

Procedures for designation of emergency contact information

Students age 18 and above or emancipated minors: Students will be given the opportunity during each semester registration process to designate a confidential contact person to be notified in the case that the student is determined to be missing, and that only authorized campus officials in the furtherance of a missing person investigation may have access to this information. If a student does not provide the confidential contact information, emergency contact designee will remain in effect until changed or revoked by the student.

Students under the age of 18: In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

- Any individual on campus who has information that a residential student may be missing must notify Student Affairs and Campus Safety as soon as possible.
- Student Affairs and Campus Safety will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where the student might be, who they might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photo, class schedule). Appropriate campus staff will be notified to aid in the search of the student.
- If the above actions are unsuccessful in locating the student within 4 hours of the report or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Student Affairs and Campus Safety will contact the Yankton Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- No later than 24 hours after determining that a residential student is missing, the Vice President of Student Affairs or their designee will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under age 18) that the student is believed to be missing.

Campus communication about missing student

In all cases, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain assistance in the search for any missing student. The MMC Media Relations Director shall be available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the College will be directed to the Media Relations Director prior to providing a statement to the community with any information about a missing student. The Office of College Relations shall consult with Student Affairs, Campus Safety and law enforcement authorities to ensure that communications do not hinder the investigation.

EMERGENCY PREPAREDNESS AND EVACUATION POLICY

GENERAL INSTRUCTIONS FOR ALL EMERGENCY SITUATIONS

1. GET OUT OF IMMEDIATE DANGER
2. REPORT THE SITUATION - 911 (9-911 if on campus)
 - Nature of the emergency

- Your name
- Phone Number from which you are calling
- Your location
- Answer any questions and do not hang up the phone until the operator is finished
- After notifying emergency personnel, notify Campus Safety at 661-9883 or 668-1619.

OTHER IMPORTANT PHONE NUMBERS:

Campus Safety: (605) 661-9883 or (605) 668-1619

Facility Services: (605) 668-1500

Vice President for Student Affairs: (605) 668-1491

Student Health Center: (605) 668-1587

Human Resources: (605) 668-1525

Residence Life: (605) 668-1619

Poison Control Center: 1-800-764-7661

EVACUATION PROCEDURES

1. WHEN ORDERED TO EVACUATE OR WHEN ALARMS ARE ACTIVATED, ALWAYS LEAVE IMMEDIATELY. Evacuation notices will be announced via the Campus Alert Notification (CAN) System.
 - Unless ordered otherwise by officials, Facilities personnel or designee (Building Managers may be designated) shall direct and ensure, to the extent practical, that a safe personnel evacuation is conducted. Treat all alarms as warning of an actual emergency situation.
 - All department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of Facilities personnel and emergency response personnel.
 - Facilities personnel or designee shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance and any others who may be anywhere in the building and any other relevant information on the emergency situation.
2. EXIT QUICKLY AND CALMLY USING NEAREST EMERGENCY ESCAPE ROUTES AND MARKED EXITS AND PROCEED TO SAFE ASSEMBLY LOCATIONS. DO NOT USE ELEVATORS.
 - Do not attempt to use elevators during an emergency. Use only stairways in an evacuation.
 - Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on this building's posted evacuation map or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by College officials.
 - If possible, take your coat and keys but do not take time to go to lockers or offices for personal possessions.
 - If possible and safe, turn off laboratory gases, exhaust fans and close doors/windows as you exit.
3. ASSIST PERSONS REQUIRING EVACUATION ASSISTANCE TO GET TO DESIGNATED AREAS FOR EVACUATION ASSISTANCE. BE ALERT FOR TRAPPED, INJURED, OR OTHER PERSONS NEEDING ASSISTANCE

Emergency Evacuation Process

The process of safely negotiating an emergency evacuation route can often present difficulties to building occupants who are physically challenged. Whether the impairment is temporary or permanent, a specific evacuation plan of action tailored to the occupant's special needs should be developed and practiced. The names of transient students and visitors should not be included on the list except upon their request.

Building Managers

Building Managers have been designated to assist disabled occupants to predetermined safe locations during an emergency evacuation. This procedure was devised to enhance the personal safety of those who may be physically challenged and may require the assistance of others in the event of an emergency evacuation.

ADA EVACUATION

Purpose

The purpose for developing the ADA list is to provide another opportunity for persons experiencing temporary or permanent disabilities to receive assistance during emergency situations. Upon receiving a name, MMC Student Life and Human Resources shall record and forward the names within 24 hours to Facilities where the name(s) will be retained and placed on the master "ADA Evacuation Assistance List." Facilities personnel will provide leadership for planning and practicing evacuation drills for these persons. Each individual is ultimately responsible for their own safety, so plan ahead!

Voluntary Participation

Occupant participation is voluntary and under no circumstances shall an individual be required to have their name placed on the ADA Evacuation Assistance List. Students living in residence halls should coordinate their evacuation plan with Residence Life (668-1541). Residence Life will develop and maintain the ADA list and a copy will be forwarded to Facilities for further dissemination, including the inside of specific fire alarm panel boxes.

Confidentiality

Confidential information appearing on the ADA list will include the individual's name, building/room location, and physical condition/special needs. This information should be forwarded to Facilities to be used those purposes described herein.