

Missing Person's Procedures
Muscatine Community College Housing

Definition:

A missing student is deemed as: Any students residing in on-campus student housing who has not been seen on campus and cannot be reached by acquaintances for a period of more than 24 hours.

As a Muscatine Community College (MCC) student in housing, you have an option to identify a specific individual of contact should you be deemed missing. This information will be kept confidential and the information will be accessible only to authorized campus officials and law enforcement personnel to assist with a missing person investigation. If you choose to not identify a specific contact, MCC will contact the person(s) identified on your Emergency and Medical information sheet. Per regulations, MCC will contact a custodial parent or guardian for those residents under the age of 18 years and who are not emancipated, within 24 hours of being determined to be missing.

Student Notification Procedures:

Students who believe a resident in housing is missing for more than 24 hours should contact the apartment Manager (Housing Supervisor in the absence of the manager) at once. The Manager or Supervisor will then contact the Dean of Students.

Apartment Manager/Supervisor Procedures:

Upon receiving notification from a person, of a suspected missing housing resident, the Manager or Supervisor will concurrently contact the Dean of Students and verify resident absence.

The Dean of Students shall contact the student's emergency contact person(s) identified (unless under the age of 18, then a custodial parent or guardian).

Once the student has been determined missing, the Dean of Students shall contact the Muscatine Police Department to file a missing person's report within 24 hours of officially being determined to be missing.

Fire Safety Reporting: <i>fires, injuries and damage</i>	
Circle the number of fires that occurred: (includes stove fires)	1 2 3 4 5 6 7 8 ZERO
State the cause of each fire reported above:	N/A
Circle the number of injuries related to these fires that resulted in treatment at a medical facility:	1 2 3 4 5 6 7 8 NONE
Circle the number of deaths related to a fire:	1 2 3 4 5 6 7 8 NONE
Estimate the value of property damage caused by a fire:	Personal Items: \$ 0 College Property: \$ 0

Fire Safety Reporting: <i>policies, drills, plans for improvement</i>	
Describe the policy for mandatory, supervised, fire drills on campus: be sure to include how many drills are required and whether or not the fire department presence is required	Mandatory drills are completed by residents at the start of each semester within the academic year – Two during the fall semester and two during the spring semester. All residents are in attendance and the housing manager is in charge of the programming. Local fire departments were present at the meetings/drills. Additional education is completed during the move-in period.
Provide a description of measures taken to provide for student housing <i>facility</i> safety: be sure to include a description of sprinkler system-types and locations throughout the building, the number of fire extinguishers and maintenance schedule.	<p>In addition to mandatory fire drills, the Fire Department attends a building meeting to talk about fire safety and demonstrates how to use a fire extinguisher. This program is mandatory for all student housing residents. Covered information: not overloading outlets, power strips, and extension cords, policies regarding lamps and smoking policies. Cause and effect are provided with examples of student housing fires that have happened in previous years. Renter’s insurance information is included with their housing packets to protect their valuables in case of fires.</p> <p>The fire alarm system in Nyweide Scott Hall is 120V AC primary power supply, with secondary battery backup. There are eight manual (pull) stations located in the hallways, 31 smoke detectors, and 14 heat detectors located in the ductwork. The fire alarm system is monitored by Per Mar Security. There are three fire extinguishers on each floor in the hallway, for a total of 9 fire extinguishers in the building. Fire extinguishers are located at the end of each hallway and one located in the middle section of each hallway. The fire alarm system was inspected by a local alarm service vendor. The fire sprinkler system is a wet-type standpipe, internal sprinkler, with alarm devices. The system, including the backflow preventer assembly, was inspected by a local sprinkler service vendor.</p> <p>Inspections of the fire sprinkler system are done annually. Maintenance is performed if identified in the annual report. Muscatine Fire Department does an annual walk-through of all facilities.</p> <p>Visual inspections by maintenance and housing manager are completed monthly and an annual inspection is performed by the fire protection vendor.</p>
State the procedures for evacuation and describe policies regarding fire safety education and training program provided to students, faculty and staff	In Nyweide Scott Hall, emergency exit routes are located in each apartment directing students in evacuation situations. There are seven smoke alarms located within each apartment. A smoke alarm is in each bedroom, each vanity, and the living room areas. Each alarm is hardwired and each smoke alarm has secondary battery back-up. Batteries are changed annually or when a low battery is reported. There are nine sprinkler heads in each apartment. Sprinkler heads are located in each bedroom, each vanity area, the living room area, and each hallway. Fire drills are held on a regular semester basis, and campus safety programming is held at the beginning of each semester.

Describe the policies/rules regarding portable electrical appliances, smoking and open flames in student housing facility	Muscatine Community College is a smoke-free, alcohol free, and tobacco free campus. Our policy is as stated: "Due to fire and sanitation hazards, space heater, halogen torchiere lamps, and sun lamps may not be used in apartments. When using electrical appliances, power strips with built-in circuit breakers must be used. The use of extension cords as permanent wiring is not permitted and multi-plugs are not allowed." In addition, hot plates, space heaters, and candles are not allowed. The use of any open-flamed devises within the building is prohibited.
Please state all plans for future improvements in fire safety if determined necessary by the institution	During the 2019 year demonstrations will be provided to both students and housing employees for proper use of fire extinguishers.

Annual Fire Safety Reports on Student Housing-Hansen Hall
Muscatine Community College
2020

Fire Safety Reporting: <i>fires, injuries and damage</i>	
Circle the number of fires that occurred: (includes stove fires)	1 2 3 4 5 6 7 8 ZERO
State the cause of each fire reported above:	N/A
Circle the number of injuries related to these fires that resulted in treatment at a medical facility:	1 2 3 4 5 6 7 8 NONE
Circle the number of deaths related to a fire:	1 2 3 4 5 6 7 8 NONE
Estimate the value of property damage caused by a fire:	Personal Items: \$ 0 College Property: \$ 0

Fire Safety Reporting: <i>policies, drills, plans for improvement</i>	
Describe the policy for mandatory, supervised, fire drills on campus: be sure to include how many drills are required and whether or not the fire department presence is required	Mandatory drills are completed by residents at the start of each semester within the academic year – Two during the fall semester and two during the spring semester. All residents are in attendance and the housing manager is in charge of the programming. Local fire departments were present at the meetings/drills. Additional education is completed during the move-in period.

<p>Provide a description of measures taken to provide for student housing <i>facility</i> safety: be sure to include a description of sprinkler system-types and locations throughout the building, the number of fire extinguishers and maintenance schedule.</p>	<p>In addition to mandatory fire drills, a PowerPoint from the Iowa State Fire Marshal is shown and housing policies are reviewed. This program is mandatory for all student housing residents. Covered information: not overloading outlets, power strips, and extension cords, policies regarding lamps and smoking policies. Cause and effect are provided with examples of student housing fires that have happened in previous years. Renter's insurance information is included with their housing packets to protect their valuables in case of fires. In addition to verbal communication, there is a section in our housing contract under: Policies and Regulations: Student Housing Code of Conduct that addresses and not limited to: Flammable Fluids, Toxic Chemicals, Explosives, Hazardous Substances, Tampering with fire equipment, and Failure to comply with safety regulations.</p> <p>The fire alarm system main panel in Hansen Hall is a Siemens FS250. There are eight manual pull stations in the hallways and nine smoke detectors in the hallways. The fire alarm system is monitored by the Muscatine Fire Department. There are three fire extinguishers on each floor and one in each apartment, for a total of 43 fire extinguishers in the building. Fire extinguishers are located at the end of each hallway and one located in the middle section of each hallway. The fire alarm system was inspected August 2012 by a local alarm service vendor. The fire sprinkler system is a wet-type standpipe, internal sprinkler, with alarm devises. The system, including the backflow preventer assembly, was inspected by a local sprinkler service vendor. Inspections of the fire sprinkler system are done annually. Maintenance is preformed if identified in the annual report. Muscatine Fire Department does an annual walk-through of all facilities. Visual inspections are completed monthly and an annual inspection is performed by the fire protection vendor.</p>
<p>State the procedures for evacuation and describe policies regarding fire safety education and training program provided to students, faculty and staff</p>	<p>In Hansen Hall, emergency exit routes are located in the hallways, directing students in evacuation situations. There are five smoke detectors in a four bedroom unit and three smoke detectors in a two bedroom unit. There are smoke alarms in each bedroom and one in the living room/kitchen area. Each alarm is hardwired and each smoke alarm has a secondary battery back-up. Batteries are changed annually or when a low battery is reported. There are eight sprinkler heads in a four bedroom unit and six in a two bedroom unit. Fire drills are held on a regular semester basis and campus safety programming is held at the beginning of each semester.</p>
<p>Describe the policies/rules regarding portable electrical appliances, smoking and open flames in student housing facility</p>	<p>Muscatine Community College is a smoke-free campus, the campus housing are tobacco free buildings. Our policy is as stated: "Due to fire and sanitation hazards, space heater, halogen torchiere lamps, and sun lamps may not be used in apartments. When using electrical appliances, power strips with built-in circuit breakers must be used. The use of extension cords as permanent wiring is not permitted and multi-plugs are not allowed." In addition, hot plates, space heaters, and candles are not allowed. The use of any open-flamed devises within the building is prohibited.</p>
<p>Please state all plans for future improvements in fire safety if determined necessary by the institution</p>	<p>Plans are still in process to make The Villas a safe place and our residents.</p>