction, and response is provided through regular programming and hall meetings

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, ADA and OCR Coordinator, 601-276-3885; Dr. Bill Ashley, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717, 1156 College Dr., Summit, MS 39666.