

Campus Safety and Security – Everyone’s Responsibility

GRIFFON ALERT – sign up for this messaging system that allows Western to quickly communicate with you in the event of a campus emergency. Visit <http://www.missouriwestern.edu/griffonalert/>

Personal Safety and Security

- Learn Residence Hall security and emergency procedures.
- Keep your room door and windows locked even while in your room.
- Pull your door closed to make sure it is secured.
- Before opening your door to anyone, determine who is on the other side.
- Never loan your key out. This is also a policy violation.
- Door-to-door sales/solicitation for profit are never authorized and should be reported
- Guests of the opposite gender must be escorted on your floor at all times.
- Cameras are located throughout the hall for your protection.
- Do not prop doors or allow persons unknown to you access to your building/floor or suite.
- Avoid walking alone at night; stay in well-lighted, well traveled areas. Call Western Police to inquire about their escort service - 271 4438.

Securing Your Property

- Where available use lockable drawers or safes for valuables.
- Report lost, stolen, or non-working keys immediately to your hall office.
- Inventory and identify your valuables through the use of University Police Operation ID program.
- Report suspicious persons and all criminal activity to MWSU Police @ 816-271 4438.
- Review your family’s homeowner insurance policy to make certain your possessions are covered while staying away from home; or investigate other rental insurance.

Fire Alarms and Smoke Detectors

If you hear your room smoke detector, a fire alarm horn or if a fire is discovered:

- Put on shoes and clothes.
- Take your room key and close and lock your room door.
- Leave the alarmed area. Do not use the elevators. Follow staff instructions.

In the event of a fire, thick smoke or intense heat in your room or hallway

- Drop to the floor and crawl to the nearest stairway exit. Do not use the elevators.
- Pull the nearest fire alarm.
- Exit the alarmed area and follow staff instructions.
- In the event you cannot leave your room or if you find exits blocked, stay in your room, close your room door, seal the bottom of the door with towels, open your curtain, and stand near the window to attract attention.
- Do not return to an alarmed area until clearance has been given by residence hall staff.

Tornado Emergencies

Be alert when a tornado watch has been issued

- Do not leave the building.
- The National Weather Service will issue a tornado warning and sound the tornado sirens if a tornado is spotted.
- Proceed to the lowest part and most central part of the building away from glass windows and doors. Suite residents move into your bathrooms.

Emergency Medical or Police Assistance

- For **emergencies** dial Emergency Assistance 911 or University Police - 816-271 4438

Reporting Non Emergencies and/or Housing Concerns

- For **non-emergencies, yet concerns needing immediate attention** call either your Residence Hall Front Desk or the Commons Front Desk @ 383-7100. The Commons Desk is open 24 hours, seven days a week.
- For **ongoing concerns** contact your Residence Hall Director (RHD) by leaving them a written message at your building front desk, or an email, or by leaving them a telephone voice message. Unsure of who your RHD is? Contact your RA or the Commons Front Desk @7100.
- The **Office of Residential Life administrative offices** are located in the Commons Building and can be reached by calling 383-7100.
- **Comments, suggestions for improvements** are encouraged and can be reported via the housing website at <http://www.missouriwestern.edu/ResLife/>, or through suggestion boxes at each front desk, or by attending **Residence Council** the voice for all students living in the residence halls.