Section 6:
Safety Information and Appendices

YELLOW FLIP CHARTS WITH DETAILED CAMPUS EMERGENCY PROCEDURES ARE POSTED IN RESIDENCE HALLS AND BUILDINGS ACROSS CAMPUS. PLEASE REVIEW ALL EMERGENCY PROCEDURES.

HOW TO CONTACT CAMPUS SECURITY
To reach Campus Security, dial ext. 2292 or 417-448-1455, 8 a.m.-5 p.m., Monday-Friday, or ext. 2222 or call 417-448-4139 after 5 p.m. or weekends. Wait for the call to be processed electronically for security to answer. Identify yourself, give your location, give your message, and wait for acknowledgment that the message has been received. Because of a possible poor connection, repeat yourself and speak slowly and carefully.

REPORTING CRIMES AND EMERGENCIES
Criminal actions and emergencies requiring ambulance, fire, and police assistance should be reported immediately by dialing 911 or 9-911 from any campus extension, then contact Campus Security.

POLICE, AMBULANCE, AND FIRE
Emergency assistance..................911
(Or 9-911 from a campus extension)

CAMPUS SECURITY
Ext. 2292 or 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri. Ext. 2222 or 417-448-4139, after 5 p.m. or weekends

Mr. Mark Burger, Director of Safety,
Clery, and Title IX Compliance
417-667-6333, ext. 2292 or
417-684-2276

Safety is everyone’s responsibility. If any situation causes you to feel unsafe or become concerned for the safety of others, take appropriate steps to provide for your safety and the safety of others, and tell someone. Contact Campus Security. Campus Security is located in the Physical Plant at Cottey College, behind P.E.O. Hall. If you believe you have information related to a crime, you are also encouraged to contact the Nevada Police Department in addition to notifying Campus Security.

Four emergency call stations that call 911 are located on campus: one near Hinkhouse Center and the Robertson Hall parking lot, one between the Chapel and Reeves Hall, one south of the Library near the Rubie Burton Academic Center, and one on the north side of campus, near the entrance to the Judy and Glenn Rogers Fine Arts Building. The speaker on the pole acts as a telephone and calls go directly to the 911 dispatcher and should be used only in the case of an emergency. The dispatcher will respond and ask the nature of the emergency. Stay and report details only if it is safe for you to do so. A blue light also begins
flashing and can only be turned off by campus security personnel. A phone that will access only campus extensions is on the back of the emergency call station that is located between the Chapel and Reeves Hall.

Students and employees may report non-emergency situations by contacting Campus Security personnel at ext. 2292 or 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or dial extension 2222 or 417-448-4139, after 5 p.m. or weekends. When calling 2222, follow the instructions below:

- **Wait** for the call to be processed electronically and to be answered (may take eight rings).
- **Identify yourself, your location, and the situation.** This is a radio transmission, and there will be short pauses.
- **Speak slowly and clearly.** Wait for acknowledgement from security that they understood you.
- **Call again,** if you have a poor connection, or in case of no answer.

Potential criminal activity, suspicious activity, and nonemergency situations on College property should be reported in a timely manner to Campus Security, located in the Physical Plant, in person or by calling ext. 2292 or 417-448-1455 during, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or by calling 417-448-4139 after 5 p.m. or weekends. Potential criminal activity may also be reported directly to the Nevada Police Department, 120 S. Ash St., by calling 911, or for non-emergencies by calling 417-448-2710.

**CAMPUS EMERGENCY RESPONSE PROCEDURES**

The Cottey College Campus Emergency Procedures flip chart is your guide to emergency response and evacuation procedures. It is posted in suites and buildings across campus and is printed below. It is also available online at [Emergency - Cottey College](Emergency - Cottey College), is located at the bottom of the Cottey homepage under Emergency Information, and is located on the intranet. It is intended to give advice and to help community members during a developing situation. The guide cannot cover every possible emergency but is a tool to help reduce injuries or death if put into action as soon as a situation develops. The guide asks community members to notify Emergency 911 and Campus Security immediately for assistance and provides advice for tornado, fire, earthquake, hazardous material spill, utility emergency, medical/psychological emergency, bomb threat, rape/sexual assault, hostile intruder, avoiding/reporting a crime, and emergency building evacuation plan. The crisis communication plan is included in the printed guide and on the College’s Intranet site.

For additional campus resources to assist you in an emergency or nonemergency situation, contact:

- P.E.O. Hall Receptionist, 417-667-6333, ext. 3001
- P.E.O. Hall Director, 417-667-6333, ext. 3050, cell phone: 417-448-9787
- Reeves Hall Receptionist, 417-667-6333, ext. 4001
- Reeves Hall Director, 417-667-6333, ext. 4050, cell phone: 417-448-4168
- Robertson Hall Receptionist, 417-667-6333, ext. 5001,
- Robertson Hall Director, 417-667-6333, ext. 5050, cellphone: 417-684-5555
Safety Policies
The following safety policies are enforced at Cottey College:

- Flammable liquids (such as gasoline) shall not be stored in residence halls or inside any buildings, except laboratories and maintenance shops designed for this purpose.
- No open flames (candles, lanterns, incense, etc.) are permitted in residence halls or inside any buildings except in laboratories and maintenance shops designed for this purpose, except as authorized by the President or a designee.
- Smoking is not permitted anywhere on the campus.
- Vehicles shall be parked in designated areas only. Fire lanes and parking spaces for those who are physically challenged are clearly identified.
- No firearms shall be used, carried, or stored on campus without prior approval of the President.
- No fireworks shall be used or stored on campus, except as authorized by the President or a designee.

Fire
If a fire or smoke is discovered anywhere on or about the campus

- Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. Do not attempt to retrieve valuables and do not use elevators.
- Pull the nearest fire alarm. Find a safe location and call 9-911 on a campus extension or 911 on a cell phone—then call Campus Security at extension 2292 or (417) 448-1455, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.
- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

FIRE EXTINGUISHER INSTRUCTIONS
P* PULL safety pin from the handle
A* AIM at the base of the fire
S* SQUEEZE the trigger handle
S* SWEEP from side to side
- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. Do not re-enter the building. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.
- If your clothes catch fire, STOP, DROP, AND ROLL!!!
- All alarms should be taken seriously. If you hear an alarm, evacuate the building.

Tornado—High Wind
TORNADO/SEVERE STORM ALERTS:
WATCH—Conditions are favorable for tornado or severe weather.
- Monitor weather reports and take action as needed.

WARNING—Tornado may be imminent.
• Take shelter immediately, and move to the basement. If there is no basement, move to an interior hallway, stairwell, or other area which is directly supported and free from windows and glass.
• Monitor weather reports and take action as needed.

**SIGNALS:**
• Local weather warning horns will sound.
• Download, onto your cell phone, the free Red Cross “Emergency!” at Mobile Apps | American Red Cross to stay informed of local emergencies.
• If enrolled, you will receive a voice or text message through the Cottey Emergency Alert system.
• Do not leave shelter until the all-clear has been given by authorized personnel.
• Residence halls have staff with access to a two-way radio to contact Security personnel for updates on storm progress.
• THESE SAME INSTRUCTIONS SHOULD BE FOLLOWED WITH ALL STORMS.

Due to severe weather having an adverse impact on communication systems, Cottey College uses a variety of methods to keep the community informed during emergencies.

**EARTHQUAKE PREPAREDNESS/RESPONSE**
When a shaking or trembling of the earth is first recognized, assess the situation. If you are inside a building
• Take cover under a desk, table, or heavy furniture, if possible assuming the position for a tornado drill.
• Take cover in interior doorways or narrow halls.
• Stay away from windows and beware of falling objects.
• Move from under light fixtures or other suspended objects.
• Keep clear of large open areas i.e., gymnasiums, auditoriums.
• Do not use elevators.
• If the building is severely damaged, evacuate the building after trembling ceases.
• Do not ignite a match or lighter in case there is a gas leak.

If you are outside
• Move away from buildings if possible.
• Avoid electrical poles.
• Avoid overhead wires and fallen wires.
• DO NOT ENTER A BUILDING until it has been determined safe.

**HAZARDOUS MATERIAL SPILL**
Any spill involving hazardous materials or offensive odors from ventilation systems shall be reported to Campus Security/Physical Plant immediately at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri, or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.
• Do not attempt to clean up a spill unless you have been trained and equipped to do so. It will be assessed by trained personnel who will ensure that proper cleanup techniques are employed.
• Be prepared to evacuate the building, if necessary. Always stay upwind of the spill (wind blowing from behind you). All laboratory personnel should be prepared to assist in assessment of spills within their area.
• In the event of a chemical spill in the Nevada area, evacuation of the campus may be necessary.
• Be prepared to cooperate with College and/or emergency response personnel.
• Secure chemical containers and gas cylinders to prevent spills during an earthquake.
UTILITY EMERGENCY
If a utility problem is discovered, such as a gas leak or elevator failure, call the Physical Plant at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.

GAS LEAK
- Only personnel specifically trained in emergency shut-off procedures should attempt to shut off the building gas.
- As a precaution, avoid lighting matches or turning on or off lights. Extinguish any open flames.
- Stay clear of the problem. Go outside and wait for Physical Plant person or gas company employee, and direct them to the problem location.
- Physical Plant personnel will recommend response procedures to those occupying the building once they have confirmed the leak. Building occupants should evacuate immediately if asked to do so by a Physical Plant, gas company, or other College or safety personnel. Windows should be open to allow ventilation.

ELEVATOR FAILURE
- If you are in an elevator that stops between floors, or the doors will not open, use the elevator phone or alarm button to call for help. Physical Plant/Security personnel will respond.
- If the elevator stops during an earthquake, the phone may not work. Emergency plans have been developed for such an event, and Physical Plant personnel will be automatically dispatched to check all elevators.
- Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury/death. Specially trained elevator mechanics will take care of the problem.

MEDICAL/PSYCHOLOGICAL EMERGENCIES
In case of a medical emergency, call 9-911 on a campus extension or 911 on a cell phone. Additionally, follow the guidelines below:
- Notify Campus Security at extension 2292 or call 417-448-4155, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends
- Stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Administer first aid and CPR.
- Keep the victim still, comfortable, and warm.
- Protect the victim from any disturbances.
- Search for any emergency identification (i.e. ID bracelet).
- Wait for emergency help to arrive. Never leave the victim alone, if at all possible, unless doing so would put yourself in danger.
- As soon as the situation permits, contact your supervisor. For students, contact the Health Services Office at extension 2157 or Office of Student Life at extension 2126 during normal of office hours. Contact the hall director on duty after hours and on weekends.

If a psychological emergency occurs (suicide attempt, disorientation, confusion, panic)
- Call 9-911 on a campus extension or 911 on a cell phone.
- Notify Campus Security at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends
• As soon as the situation permits, contact your supervisor. For students, contact the Counseling Office at ext. 2157 or the Office of Student Life at ext. 2126 between 8 a.m.-5 p.m., Mon.-Fri. Contact the hall director on duty after 5 p.m. and on weekends.
• Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.
• If there is not an immediate concern for the safety of the person or others, please contact the Counseling Office at ext. 2157; if after hours, contact the hall director on duty, a peer listener, or R.A. for assistance. Stay with the person until help arrives.
• Always report any behavior or information you have that causes you concern for your safety or the safety of others.

BOMB THREAT PROCEDURES
If you receive a bomb threat, take these steps:
• Remain calm and stay on the line. Take as much information as possible from the caller. Use the below.
• While you are on the call, attempt to have another person call 9-911 on a campus extension or 911 on a cell phone. Give the officer your name, location, telephone number, and the information you obtained from the caller, if possible.
• When the caller hangs up, call 9-911 on a campus extension or 911 on a cell phone. Give the officer your name, location, telephone number, and the information you obtained from the caller.
• Do not hang up until told to do so.
• Inform your supervisor or hall director as soon as possible. If possible, get their attention while still on the line.
• Inform Campus Security/Physical Plant personnel by calling ext. 2292 or 417-448-1455, a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.
• Report any suspicious object to Campus Security or other emergency personnel. Do not touch or move it. Follow all instructions given by emergency personnel. Do not re-enter any evacuated area until authorized to do so.
• Submit the completed form to Police/Campus Security as soon as possible.
• Remember, first impressions are very important.

BOMB THREAT CHECKLIST

Exact wording of caller: ____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Ask the caller the following questions:
• When will the bomb explode? ___________________________________________________
• Where is the bomb now? _______________________________________________________
• What does the bomb look like? _________________________________________________
• What kind of bomb is it? ______________________________________________________
• What will detonate the bomb? _____________________________________________________

• Did you place the bomb? Why? __________________________________________________

• What is your name? _________________________________________________________________

Date: __________ Time: ___________ Sex of caller: M/F Age: ___________

Was the voice familiar to you? Y/N Like whom? ______________________________

Describe the caller’s voice (circle all that apply):
- calm
- lisp
- deep
- soft
- angry
- crying
- slow
- loud
- excited
- normal
- raspy
- distinct
- nasal
- stutter
- cracking
- laughing
- distinct nasal
- stutter
- crack
- other: ________________________________________________________________

Describe the threat language (circle any that apply):
- well-spoken
- foul
- incoherent
- serious
- message read
- irrational
- other: ________________________________________________________________

Describe any background noise (circle any that apply):
- street
- office
- clear
- music
- long-distance
- local
- factory
- motor
- house
- static
- voices
- animals
- other: ________________________________________________________________

RAPE/SEXUAL ASSAULT PREVENTION
Anyone can be a victim of rape/assault. Be aware of the different possibilities, and be prepared to take whatever actions are necessary.

When walking or driving
- Keep all your senses available. Do not use earphones while jogging.
- If you feel endangered, yell. Scream “HELP!” or “POLICE!” and run away.
- Use physical violence to defend yourself if threatened. If you feel threatened, the law says that you may have already been assaulted.
- Walk with confidence. Display outrage if threatened, not fear.

When on a date
- Know yourself and your own capabilities. Set limits early and communicate those limits.
- Try to find an easy way out of potential date rape situations-lie or create a distraction and leave.
- Tell someone if you need assistance from others.
- Stand up for yourself.
- Avoid use of alcohol/drugs.

When in your room
- Lock your doors and windows at night.
- Do not talk with obscene callers. HANG UP!!!
Escort Service
If you must walk the campus after dark, you do not need to do so alone. Ask someone to join you. Walk in pairs or groups for safety. If you feel threatened, call Campus Security at extension 2222 or 417-448-4139 to have them escort you to your on-campus destination. If on campus and you are threatened, use the emergency poles with the blue light on top; hit the button for local police response. This will also light the flashing blue light to attract attention. This may help deter a would-be attacker.

If you are ever a victim of sexual assault, report the incident immediately to the police by calling 9-911 from a campus extension or 911 from a cell phone. Report the crime to Campus Security at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends. Contact the Counseling Office at extension 2157, the hall director on duty, a peer listener, an R.A., or someone you trust.

HOSTILE INTRUDER
Please review the video following video: RUN. HIDE. FIGHT.® Surviving an Active Shooter Event
If an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call 9-911 on a campus extension or 911 on a cell. Give as many details as possible about location, number of assailants, means of aggression, and other pertinent information. Contact Campus Security at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.

- Identify possible exits and flee the building if you are able to do so.
- If it does not appear that escape is an option at the time, lock yourselves in classrooms, residence hall rooms, and offices as a means of protection.
- Stay low, away from windows, and barricade their door(s) if possible and use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- If you have determined that hiding is your best course of action, do not attempt to leave the building until told to do so by police authorities. The only exception to this is, given the specific circumstances, you are certain beyond any doubt, that you are in more danger in staying in the building than in attempting to escape.
- If you believe you are in danger of being confronted by the intruder, prepare to fight with any available objects. If in a group, work with others to make a plan to fight if confronted.

If a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
- If you can get away from the immediate area of danger, summon help, and warn others.
- If escape does not appear to be an option and you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden? Is there an escape route?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. Otherwise, make a plan to fight using any available objects and planning with others if you are not alone.
- If hiding or playing dead, do not give away your position or stand up until the police authorities clear the building.
AVOIDING/REPORTING A CRIME

If you see or suspect any illegal activity occurring on or about the Cotey College campus,
• Contact local emergency services by calling 9-911 on a campus extension or 911 on a cell phone.
• Contact Campus Security immediately at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m.,
  Mon.-Fri. or ext. 2222 or 417-448-4139, after 5 p.m. or weekends, and give your name and
  location, and the location and nature of the incident.
• If you are in a safe location, stay there.
• Do not attempt to interfere with the situation except for self-protection.

Try to note a description of any suspects involved. Important characteristics to note include
• Sex, race, and age
• Height and weight
• Names used
• Method and direction of travel

Also, try to note a description of any vehicles involved. Important information to note includes
• Color
• Make and model
• License number

Be aware of the following suspicious signs. Follow the above procedures if any of these are
observed.
• A scream or a call for help.
• A whistle or horn blowing.
• A broken window.

An unfamiliar person doing any of the following:
• Entering a neighbor’s room or office.
• Loitering on or about the campus.
• Trying to break into a car.
• Repeatedly driving on or about campus.

Some tips can be used to prevent campus crime:
• Locking your door whenever you leave your room or office.
• Locking your windows whenever you leave your room, especially if you are on the ground floor or
  next to a roof surface.
• Averting temptation. Place your valuables out of sight.
• Not leaving valuables unattended anywhere on campus.
• Requesting identification of service people working in your area. If still uncertain, call the Physical
  Plant Office at ext. 2155 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or
  417-448-4139, after 5 p.m. or weekends.
• Keeping a record of serial numbers, models, brand names, and description of all your valuables.
• Keeping a record of all your charge account numbers in a safe place.
• Locking bicycles with high quality locks.
• Letting suitemates know where you will be going, when you plan to return, and how to reach you.
• Keeping keys/keycards safe at all times. Report any missing keycards to the Health Services Office
  at extension 2157 and missing keys to Campus Security at ext. 2292.
Reporting all thefts, no matter how small, to Campus Security at ext. 2292 or 417-448-4155, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139 after 5 p.m. or weekends. For residence hall thefts, contact your hall director. You may also report thefts to the Nevada Police Department at 417-448-2710.

Emergency Building Evacuation Plan
Rubie Burton Academic Center (RBAC)
- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in classroom or office and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

Library
- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in office area or boardroom and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

Hinkhouse
- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Raney Dining Room in Robertson Hall.

Reeves Hall
- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

Chapel
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows. (If time permits, go to Reeves Hall lower level.)
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in Canadian Room and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.
Main Hall
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
- **Fire:** Leave building immediately; fire stairwells serve as an area of rescue.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Haidee and Allen Wild Center for the Arts.

P.E.O. Hall
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in room and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Haidee and Allen Wild Center for the Arts.

Physical Plant
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Haidee and Allen Wild Center for the Arts.

Haidee and Allen Wild Center for the Arts
- **Storm/Tornado:** Go to Green Room, dressing rooms, or Auditorium hallways; stay clear of windows (if time permits, go to basement of P.E.O. Hall).
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office area or room with doors that can secured and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Judy and Glenn Rogers Fine Arts Building, first floor

Robertson Hall
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in room and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

Center for Women’s Leadership
• **Storm/Tornado:** Take stairs to lower level; stay clear of windows (if time permits, go to Hinkhouse lower level).
• **Fire:** Leave building immediately.
• **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
• **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

**Cottey House**
• **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
• **Fire:** Leave building immediately.
• **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in room and lock door; stay clear of windows and doorway and hide. Prepare to fight if confronted.
• **Area of Assembly after Building Evacuation:** Main Hall.

**BIL Lodge**
• **Storm/Tornado:** Go to bathrooms; stay clear of windows (if time permits, go to Hinkhouse lower level).
• **Fire:** Leave building immediately.
• **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, enter bathroom or closet and lock or secure the door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
• **Area of Assembly after Building Evacuation:** Gate entrance

**Rogers Fine Arts Building (RFAB)**
• **Storm/Tornado:** Take stairs lower level, north hallway, new section; stay clear of windows (if time permits, go to Main Hall, lower level).
• **Fire:** Leave building immediately.
• **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office or classroom and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
• **Area of Assembly after Building Evacuation:** Center for the Arts

**IF YOU ARE VICTIM OF RAPE, ACQUAINTANCE RAPE, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**
Students or employees who become victims of sexual assault, domestic violence, dating violence or stalking, whether on or off campus, are encouraged to report the crime to local law enforcement authorities.

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at the Nevada Regional Medical Center or other medical facility. Evidence may be collected even if you choose not to make a report to law enforcement. It is

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1 Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement.”
important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

Campus officials are available to assist students or employees in this process. The professional counselors and the coordinator of spiritual life who work in the Student Life Center are encouraged to inform the persons they are counseling of the option to report crimes on a voluntary confidential basis, through their offices, to the vice president for student life, if and when they deem it appropriate so that a “timely warning” can be made if appropriate and so the incident can be included in the annual report. The vice president for student life will also notify Campus Security and the Nevada Police Department of any confidential or anonymous report.

Campus officials will facilitate changes in academic, living, transportation, and working situations or in protective measures if requested by the victim, regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement.

**STEPS TO FOLLOW: YOUR RIGHTS AND OPTIONS AS A VICTIM OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

- **Get to a safe place as soon as you can.**
- **Contact someone you trust**, a close friend or Resident Assistant (R.A.), counselor or other member of the student life staff, or in the case of employees, a friend, family member, colleague, supervisor, or the director of human resources to be with you and support you.
- **Contact Campus staff to assist you every step of the way as detailed below, from seeking medical treatment, reporting to local authorities (if you choose to), providing counseling support, and ongoing support in all areas.**
- **Get medical attention** as soon as possible to obtain care for your physical needs and to collect important evidence in the event you may later wish to take legal action.
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- **Preserve evidence** for proof of sexual assault, domestic violence, dating violence or stalking, and for obtaining a protection order. Keep all emails, texts or other evidence that will be helpful. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Security or local law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”
the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

- **Contact the local police** by calling 911. (9-911 from a campus extension) or 417-448-2710.
- **Contact Campus Security (if desired)** at 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends. **Campus staff will assist you in notifying local authorities.** Your hall director, the director of housing, the vice president for student life, a counselor, the coordinator of spiritual life, the director of campus safety, or the director of human resources is available to help you.

- **Remember: You also have the right not to report** to campus authorities or the local police.
- **Remember: You have other rights detailed in the College's Title IX policy contained herein.**
- **Talk with a counselor** who will maintain confidentiality, help explain your options, give you information, and provide emotional support. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with sexual violence from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

The **Counseling Office** is located on the second floor of Hinkhouse Center and staff there is specially trained to support you. Appointments can be scheduled by calling **ext. 2157**. In case of an after-hours emergency, **contact a peer listener, R.A., or hall director. They can help you get emergency medical attention and confidential counseling services.**
P.E.O. Hall Director.......... ext. 3050, cell 417-448-9787
Reeves Hall Director......... ext. 4050, cell 417-448-4168
Robertson Hall Director......ext. 5050, cell 417-684-5555

**Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking is Reported**
The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health services, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Campus Security or local law enforcement. Students and employees should contact the director of safety, Clery, and Title IX compliance at mburger@cotey.edu or call 417-667-8181, ext. 2292 or 2155.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedure Institution Will Follow</th>
</tr>
</thead>
</table>
| Sexual Assault          | 1. Depending on when reported (immediate vs delayed report), the College will provide complainant with access to medical care.  
                            2. College will assess immediate safety needs of complainant.  
                            3. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. |
| Sexual Assault       | 4. College will provide complainant with referrals to on and off campus mental health providers.  
5. College will assess need to implement interim or long-term protective measures, if appropriate.  
6. College will provide the victim with a written explanation of the victim’s rights and options.  
7. College will provide a “No trespass” and/or no contact directive to accused party if deemed appropriate.  
8. College will provide written instructions on how to apply for a Protective Order.  
9. College will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding time frames for inquiry, investigation and resolution.  
10. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.  
11. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. |
|---------------------|--------------------------------------------------------------------------------|
| Stalking            | 1. College will assess immediate safety needs of complainant.  
2. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.  
3. College will provide written instructions on how to apply for a Protective Order.  
4. College will provide written information to complainant on how to preserve evidence.  
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.  
6. College will provide the victim with a written explanation of the victim’s rights and options.  
7. College will provide a “No trespass” and/or no contact directive to accused party if deemed appropriate. |
| Dating Violence      | 1. College will assess immediate safety needs of complainant.  
2. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.  
3. College will provide written instructions on how to apply for a Protective Order.  
4. College will provide written information to complainant on how to preserve evidence.  
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. |
<table>
<thead>
<tr>
<th>Domestic Violence</th>
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</thead>
<tbody>
<tr>
<td>1. College will assess immediate safety needs of complainant.</td>
</tr>
<tr>
<td>2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</td>
</tr>
<tr>
<td>3. College will provide written instructions on how to apply for a Protective Order.</td>
</tr>
<tr>
<td>4. College will provide written information to complainant on how to preserve evidence.</td>
</tr>
<tr>
<td>5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</td>
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<tr>
<td>6. College will provide the victim with a written explanation of the victim’s rights and options.</td>
</tr>
<tr>
<td>7. College will provide a “No trespass” and/or no contact directive to accused party if deemed appropriate.</td>
</tr>
</tbody>
</table>

**Assistance for Victims: Rights and Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include the following:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the College will protect the confidentiality of victims and other necessary parties;
- a statement that the College will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the College’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and an explanation of the procedures for institutional disciplinary action
- **Campus staff will provide a written explanation of rights and options**, regardless of where the offense occurred.
- **A notification** of existing counseling, health services, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both on campus and in the community can be made available.
- **A written notification** of options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures, whether or not you choose to report to law enforcement is available. The College will make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

At the victim’s request, and to the extent of the victim’s cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim
may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a student victim should contact the vice president for student life at ladams@cottey.edu or call 417-667-8181, ext., 2126; an employee victim should contact the director of human resources at bmcreynolds@cottey.edu or call 417-667-8181, ext. 2103. They will assist you with obtaining reasonable protective measures.

The College will provide students and employees with a range of protective measures, both interim or long-term, such as but not limited to housing changes, class schedule changes, issuance of a “No Contact” directive, issuance of a “No Trespass” directive on campus property, providing an on-campus escort, changing a work location or reporting structure, providing an escort to and from parking.

**Rights of Victims and the Institution’s Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution**

Cottey College complies with Missouri law in recognizing orders of protection. Any person who obtains an order of protection from any state should provide a copy to the director of campus safety, Clery, and Title IX compliance. A complainant may then meet with the director and the vice president for student life to develop a Safety Action Plan, which is a plan for campus security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, nor contact order or restraining order for a victim from the applicable jurisdiction(s).

**SEXUAL ASSAULT AND VIOLENCE PREVENTION INFORMATION**

The College provides culturally relevant, inclusive primary education and prevention programs to all new students and employees designed to promote awareness of personal safety, including prevention of sexual assault, domestic violence, dating violence, and stalking. The College also provides ongoing safety education and prevention programs/campaigns for student and employees that includes the prevention of sexual assault, domestic violence, dating violence, and stalking. The Office of Student Life, Housing Office, Counseling Office, Health Services, Campus Activities Office, and various student organizations provide student information, programs, and campaigns, and the Office of Human Resources provides information, programs, and campaigns for employees on campus safety, including information on sexual assault, domestic violence, dating violence, and stalking.

**SEX OFFENDER REGISTRY**

Under provisions of the **Campus Sex Crimes Prevention Act, (CSCPA)** of 2000, an amendment to the **Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act**, any person who is required to register under a state offender registration program must notify the state when she or he
enrolls at an institution of higher education or is employed at such an institution and must notify the state of any change in enrollment or employment at an institution of higher education. Under the Violent Crime Control and Law Enforcement Act of 1994, sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offender resides. In Missouri, the sex offender registry is maintained at the county level. The Missouri State Highway Patrol Sex Offender Registry can be found at Sex Offender Registry.

CAMPUS EMERGENCY NOTIFICATION PROCEDURES

The College will immediately notify the campus community upon the confirmation of a significant emergency, or dangerous situation, involving an immediate threat to the health and safety of students or employees occurring on campus. Cottey’s emergency alert system will be activated to immediately notify the community in cases such as a fire, an outbreak of meningitis or other serious illness, approaching tornado or other extreme weather conditions, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, civil unrest or rioting, explosion, or nearby chemical or hazardous waste spill or any incident involving police or fire response requiring notice to shelter in place or evacuate quickly. An emergency notice will be sent as soon as sufficient detail to provide constructive information to protect and inform community members is available. Cottey’s emergency alert system can include using some or all of the following forms of communication, depending on the situation: voice, email or text messaging distributed through the Cottey Emergency Notification System; the College email system; bulletins posted on select building entrances and exits; and/or electronic postings on the Message Board. In cases of fire or other events deemed appropriate, the fire alarm system will be used to immediately alert the campus community of the immediate threat. Face-to-face communication will be used in the event of a system failure. The College also may dispatch Physical Plant/Campus Security personnel to inform the appropriate segment(s) of the community of a campus emergency, depending on the nature of the emergency. In cases of a tornado or other severe weather, the weather alert system may be activated by local EMS.

Cottey College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The confirmation that there is a significant emergency is based on reliable information, as determined by the director of physical plant/campus security, the director of safety, Clery, and Title IX compliance, the vice president for student life, or their designee(s), in conjunction with Cottey administrators, local first responders, and/or the National Weather Service (time permitting).

The above named responsible campus authority/authorities will also determine the most effective method(s) to use to communicate the emergency, taking into account the nature of the event. They will also make a determination of what segment of the campus community should receive the emergency notification. Because Cottey is such a small campus, in most instances, emergency notifications will be sent campus-wide. If it is determined that only a segment of the campus community will be notified, the responsible campus authority/authorities will continue to assess the situation and notify additional segments of the campus community if a situation warrants such actions.

If it is determined that the Cottey Emergency Notification System will be used, the message will be transmitted to students and employees who are enrolled in the system. The delivery of system messages is tested each year, and the system is also tested whenever system upgrades are made.
Students and parents are encouraged to enroll prior to their arrival on campus, as published in the New Student Orientation Newsletter, through email notifications, and at New Student Orientation check-in. Employees are entered into the system by the director of human resources. To enroll or update your emergency contact information go to Emergency - Cottey College.

In the event of a significant campus event, the president, vice president for administration and finance, the director of public information, and other designated personnel will serve as the campus spokesperson(s), and will be briefed as soon as possible. A determination will be made about disseminating the emergency information to the larger community that could include parents, friends of the College, the Nevada community, and the media. The Marketing Department will assist in the communication of a campus emergency both at the time of the emergency and following a significant event. In the event of a campus emergency, the Marketing Department will use the Cottey emergency website at Emergency - Cottey College and/or social media for official campus statements and updates.

The departments and positions listed in the chart below typically will be responsible for developing the content and distributing the notifications as described.

<table>
<thead>
<tr>
<th>System to use</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority for approving &amp; sending messages</th>
<th>Primary Message Sender/Distributor</th>
<th>Backup Message Sender/Distributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>Director CS</td>
<td>Director PP, DoH, VP A&amp;F, Director AC, Director PI, VP SL</td>
<td>VP SL, Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
<td>VP SL</td>
<td>Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
</tr>
<tr>
<td>Campus Email</td>
<td>Director CS</td>
<td>Director PP/CS, DoH, VP A&amp;F, Director AC, Director PI, VP SL</td>
<td>VP SL, Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
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</tr>
<tr>
<td>Cottey Emergency Notification System (Voice, Email and/or Text Message)</td>
<td>Director CS</td>
<td>Director PP/CS, DoH, VP A&amp;F, Director AC, Director PI, VP SL</td>
<td>VP SL, Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
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<td>Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
</tr>
<tr>
<td>SECONDARY</td>
<td>Director CS</td>
<td>Director PP/CS, DoH, VP A&amp;F, Director AC, Director PI, VP SL</td>
<td>VP SL, Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
<td>VP SL</td>
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</tr>
</tbody>
</table>
Electronic Postings on the Message Board

| Electronic Postings on the Message Board | Director CS | Director PP/CS, DoHVP A&F, Director AC, Director PI, VP SL | VP SL, Director PP, Director CS, DoH, VP A&F, Director AC, Director PI | VP SL | Director PP, Director CS, DoH, VP A&F, Director AC, Director PI |

VP SL = Vice President for Student Life
Director PP = Director of Physical Plant and Campus Security
Director CS = Director of Safety, Clery and Title IX Compliance
DoH = Director of Housing
VP A&F = Vice President for Administration & Finance
Director AC = Director of Administrative Computing
Director PI = Director of Public Information
In reference to any of these positions, in the absence of the referenced individual, their designee will have the authority.

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

TESTING AND PRACTICING EMERGENCY RESPONSE AND EVACUATION PROCEDURES
The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Cottey conducts announced and unannounced drills and exercises each year and tests of the emergency notification systems on campus as well, conducting follow-through activities designed for assessment and evaluation of emergency plans, systems, and capabilities. Emergency evacuation practice for all residence halls and student housing is tested annually early in both the fall and spring semesters as a fire drill. Hall residents are oriented to the yellow and white Campus Emergency Procedures at an all hall meeting. The flip chart is posted in each suite and in all areas of campus, and is online at Campus Emergency Procedures and is contained herein. Building evacuations may be ordered by personnel depending upon the nature of the emergency or signaled by the fire safety system in the building affected. Occupants exit via the nearest emergency exit, closing doors behind them as exiting, and are instructed not to use elevators. Following evacuation of the building, occupants are instructed to go to a designated area of assembly. The designated areas of assembly for each campus building are listed above and can be found in the flip chart and online at Campus Emergency Procedures. The Emergency Notification System (requires enrollment), emails, and web information coordinated through the Office of Public Information, as well as direct communication through student life, residence hall staff, and physical plant/campus security, are utilized to communicate emergency response and evacuation plans to students and staff.

Residence hall staff, dining services staff, housekeeping, campus security, and the physical plant personnel participate in an annual fire safety training and response exercise conducted by the Nevada Fire Department. Participants are given hands-on practice in the safe use of fire extinguishers as a first response to small fires.
The city of Nevada has warning sirens positioned throughout the city, including one to the northwest of the campus and a second south of campus. The system broadcasts an alarm in the event of a significant weather event. Severe weather drills are conducted twice a year to evaluate student and staff response and ability to take shelter in a safe and efficient manner. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

**CLERY TIMELY WARNING NOTICES: CAMPUS CRIME/SAFETY ALERTS**

In the event of an incident, either on or off campus, that in the professional judgment of the director of safety, the director of physical plant or their designee, and/or the vice president for student life or their designee, a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued through the College email system to students, faculty, and staff. Campus Safety, in conjunction with personnel from the Office of the Student Life and the Marketing Department, will collaborate to issue a “timely warning.” Timely warning notices are typically written by the vice president for student life or their designee.

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to Campus Security by calling ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139 after 5 p.m. or weekends; they should also inform the Office of Student Life, at ext. 2126, or call the vice president for student life at 417-448-7466, so that a “timely warning” can be issued, if warranted. The Nevada Police Department will also notify campus security officials about incidents that may require a “timely warning.”

“Timely warnings” may also be posted within each residence hall. Warnings are typically posted in response to the following crime classifications: murder, aggravated assault, robbery, and sexual assault, major incidents of arson, but “timely warnings” may also be posted for other classifications as deemed necessary when circumstances warrant. These campus-wide notices contain available pertinent facts about the incident, as well as relevant tips on crime prevention and personal safety. Issued in a manner that withholds the names of victims as confidential and with the goal of aiding in the prevention of similar occurrences, a “timely warning” is generally distributed as soon as credible information is received, usually within a few hours after the incident has occurred, except in cases where the notice might interfere with an ongoing police investigation. “Timely warnings” also are posted in electronic form as a bulletin for the campus community on the Web Board. The Web Board can be accessed immediately on the Cottey intranet by all students, faculty, and staff at [Cottey intranet](https://cottey.intranet).

**MISSING STUDENT POLICY**

Cottey College is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Cottey College is concerned for the safety and well-being of its students and employees. Cottey College will cooperate with authorities in the enforcement of all applicable laws.
Students who live on campus are urged to let their roommate and suitemates know of their whereabouts if they leave the campus. **Students who live on campus who are believed to be missing for 24 hours should be reported to the vice president for student life at ext. 2126 or 417-448-7466; the director of housing at ext. 2104 or at 417-684-0182; or the P.E.O. Hall Director at ext. 3050 or 417-448-9787; the Reeves Hall Director at ext. 4050 or 417-448-4168; or the Robertson Hall Director at ext. 5050 or 417-684-5555; or to Campus Security at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends or as soon as possible. Any reports of a missing person to anyone other than Campus Security must be referred immediately to Campus Security.**

In accordance with **Section 485 of the Higher Education Act (HEA)**, every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing. Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted by the College in the event that the student is determined missing in accordance with the procedures outlined below. Students are advised that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

At the beginning of each academic year, the Office of Student Life will inform students residing in on-campus housing that Cottey will notify either a parent or legal guardian, or an individual selected by the student, not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students 18 years of age and older have the option of identifying an individual to be contacted by Cottey College not later than 24 hours after the time the student has been determined to be missing.
- Students can register or update this confidential contact information through the Campus Security Office or at the following link [Student Emergency Contact](#). The Campus Security Office is located in the Physical Plant behind P.E.O. Hall, is open weekdays 8 a.m. to 5 p.m. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update of information regarding the confidential contact.
- If the student is under 18 years of age, and not an emancipated individual, Cottey College is required to notify a custodial parent or guardian and any other designated contact person not later than 24 hours after the time that the student is determined to be missing.
- Cottey College will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
- If Campus Security or law enforcement personnel has been notified and make a determination that a student, who is the subject of a missing person report, has been missing for more than 24 hours and has not returned to campus, Cottey College will initiate the emergency contact procedures in accordance with the student’s designation.

Cottey College will initiate the following notification procedure for a missing student who resides in on-campus housing:

- Once Cottey College receives a missing student report via the Office of Student Life, Campus Security, Housing Office, or other source, the following will be notified: Campus Security; the Housing Office; the Office of Student Life.
• Any official missing person report relating to this student shall be referred immediately to Campus Security.
• If campus security and student life, after investigating the official report, determine the student has been missing for more than 24 hours, Cottey College will contact the individual identified by the student, the custodial parent or guardian if the student is under 18 and not emancipated, and regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Upon notification from any entity that any student living on campus may be missing, Cottey College may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
• Through the Housing Office, the hall director and resident assistants may be asked to assist in physically locating the student by keying into the student's assigned room, or other student room in which the student is believed to be, and by talking with known associates.
• Campus security or student life officials may key into the student’s assigned room, or other student room in which the student is believed to be, as well as search other on-campus buildings and locations.
• Campus security or student life officials may issue an ID picture to assist in identifying the missing student.
• Student life officials may try to contact known friends, family, or faculty members for last sighting or additional contact information.
• Any faculty or staff may be contacted to seek information on last sighting or other contact information.
• Campus security personnel may examine card access logs to determine last use of the card and track the card for future uses.
• Campus security personnel may access vehicle registration information for vehicle location and distribution to authorities.
• Administrative or academic computing personnel may be asked to look up email logs for last login and use of Cottey College email system. They may also access the student's personal computer for information about the student's possible whereabouts or recent contacts.
• Campus security and student life officials may utilize other means to locate the missing student not otherwise specified herein.
• If there is any indication of foul play, the local police department will immediately be contacted for assistance.

If campus security officials determine that a student for whom a missing person report has been filed has been missing for 24 hours, then within the next 24 hours, they must
• Notify the individual identified by the student to be contacted in this circumstance.
• If the student is under 18 years of age, notify a custodial parent or guardian, and notify law enforcement.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior, and enhance the community commitment of Cottey College students, faculty, and staff.
CRIME STATISTICS AND THE DAILY CRIME LOG
A daily crime log is available for review by any person through Campus Security Office located in the
Physical Plant, 1000 W. Austin Blvd., from 8 a.m.-5 p.m. on weekdays, excluding holidays. The
information in the crime log covers all crimes or alleged crimes that occurred on campus and that have
been reported directly to Campus Security Office, as well as crimes that are initially reported to another
Campus Security Authority or to a local law enforcement agency who subsequently reports them to
Campus Security. The crime log contains crimes that have been reported over the last 60 days, including
the date the crime was reported, the date and time the crime occurred, the nature of the crime, the
general location of the crime, and the disposition of the complaint, if known. All entries are made within
two business days of the reporting. If new information about an entry into a log becomes available to
Campus Security personnel, the new information shall be recorded in the log not later than two business
days after it becomes available to Campus Security. The only exceptions to these rules are if the
disclosure is prohibited by law or if the disclosure would jeopardize the confidentiality of the victim.
Campus Security may temporarily withhold information if there is clear and convincing evidence that the
release of information would jeopardize an ongoing investigation; jeopardize the safety of an individual;
cause a suspect to flee or evade detection; or result in the destruction of evidence. It fulfills the public
crime log requirement of the Clery Act.

CAMPUS SECURITY AUTHORITY, MONITORING, AND REPORTING OF CRIMINAL ACTIVITY
Providing a safer and more secure campus is of the utmost importance to the College. The Physical Plant
maintains the campus and is responsible for providing 24-hour-a-day campus security. The director of
campus safety, Clery, and Title IX compliance is responsible for campus safety and security and
supervises Campus Security personnel. Cottey’s campus security personnel do not have special training,
are not armed and do not have authority to make arrests. They have authority to ask persons for
identification and to determine whether individuals have lawful business at Cottey College. Campus
security personnel have the authority to issue parking tickets, which are billed to the appropriate
student, faculty, and staff through the Business Office. They are available to assist students and
employees in nonemergency situations. A campus security personnel patrols the campus grounds and
buildings, checks doors, and generally deters crime. The members of Campus Security have the authority
to enforce College policies, and violations of the law are also violations of College policies. Campus
Security personnel have the jurisdiction to operate on Cottey College owned or controlled property.

The College has a strong, open-door relationship with area law enforcement and public safety officials.
Campus Security personnel and other college officials work closely with the Nevada Police Department
and Fire Department and other local, state, and federal law enforcement agencies to ensure a safe and
secure campus. Campus officials responsible for safety and security meet and/or communicate both
formally and informally with law enforcement and public safety officials. Information on criminal activity
both on and off the campus is shared to the fullest extent possible under existing laws governing privacy
of records and reports. Criminal incidents are referred to the Nevada Police Department who have
jurisdiction on the campus. The College will cooperate with the Nevada Police Department and other
local, state, or federal law enforcement agencies that are responsible for the investigation and final
disposition of incidents of criminal activity occurring on College property. The Nevada Fire Department
responds to all on-campus fire alarms that are reported by calling 911.

Cottey College does not have a written formal memorandum of understanding with the Nevada Police
Department or any other local, state, or federal law enforcement agency for the investigation of alleged
criminal offenses.
When a situation requires it, Campus Security personnel will notify the Nevada Police Department. Those situations include all Clery Act offenses, including murder and non-negligent homicide, negligent manslaughter, rape, fondling, incest, statutory rape, sexual assault, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including all the previously identified crimes that were motivated by bias, and also including larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that are motivated by bias. Other reports may include incidents of drug law violations, liquor law violations, private property motor vehicle accidents, and crimes that appear to constitute a pattern, suspicious circumstances that may be a safety concern to the community or to the responding security personnel and or persons who may fall within actions where the College might wish to invoke the state criminal trespass law. Campus Security personnel will also assist community members in contacting law enforcement officers whenever a victim wishes to do so, and recommend to victims reporting crimes only to campus security that they also report the crime to the Nevada Police Department.

For the purposes of the Clery Act, non-campus buildings or property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution, or 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. Therefore, there is no monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities as no such locations exist.

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security personnel and to the Nevada Police Department. Prompt reporting will help to assure timely warning notices on-campus and timely disclosure of crime statistics. Members of the Cottey College community are encouraged to accurately and promptly report crime and emergencies to the Campus Security personnel and Nevada Police Department, including when the victim of a crime elects to, or is unable to, make such a report.

**VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the director of campus safety and Clery, and Title IX compliance can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, Cottey College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The professional counselors and the coordinator of spiritual life who work in the Student Life Center are encouraged to inform the persons they are counseling of the option to report crimes on a voluntary confidential basis, through their offices, to the vice president for student life, if and when they deem it
appropriate. The vice president for student life will also notify Campus Security personnel and the Nevada Police Department of any confidential anonymous report.

Hall directors, resident assistants, and hall receptionists can assist you in contacting local authorities or College personnel in nonemergency situations. Campus officials such as Campus Security personnel, residence hall staff, the coordinator of campus activities, coaching staff, the director of housing, and the vice president for student life are obligated by law to inform local law enforcement when a crime is reported to them. The names of victims may be withheld if they wish to remain anonymous.

**RESPONSE TO A REPORT**

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, Campus Security personnel will take the required action, either dispatching an officer or asking the victim to report to Campus Security Office to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All campus security incident reports are forwarded to the vice president for student life’s office for review and referral to the Office of Student Judicial Services for potential action, as appropriate. Campus Security Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Judicial Services. If assistance is required from the Nevada Police Department or the Nevada Fire Department, Campus Security personnel will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Security personnel, will offer the victim a wide variety of services.

**SECURITY OF CAMPUS FACILITIES**

Cottey is a safe place to work and study. This is due, in part, to its rural Midwest location and small size. Even so, personal safety is important on campus, and we continually strive to make improvements to the facilities and grounds that help make the possibility of crime less likely. It is important to recognize that in today’s highly mobile society, no place is absolutely safe. Students, employees, and visitors should always practice the same kinds of personal safety precautions and judgment as they would at home or anywhere else. It is vital that every member of the College community take responsibility to promote their personal safety and the safety of others.

Providing a secure campus is of the utmost importance to the College. The Physical Plant personnel maintain the campus and are responsible for providing 24-hour-a-day campus security. Campus Security personnel do not have special training, are not armed, and do not have authority to make arrests. They are available to assist students and employees in nonemergency situations. Security patrols the campus grounds and buildings, checks doors, and generally deters crime. They contact local authorities to respond to emergencies on campus.

Campus safety is also promoted through the regular maintenance of buildings and grounds, including an emphasis on campus lighting and the trimming of bushes. **Three emergency call stations are located on the south side of the campus:** one near Hinkhouse Center and the parking lot, one east of the Chapel near Reeves Hall, and one south of the Library near the Rubie Burton Academic Center. **One emergency call station is located on the north side of campus,** near the entrance to the Judy and Glenn Rogers Fine Arts Building. Calls go directly to the 911 dispatcher and should be used only in the case of an emergency. The dispatcher will respond and ask the nature of the emergency. If it is safe to do so, stay and provide details of the emergency. A blue light also begins flashing and can only be turned off by
Campus Security personnel. **A phone that will access only campus extensions is on the back of the emergency call station that is located between the Chapel and Reeves Hall.**

Campus residence halls are accessible only by keycard 24/7. Students can gain access to all three residence halls 24 hours a day with their keycards. Security cameras are strategically located across campus and create recordings. Security cameras at the main entrances of each residence hall are monitored by the student receptionist, when on duty.

The majority of campus facilities are accessible to members of the campus community and visitors during regular business hours Monday through Friday. Buildings are secured after hours through a keycard system. Most campus facilities are accessible by keycard until 1 a.m. Hinkhouse Center is accessible by keycard to students, their accompanied guests, employees, and their dependents until 1 a.m. **In order to maintain security, lost keycards should be reported immediately to the Student Life Center at ext. 2157 or to Campus Security at ext. 2222 or 417-448-4139.**

Campus Security personnel conduct routine patrols of campus buildings to evaluate and monitor security related matters.

In addition to Campus Security personnel, hall directors and resident assistants are on duty after hours on a rotating basis. Each residence hall is staffed by a receptionist generally from 11 a.m. to 11 p.m. Halls open at 9 a.m. Saturday and Sunday and also remain open until 10:30 p.m. nightly.

**SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

It is the philosophy of Cottey College that we would much rather prevent crimes from occurring than to react to them after the fact. A primary vehicle for accomplishing this goal is providing education about personal and community safety to students and employees. The College places an emphasis on eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and that of others. The following is a listing of both primary prevention and education programs for new students and employees and ongoing prevention and awareness programs and efforts for students and employees at Cottey College:

1. **Escort Program** - Campus Security personnel provide an escort service, particularly during the hours of darkness, for those walking on campus. Call Campus Security at ext. 2222, or at 417-448-4139.

2. **New Student Orientation** - a personal protection presentation with hands-on practice is provided to all new students that includes a focus on increasing awareness and prevention of sexual assault, domestic violence, dating violence, and stalking. A peer theater presentation includes scenarios to increase awareness and prevention of sexual violence, substance abuse, eating disorders and other serious issues that college students face. Students are introduced to campus resources and personnel who can provide assistance. Returning students are also included in this annual presentation.

3. Fire and tornado drills are conducted during the first six weeks of each semester to orient students building evacuation procedures and sheltering in basements or lowest levels of buildings.

4. The director of campus safety makes a crime prevention and safety presentation and answers any question students have in each residence hall early in each semester.
5. Residence hall meetings - hall staff conduct residence hall meetings at the beginning of the year and throughout the year. Students are oriented to the Campus Emergency Procedures, the fire and tornado alarm system, the keycard system, and the visitation sign in procedures.

6. Sexual Violence and Intimate Partner Violence Awareness, Education, and Prevention – information is provided at New Student Orientation, and throughout the year through the Office of Student Life, Counseling, the Student Wellness Program and by various student groups and organizations focusing on awareness of rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. Prevention material is distributed through the Student Life Center. Prevention campaigns are conducted throughout the year through the use of bookmarks, posters and information shared in the Cottey Connection, the weekly electronic newsletter distributed to students and employees.

7. Bystander Intervention Program - resident assistants and peer listeners receive training at the beginning of the year in bystander intervention techniques. Bystander intervention tips are included in periodic issues of the Cottey Connection and include safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual.

8. Peer Listeners and Resident Assistants are each responsible for providing a program in their respective residence halls that promotes student wellness and healthy community living.

9. Students and employees receive a monthly e-magazine, Student Health 101, that focuses on health and safety awareness and education that includes information on the prevention of and response to sexual assault, dating violence, domestic violence, and stalking. It also contains information about bystander intervention.

10. Campaigns and presentations to promote substance abuse prevention are conducted through BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students), the Counseling Office, and the Student Wellness Program.

11. The Student Wellness Program promotes educational sessions and campaigns including the use of social media and covers a variety of topics that promote safety and student wellness.

12. Security cameras are located at the entrances to all campus buildings and in the parking lots.

13. Information about sexual harassment and sexual assault is contained in the Student Handbook that is available online and is distributed annually to all students and employees by email. Title IX coordinators for students and employees are available to meet with students or employees who have questions about the policy or who wish to make an informal or formal complaint.

14. The Campus Emergency Response Flip Chart is posted in each suite and all across campus. Suites are encouraged to review all emergency procedures.

Cottey students and employees are urged to practice personal safety habits both on and off campus that may reduce their risk of becoming a victim. Avoid walking in areas that are poorly lit and never walk alone at night. The College encourages students (especially suitemates) to look out for each other and to involve campus authorities when the safety of a student is of concern.

Larceny occurs on every campus and is one of the most preventable crimes. Students are encouraged to lock their doors when outside of the suite. Personal engravers are available in each residence hall. A personal inventory sheet is also available to list items of value, including a description and serial numbers, which are then kept by the hall director.
All students are urged to use campus lots for parking as a means of preventing vandalism and theft. Students are required to display a free parking permit. Cars should be locked and not contain valuables.

Students should report any thefts or acts of vandalism. Theft and incident reports are available from hall staff. Students should also report more serious acts to the Nevada Police Department. All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious, and involved and advised to call Campus Security to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 417-667-6333, ext. 2155 or ext. 2292.
HISTORY OF BUILDINGS

Main Hall (1884) is the original building of Cottey College. Completely renovated in 2002, it currently houses administrative offices, the Service Center and the Cottey Bookstore. This facility is accessible to individuals with disabilities.

Neale Hall (1922) was built first as a gymnasium, renovated in 1972 as the Art Center. Neale Hall was renovated in 2015 to become part of the new Judy and Glenn Rogers Fine Arts Building. It houses dance studios and faculty offices.

P.E.O. Hall (1939) was the first building and residence hall erected after Cottey was accepted as a gift by the P.E.O. Sisterhood in 1927. Approximately 105 students live in ten suites: Arkansas, California-Gardner, California-Remy, Illinois, Iowa, Minnesota, Missouri, Oregon, Pope, and Yellowstone.

BIL Hill (1949) is a 33 acre plot of land, eight blocks south of campus, given by B.I.L.s in 1949 as an outdoor laboratory and private park. This facility is accessible to individuals with disabilities.

Reeves Hall (1949) was the second residence hall built, named for Winona Evans Reeves. The residence hall houses approximately 105 students in ten suites: California-Weller, Kansas, Michigan, Nebraska, New Mexico, Ohio, Rubie, Seaboard, Texas, and Washington.

Chapel (1956) was built as a gift from B.I.L.s. It seats 480 and houses the Dysart Memorial Organ, a 21-rank Hammer-Reuter Organ and the Nell Farrell Stevenson Grand Piano. The Canadian Room, a beautifully decorated side parlor, is available for small groups. This facility is partially accessible to individuals with disabilities.

Robertson Hall (1959) was the third residence hall built and named for Elizabeth Robertson. The Bessie Raney Dining Room is on the lower level. It houses approximately 150 students in 14 suites: Arizona, Colorado-Minear, Colorado-Thompson, Dakota, Florida, Indiana, Louisiana, Oklahoma, Rosemary-Alumna, Santa Barbara, Southeastern, Wallace, Wheatlake, and Wisconsin. This facility is partially accessible to individuals with disabilities.

Blanche Skiff Ross Memorial Library (1963) holds more than 50,000 books, covering the breadth of the arts and sciences on the undergraduate level. The Ruth Rippey Conference Room is located on the second floor, in addition to group study rooms and meeting spaces. This facility is accessible to individuals with disabilities.

BIL Lodge (1966) is a recreation center at B.I.L. Hill that includes a fireplace, kitchen, and bathroom facilities. Outdoor picnic tables overlook Radio Springs Park. The facility is accessible to individuals with disabilities.

Hinkhouse Center (1971) is named for Uretta and Paul Hinkhouse. Partially renovated in 1992, the main floor includes faculty and coaching offices, athletic and fitness training facilities, a swimming pool, and the gymnasium. The Student Life Center is housed on the second floor. The Chellie Club, TV lounge, game room, fitness center, locker rooms, a classroom, and coaching offices are located on the lower level. This facility is accessible to individuals with disabilities.
Haidee and Allen Wild Center for the Arts (1989) contains a 490-seat Auditorium, a 150-seat Recital Hall and the P.E.O. Foundation Art Gallery. This facility is accessible to individuals with disabilities.

Rubie Burton Academic Center (1998) is composed of two wings. Alumnae Hall was built in 1974 and renovated in 1998. It contains classrooms, faculty offices, the student government association, and student and faculty lounges. Offices for Academic Affairs, Academic Records, and the Kolderie Center are also in this building. Grantham Hall, completed in 1998, houses well-equipped science and computer laboratories, the majority of classrooms, and faculty offices. This facility is accessible to individuals with disabilities.

Helen and George Washburn Center for Women's Leadership (acquired 1998) is the grand 1926 house, located at 400 S. College, surrounded by the wrought iron fence located just south of Hinkhouse Center. The CWL contains a classroom, large meeting room, dining room, full service kitchen, and houses the Cotey Career Closet, a lending library of professional clothing. The CWL is also the home to the Serenbetz Institute for Women's Leadership, Social Responsibility, and Global Awareness and its programs, including the LEO, Leadership, Experiences, and Opportunity, program.

Cottey House (2013), formerly known as the Ewing House, is located across the street from Main Hall. It was renovated in 2013 and is used to house College personnel.

Judy and Glenn Rogers Fine Arts Building (2015) was constructed to bring all of the fine arts together under one roof. Joined to the renovated Neale Hall by an atrium, the facility houses the music and art departments. It includes studios for the visual arts and practice rooms for the music department as well as classrooms and faculty offices. It is joined to Main Hall by an elevated glass walkway. The student publications office is also in this building.

BUILDINGS AND SELECTED FACILITIES-HOURS OPEN
(Subject to Change)

Unless noted otherwise, administrative offices are generally open from 8 a.m. until 5 p.m. weekdays. NO MALE GUESTS ARE ALLOWED IN ANY CAMPUS BUILDINGS WHEN THEY ARE ON KEYCARD, WITH THE EXCEPTION OF HINKHOUSE CENTER AND THE RESIDENCE HALLS. MALE GUESTS ACCOMPANIED BY A COTTEY HOSTESS MAY BE IN THE RESIDENCE HALLS DURING VISITATION HOURS AND IN HINKHOUSE UNTIL 1 A.M.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours</th>
<th>Days</th>
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<tr>
<td>Academic Building</td>
<td>7:30 a.m.-5 p.m.</td>
<td>Mon.--Fri.</td>
</tr>
<tr>
<td>Keycard system</td>
<td>5 p.m.-2 a.m.</td>
<td>Mon.--Fri.</td>
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<tr>
<td></td>
<td>8 a.m.-2 a.m.</td>
<td>Sat.--Sun.</td>
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| Kolderie Center          | 7:30 a.m.-5 p.m.     | Mon.--Fri. |
| Keycard system           | 5 p.m.-2 a.m.        | Mon.--Fri. |
|                          | 8 a.m.-2 a.m.        | Sat.--Sun. |

| Bookstore                | 9:30 a.m.-noon       | Mon.--Fri. |
|                          | 1-4:30 p.m.          |          |
Business Office
(check cashing hours) 8-9 a.m./1-4:30 p.m. Mon.--Fri.

Center for the Arts* 8 a.m.-5 p.m. Mon.--Fri.
Keycard door 5 p.m.-1 a.m. Mon.--Fri.
8 a.m.-1 a.m. Sat.--Sun.
Art Gallery 8 a.m.-5 p.m. Mon.--Fri.
* Entrance doors open during certain week night and weekend performances

Chapel 8 a.m.-5 p.m. Mon.--Fri.
Keycard 5 p.m.-1 a.m. Mon.--Fri.
8 a.m.-1 a.m. Sat.--Sun.

Chellie Club 7 p.m.-10 p.m. Tues.--Thurs.
4 p.m.-11 p.m. Sunday

Health Services (subject to change—see hours posted on the suite bulletin boards)
Starting time 8:30 a.m. Mon. and Wed.
11 a.m. by appointment Tues.
8:15 a.m. Thur. and Fri.
(physician on duty, please arrive during the first 15 minutes)

Hinkhouse Center 7:30 a.m.-5:30 p.m. Mon.--Fri.
Keycard system 5:30 a.m.-7:30 a.m. Mon.--Fri.
5:30 p.m.-1 a.m. Mon.--Fri.
6:30 a.m.-1 a.m. Sat.--Sun.

MALE VISITATION ENDS AT 1 A.M.  Mon.--Sun.

Library 7:30 a.m.-11 p.m. Mon.--Thur.
7:30 a.m.-6 p.m. Friday
Noon-6 p.m. Saturday
2 p.m.-11 p.m. Sunday

Main Hall 8 a.m.-5 p.m. Mon.--Fri.
Keycard system 5 p.m.-1 a.m. Mon.--Fri.

Main Hall Receptionist 8 a.m.-5 p.m. Mon.--Fri

Raney Dining Room
Breakfast (hot) 7-8 a.m. Mon.--Fri.
(continental) 8-9:30 a.m. Mon.--Sat.
Luncheon 11:15 a.m.-12:45 p.m. Mon.--Sat.
Dinner 4:30 p.m.-6:30 p.m. Mon.--Sat.
Sunday Brunch 10:30 a.m.-1 p.m. Sunday

Residence Halls Keycard access 24 hours daily
Rogers Fine Arts Building  7:30 a.m.-5 p.m.  Mon.--Fri.
Keycard system               5 p.m.-2 a.m.  Mon.--Fri.
                        8 a.m.-2 a.m.  Sat.--Sun.
Swimming Pool        See posted hours
Ticket Office
Campus Activities Office
   Hinkhouse Center  8 a.m.-5 p.m.  Mon.-Fri.
   Center for the Arts  7 p.m.-8 p.m.  Night of shows

COMMUNITY RESOURCES
For more information about Nevada, Missouri, visit the following link: Welcome to Nevada, Missouri! | Official government website for the City of Nevada, Missouri
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