

MISSOURI WESTERN STATE UNIVERSITY

Police Department



EMERGENCY RESPONSE GUIDE

PERSONAL SAFETY GUIDELINES

In Your Residence

- Keep your doors locked at all times, even when someone is at home. Find out who is knocking before opening the door. Never leave room or residence doors propped open for a friend, delivery person, or for any other reason. Do not admit strangers into your room.
- Never lend keys to your vehicle or room. Don't leave your keys or Griffon ID key card laying in open, unprotected areas.
- Leave light(s) on when you go out at night and have your keys ready for quick entry upon your return.
- Do not leave notes pinned to your door concerning your destination, how long you will be away, when you will return, where the hidden key is located.
- Avoid going to the laundry room late at night or by yourself.
- Get to know your suitemates; someone you can go to in an emergency.

While Walking

- Do not walk alone. Walk on well-lighted and well-traveled paths, sidewalks, or streets.
- Walk facing traffic, not with it. Don't walk too closely to buildings, alleys, bushes, parked cars, etc.
- Dress appropriately for safety. Wear clothes that allow free movement and shoes you can run in. Keep your purse tucked securely under your arm and don't overload yourself with bundles.

While Driving

- When approaching your car, be sure no one is hiding in, or under the vehicle. Have your keys in your hand, pay attention to your surroundings.
- As soon as you get in the car, lock the doors and windows and start the car. Leave the doors and windows locked while you drive.
- Never leave valuable items on seats or exposed in your vehicle. Cover them or put them in your locked trunk.
- Park in well-lit areas as close to a building as possible. Remember where you have parked.
- Keep your car tuned up and always have at least one half tank of gas. In case of car trouble, stay with your car and turn on your flashers.

DEPARTMENT OF PUBLIC SAFETY SERVICES

Courtesy Patrol - will accompany students on campus, 5 pm - 11 pm, Mon. through Thurs. (during regular school year).

Online Crime Report - for insurance and information purposes only.

Operation ID - list any property of value online, in case of theft.

THE POLICE DEPARTMENT IS A 24 HOUR ON CAMPUS LAW ENFORCEMENT AGENCY.

All supervisors and officers are state commissioned law enforcement officers with all duties and authority as any police officer within the state of Missouri.

IMPORTANT PHONE NUMBERS

Emergency: 911

MWSU Police Department:	816-271-4438
Mosaic Life Care Emergency Room:	816-271-6122
MWSU Housing Office:	816-383-7100
Buchanan County EMS:	816-396-9586
St. Joseph Police Communications:	816-271-4777
Missouri Poison Control:	800-222-1222

Missouri Western State University is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711.

FIRE

If you discover a fire:

1. Call the MWSU Police 816-271-4438 or 911
2. If the fire is small and you have the training use a proper fire extinguisher to combat the fire. **DO NOT ENDANGER YOURSELF OR OTHERS** by trying to extinguish a large, well developed fire.
3. If the fire is beyond your control:
 - Pull the fire alarm
 - Help rescue anyone who might need assistance
 - Contain the fire by closing the doors behind you
 - Evacuate** the area

If you are notified of a fire in your building:

1. Evacuate the building as directed by campus staff
2. Follow the directions of staff on where to go during an evacuation
3. If you are unable to evacuate:
 - remain in your room
 - place something at the base of the entrance door to prevent smoke from entering the room
 - Call MWSU Police at 816-271-4438 or 911
 - Open any window to signal for help

TORNADO

If you are notified a tornado is approaching:

1. Move quickly to an interior area at the lowest level of the building
2. Academic buildings have sheltering information in each classroom
3. Residential Life will provide specific shelter information
4. Stay away from windows
5. Stay out of large open area rooms
6. Sit down or kneel on the floor, covering your head
7. Do not leave the area until campus staff advise it is ok
8. If outside, seek shelter in the nearest building or a depression in the earth

After a tornado:

1. Beware of broken glass, hanging electrical lines, unstable buildings, fires
2. Call MWSU Police at 816-271-4438 if there is significant damage to your building or if someone is hurt
3. Comply with the directions given by the MWSU Police or campus staff
4. Check on fellow students and employees

POLICE EMERGENCIES

If you discover a police emergency (crime in progress):

1. DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE
2. If it is safe to do so, try to get a detailed description of the criminal noting:

-Height -Weight
 -Sex -Age
 -Race -Clothing
 -Weapon
 -Method of travel
 -Direction of travel

3. If the criminal enters a vehicle, note:

-License number
 -Make, model, color
 -Any other identifiers

4. Call MWSU Police at 816-271-4438 or 911

5. Remain where you are until contacted by an MWSU Police Officer

If you are notified of a Police Emergency:

Cooperate fully with MWSU Police

BOMB THREAT

1. Recognize Threats:

a.) Phone Threat: If a threat is received over the phone, remain calm. Ask specific questions to gather as much information as possible, such as:

- i. Potential location of bomb
- ii. Type of bomb or description
- iii. The time for detonation or triggering action
- iv. Why was it placed there?

b) Suspicious Package: Take note of odd sounds, odors, wires, excessive tape, or stains.

2. Immediate Actions:

- a) Evacuate or Shelter in Place: Follow building protocols; avoid windows and unsecured areas.
- b) Avoid Electronics: Do not use phones/radios near the suspected device.
- c) Secure Area: Direct people away without entering high-risk zones.

3. Communication:

- a) Alert Authorities: Call MWSU Police at 816-271-4438 or 911 with as much details as you were able to collect.
- b) Limit Details: Limit the details shared publicly to avoid panic.
- c) Emergency notification will provide information regarding shelter and evacuation locations.

MEDICAL EMERGENCY

If you discover a medical emergency:

1. Avoid leaving the injured ill person except to summon help
2. If injury or illness is severe or life threatening, dial 911 first, then MWSU Police at 816-271-4438
3. Do not move the person unless he/she is in danger
4. Render first aid, CPR and AED if trained to do so and equipment is available
5. Be mindful of potentially infectious body fluids
6. If you are exposed to another's body fluids, inform MWSU Police.

ACTIVE THREAT/ ACTIVE SHOOTER

1. Recognize Warning Signs:

Warning signs include verbal threats, intense anger, or visible distress. Be vigilant for signs of potential violence, which can include aggressive gestures, vocal outbursts, or fixation on certain grievances.

2. Suspicious Activity Awareness:

Observe unusual behaviors, such as loitering in restricted

areas, carrying suspicious packages or bags, or making repeated visits without clear purpose.

3. Social Media and Digital Threats: Threats may sometimes be expressed online. Please report any social media post that suggests violent intentions towards the campus community to the University Police.

4. Physical Indicators of Weapons: While maintaining personal safety, recognize signs of potential weapon concealment, such as a bulging pocket, suspicious clothing, or visible weapons.

5. Reporting Suspicious Behavior: Remember if you "See Something, Say Something". For emergency reporting please call 911. Non-emergency University Police is 816-271-4438

6. Response Actions: Remember Run, Hide, Fight in the event of an active threat.

- If safe, evacuate the area.
- If evacuation is unsafe, shelter in place, locking doors, and turning off lights.
- Defend in place as a last resort.

EVACUATION PROCEDURES

If an evacuation of the building you are occupying is ordered, comply with campus staff in their directions:

- Take keys, personal items
- Turn off all electronics
- Evacuate in groups to ensure all get out
- Do not use elevators
- Provide assistance to disabled persons
- Evacuate in a safe, orderly manner
- Close doors behind you

ONLY PUBLIC SAFETY CAN ORDER A RETURN TO BUILDING



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Blum Union 201

271-4438, Emergencies dial 911

missouriwestern.edu/policedepartment