MIDWAY UNIVERSITY

Student Handbook



Midway University Student Handbook

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Midway University has a significant concern for the safety and security of the campus community. This section of the Student Handbook provides students with information to make their college years at Midway University safe and secure. Any unsafe situation you cannot correct, such as lights out in a stairwell or tripping hazards, should be reported to a security officer as soon as possible.

Regroup App

Regroup is an application available for mobile devices which allows updates and notifications regarding campus emergencies. Regroup also provides students access to campus safety and policy information, reporting, and assistance right from their mobile devices. Regroup can be downloaded from the device application store.

Campus Lockdown

In the event of an emergency, a campus-wide alert will be issued on the Regroup and all campus buildings will be locked. Exiting of buildings will be refused until an all-clear has been issued by the university administration.

Annual Security and Fire Safety Report

In compliance with the Clery Act and the Minger Act, the Campus Security and Student Affairs Departments compile crime statistics and publish an annual security report. Printed copies of the Annual Security Report may be obtained by contacting the Student Affairs Office. The Campus Crime

Log that lists incidents that present a safety or security threat to students or employees is available upon request in the Campus Security office. Items are added to the crime log within 24 hours after the incident is reported to Campus Security. *View the Annual Security and Fire Safety Report*

Fire Safety

Community members are expected to use good judgment at all times to prevent fires. Tampering with fire equipment or ringing the fire alarm, except in case of fire, violates state laws and Midway University regulations and could result in suspension from Midway. Presence on any fire escape is prohibited unless it is being used to exit the building in the case of a fire. Fire doors in all campus facilities must be closed at all times.

When a fire alarm sounds, all occupants are required by law and Midway policy to exit the building; failure to do so could result in sanctions and/or fines.

Fire Evacuation Tips

In the unlikely event that a fire occurs in one of our residence halls, students should first remain calm and try not to panic. Clear thinking and adherence to the following tips are helpful in surviving a fire.

If you can leave your room or the building:

- Take a towel, sheet, or other cloth and, if possible, wet it.
- Feel any closed doors with the back of your hand, not your palm.
  - If the door feels hot, do not open it.
  - If the door is cool, open the door cautiously, standing behind it when you open it.
- As you leave the room, be sure all windows and doors are closed but not locked.
- Encourage others to evacuate with you.
- If there is smoke in the air, cover your mouth and nose with a towel or other cloth, stay low, and move quickly in a crouched position or crawl to the nearest exit. As you make your way out of the building, alert others by shouting or knocking if you can safely do so.
- Do not return to the building until the "all-clear" is given.

If you are trapped and cannot leave your room:

- If the door to your room is hot to the touch or smoke is seeping in or around it, do not open the door.
- Pack wet towels, sheets, or clothing under the door if possible. If no wet items are accessible, pack the door with dry cloths to keep smoke out.
- Open the window.
  - If you are on the bottom floor, you may be able to jump or crawl to safety.
  - If you are on upper floors, let people know you are trapped by waving a towel or sheet out your window and call 911.
- Stay low near the window. Do not jump and do not panic. Place a wet towel or cloth over your face and wait for evacuation.

Fire Safety in Residence Halls

At no time may any flammable items be stored in or around the living areas. Open flame/ combustibles (candles, incense, oil burning lamps, etc.) may not be burned in any residential unit. Also prohibited are live wreaths and live Christmas trees. Posters, tapestries, etc., may not be hung or placed on ceilings or covering doorways.

Belle Wisdom Residence Hall is not equipped with an automatic fire suppression system, but Buster, Library and Pinkerton Halls are. Students are notified during check-in if their on-campus housing facility is not equipped with an automatic fire suppression system (KRS164.9492). All residence halls are equipped with smoke detectors and fire alarms for the safety of the students living there. Fire protection devices save lives in times of emergency. Tampering with these devices will not be tolerated.

Fire Drills are held each semester to ensure that residents will understand the evacuation protocol in the event of an emergency. Anyone who is in the residence hall during a fire drill must evacuate; residents are not notified in advance of drills. Students who fail to exit the building promptly, as deemed by the Director of Campus Security, may be subject to the student disciplinary process. During a fire drill, Residence Life staff, accompanied by Campus Security, may enter student rooms to assess the functionality of smoke detectors and fire safety equipment.

Each resident is obligated to report all fires (if time and safety allow) or potential hazards. Do not assume someone else has reported a fire. In case of a fire, pull the alarm and exit the building immediately. Once you are out of the building, call 911 on your cell phone, if possible, and give the location of the fire to the operator. It is also important to locate a member of the Residence Life staff or a Security officer and let them know the location of the fire.

When the fire alarm sounds in your building, you must vacate the building at once. If you are not in your room when the alarm sounds, proceed directly to the nearest exit. Do not return to your room. Failure to evacuate during a fire alarm or hindering the evacuation of other occupants during a fire alarm is prohibited. Serious disciplinary action may be taken for violation of these procedures.

After exiting the building, clear the building area and remain at least 50 feet from the building. Residential students are asked to meet Residence Life Staff in the Quad between Belle Wisdom Hall and Buster Hall in the middle of campus during any fire alarm.

Personal Safety

Personal safety and the safety of property at Midway University are everyone's responsibilities. The Campus Security office urges all members of the Midway community to participate in making our campus as safe as possible. In the event of suspicious or criminal activity, immediately notify the Campus Security office at ext. 5499 or at 859.846.5499. Residential students should also notify the RA on call.

Residence Hall Safety

Residents of Midway’s campus housing play a huge role in deterring crime on campus and specifically in their residential buildings. All students are asked to follow these guidelines:

- Lock your door when you leave the room.

- Notify Campus Security of any suspicious persons loitering in the vicinity of your room or on university property.
- Never leave purses, jewelry, wallets, and other valuables unattended in laundry rooms, showers, or kitchens.
- Immediately report door locks that are not working properly.
- Never loan your student ID or your room key to anyone.

Safety in Your Car

- Always lock your car.
- Check the back seat before you get in.
- Have your keys in hand.

Safety Outside and at Night

- Stay in well-lit areas as much as possible.
- Never work alone in an office or classroom on campus at night.
- Arrange a buddy system with someone who you work with.
- If you feel in danger, attract bystanders' attention any way you can.

If you feel unsafe walking on campus, call Campus Safety for an escort at 859.846.5499 or utilize the Safe Walk feature of the LiveSafe app.

Severe Weather Information

Severe weather can occur in the area at any time. Severe thunderstorms and tornadoes are most frequent during the months of March, April, and May.

- **Tornado Watch:** This means that conditions are favorable for tornadoes to form in the area. Tune your radio or TV to a local station for information from local authorities or the US Weather Bureau.
- **Tornado Warning:** This means that a tornado has been sighted in the area and all individuals should seek immediate shelter.
- Campus shelter areas are indicated in each building.
    - **Anne Hart Raymond**: First floor hallway, stairwell next to elevator, and first floor restrooms
    - **Belle Wisdom:** Laundry room, ground floor lobby, and ground floor hallway
    - **Buster Hall:** Ground floor hallway and bathroom
    - **Hunter Field House:** First floor locker rooms and restrooms
    - **Library Hall:** Ground floor interior hallways
    - **Marrs Hall:** Basement hallway (stay away from windows)
    - **Peterson House:** Interior hallway or hall bathroom
    - **Pinkerton Hall:** Basement hallway
    - **Piper Dining:** Interior hallway and bathrooms in McManis Student Center
    - **Starks Center:** Entire lower level (stay away from windows)
    - **Student Center:** Locker rooms, restrooms, and hallway outside restrooms
    - **White House:** Stairwell and interior bathroom
    - **Yellow House:** Bathroom

Occupants should vacate the Patterson Building and Equine Barns during a tornado warning and seek shelter in other buildings.

Official statements from the National Weather Service are received through a weather alert radio monitored on campus. Should an official severe weather situation develop, and a tornado warning be issued, the Campus Security Department will direct you to the nearest shelter.

When you hear the Midway city siren, **TAKE SHELTER IMMEDIATELY!** The preferable place is a first-floor interior area directly supported and free from exterior windows and glass. Places to avoid are top floors of buildings, elevators, food service areas, auditoriums, gymnasiums, and other structures with wide roof spans. Specific emergency procedures for Residence Halls will be supplied on the back side of the entry door to each room.

Surveillance Cameras

Purpose

Midway University is committed to enhancing the quality of life in the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a surveillance camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of Midway University.

These guidelines address Midway's safety and security needs while respecting individual privacy of those attending, working or visiting Midway University. To ensure the protection of individual privacy rights and related state and federal laws, this statement formalizes the process of installing surveillance equipment on Midway property. Additionally, these guidelines pertain to the viewing, retention, dissemination, and destruction of recordings.

Installation Procedures and Locations

The use of surveillance cameras is limited to uses that do not violate a person's "reasonable expectation of privacy," as that term is defined by law. All surveillance cameras, including those in temporary locations or for active monitoring, will only be installed with the advance approval of the Director of Campus Security and the University President. Midway University's use of surveillance cameras for monitoring or recording must be used in a professional, ethical, and legal manner consistent with all existing Midway policies.

Midway University will limit camera positions and views of certain areas. Any view within a residential area will be no greater than what is available with unaided vision. Surveillance cameras will not view private bedrooms, bathrooms, locker room dressing/shower areas, offices, classrooms not used as a lab, or areas through windows. Surveillance cameras will be installed and configured to prevent tampering with or duplicating recorded information.

Viewing

Only authorized personnel, as determined by the Director of Campus Security and the University President, will be involved in, or have access to, surveillance monitoring. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week; however, Midway University reserves the right to do so.

Retention and Release of Information

Images obtained through surveillance monitoring or recording will be retained for a length of time deemed appropriate for the purpose of monitoring unless such images have historical value or are

being used for a criminal and/or judicial investigation in accordance with this policy. Surveillance recordings will be stored in a secure location with access by authorized personnel only.

Midway University personnel are prohibited from using or disseminating information acquired from surveillance cameras except for official purposes. All information and/or observations made in the use of surveillance cameras are considered confidential and can only be used for official University and law enforcement purposes. Information and results obtained through surveillance monitoring or recording will only be released when authorized by the Director of Campus Security and Vice President of Finance and Administration.

All requests from sources external to Midway University for the release of information and results obtained through surveillance monitoring or recording must be submitted to the Director of Campus Security.

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