Contact MCPD

Report a Tip

Campus Escort

Emergency Plans

Crime Statistics

ID Card FAQ

Parking

Safety Tips

**Contact MCPD**

* Button to call 740-376-3333
* Button to text 740-236-0217
* Button to email mcpd@marietta.edu

**Report a Tip**

* Button to current anonymous online form: <https://www.marietta.edu/report-crime-complaint>
* Button to chat with MCPD at 740-236-0217
* Button to call MCPD at 740-376-3333

**Parking**

* Button leading to parking portal page to register for a permit or pay/appeal a ticket: <https://www.permitsales.net/MC>
* Button leading to parking permit request form used for new students and employees:

[https://www.marietta.edu/sites/default/files/documents/mc\_parking\_permit\_request\_04222020.pdf](https://www.marietta.edu/sites/default/files/documents/mc_parking_permit_request_04222020.pdf%20)

* Button leading to parking map: <https://www.marietta.edu/sites/default/files/documents/Parking%20Map%20SP20v3.pdf>
* Button leading to parking regulations (remove first 2 paragraphs): <https://www.marietta.edu/parking-vehicles>

**Personnel**

* Leads to current personnel page: <https://www.marietta.edu/directory?name=&department%5B0%5D=796>

**ID Card FAQ**

* Leads to current page: <https://www.marietta.edu/id-cards-faq>

**Crime Statistics**

* Leads to current page: <https://www.marietta.edu/crime-statistics>

**Emergency Plans**

* **Button for Active Shooter leading to a page with this content:**

Active Shooter

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This section provides guidance to persons who may be caught in an active shooter situation, and describes what to expect from responding police officers.

What Should You Do:

In general, how you respond to an active shooter will be directed by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival:

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. Run

• Have an escape route and plan in mind

• Leave your belongings behind 64

• Keep your hands visible

2. Hide

• Hide in an area out of the shooter’s view

• Block entry to your hiding place and lock the doors

• Silence your cell phone and/or pager

3. Fight

• As a last resort and only when your life is in imminent danger

• Attempt to incapacitate the shooter

• Act with physical aggression and throw items at the active shooter WHEN LAW ENFORCEMENT ARRIVES

• Remain calm and follow instructions

• Put down any items in your hands (i.e., bags, jackets)

• Raise hands and spread fingers

• Keep hands visible at all times

• Avoid quick movements toward officers such as holding on to them for safety

• Avoid pointing, screaming or yelling

• Do not stop to ask officers for help or direction when evacuating Info You Should Provide 911

• Location of the active shooter

• Number of shooters

• Physical description of shooters

• Number and type of weapons held by shooters

• Number of potential victims at the location

CALL 911 WHEN SAFE TO DO SO

What to Expect from Responding Officers

Police Officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using tasers, pepper spray, or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

* **Button for Bomb Threats leading to a page with this content:**

Bomb Threat

Most bomb threats will be received as a phone call. But a bomb threat could be a handwritten note, an email or receipt of a suspicious package.

If a bomb threat is a handwritten note, call the MCPD and handle the note as minimally as possible.

If the bomb threat is an email, call the MCPD and do not delete the message. If the threat is in the form of a suspicious package, be aware of these signs:

* No return address
* Excessive postage
* Stains
* Strange odor
* Strange sounds
* Unexpected delivery
* Poor handwriting
* Misspelled words
* Incorrect titles
* Foreign postage
* Restrictive notes

**DO NOT:**

* Use two-way radios or cell phone; radio signals have the potential to detonate a bomb
* Evacuate the building until police arrive and evaluate the threat
* Activate the fire alarm
* Touch or move a suspicious package

Upon receiving a bomb threat phone call, immediately complete the Bomb Threat Checklist (see addenda). The person receiving the call should alert someone within the office to immediately notify Marietta College Police or this person should call Marietta College Police immediately upon ending the phone call. During the call:

* Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
* Listen carefully, be polite, and show interest.
* Try to keep the caller talking to learn more information.
* If possible, write a note to a colleague to call the MCPD or, as soon as the caller hangs up, immediately notify them yourself.
* If you phone has a display, copy the number and/or letters of the caller ID.
* Complete the Bomb Threat Checklist (see addenda) immediately. Write down as much as you can remember. Try to get exact words.
* Immediately upon termination of the call, do not hang up, but from a different phone, contact MCPD immediately with information and wait for their instructions.

Marietta College Police will make a determination as to whether the building, area, or campus should be evacuated.

In the event an evacuation is ordered, the evacuation should be implemented in a manner, which provides the maximum amount of time for evacuation prior to the alleged detonation time of the device. Reentry should not occur until a thorough search of the premises has been conducted and a reasonable and safe amount of time has elapsed past the alleged detonation time. A reasonable and safe amount of time may vary by incident, and the decision to re-enter must be made based upon the best information available.

Evacuation is to be conducted in an orderly manner, following the established fire evacuation routes, but avoiding any area identified as the possible location of the suspected device. Evacuated occupants should be assembled in the established fire evacuation assembly areas, but at least 400 – 600 feet away in order to protect individuals should an explosion occur. MCPD personnel and other College officials should not operate their portable two-way radios within 500 feet of the affected building, area, or location.

Once the building has been evacuated, all exterior entrances will be secured or monitored to prevent unauthorized reentry.

The Marietta College Police Chief, or his/her designee, will activate a college response team and proceed with the establishment of a command post and search procedures. Depending on the nature of the threat, the decision will be made by the College President or his/her designee as to the appropriate response after consulting with emergency personnel (Police and Fire).

**Some options are:**

Occupant team search: perform a low key “covert” search using campus personnel assisting the trained emergency responders. Doing a search with campus personnel has the advantage of the fact that they are familiar with which items should and should not be present. Suspicious items may be apparent to Marietta College personnel where they might not be to Police and Fire. Designated College officials shall be available to provide assistance as requested. Security personnel shall provide needed items to searchers such and pass keys. Keep in mind that two way radios could possibly set off an explosive device. If the caller indicates a detonation time, the search will be called off 30 minutes prior to that time and all personnel evacuated.

**Or**

Conduct an immediate evacuation by activating the Pioneer Alert emergency notification system. Instruct evacuees to take all personal items with them when leaving the building. Be aware of the fact that if an actual explosive device is being used that that odds of a secondary device in the parking lot is great. Open areas would be safer than the cars in the parking lots. People should be directed to stay at least 400-600 feet from the building (beyond the parking lots).

**ALL BOMB THREATS ARE TO BE CONSIDERED REAL AND BONAFIDE**

**BOMB THREAT CHECKLIST**

Date:

Time:

Time Caller Hung Up:

Phone Number Called Received From:

**ASK CALLER**

* Where is the bomb located? (building, floor, room, etc.)

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* When will it go off?

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* What does it look like?

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* What kind of bomb is it?

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* What will make it explode?

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* Did you place the bomb?

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* Why?

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* What is your name?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXACT WORDS OF THREAT**

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**INFORMATION ABOUT CALLER**

* Where is the caller located? (background/level of noise)

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* Estimated age:

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* Is the voice familiar? If so, who does it sound like?

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Other points:

**Caller’s Voice**

**\_\_** Female

\_\_ Male

\_\_ Accent

\_\_ Angry

\_\_ Calm

\_\_ Clearing Throat

\_\_ Coughing

\_\_ Cracking Voice

\_\_ Crying

\_\_ Deep

\_\_ Deep Breathing

\_\_ Disguised

\_\_ Distinct

\_\_ Excited

\_\_ Laughter

\_\_ Lisp

\_\_ Loud

\_\_ Nasal

\_\_ Normal

\_\_ Ragged

\_\_ Raspy

\_\_ Slow

\_\_ Slurred

\_\_ Soft

\_\_ Stutter

**Background Sounds**

\_\_ Animal Noises

\_\_ House Noises

\_\_ Kitchen Noises

\_\_ Street Noises

\_\_ Booth

\_\_ PA System

\_\_Conversation

\_\_ Music

\_\_ Motor

\_\_ Clear

\_\_ Static

\_\_ Office Machinery

\_\_ Factory Machinery

\_\_ Local

\_\_ Long Distance

**Threat Language**

\_\_ Incoherent

\_\_ Message Read

\_\_ Taped Message

\_\_ Irrational

\_\_ Profane

\_\_ Well-spoken

**Other Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Button for Hazmat Incident leading to page with following content:**

**EMERGENCY RESPONSE CHEMICAL AND BIOLOGICAL RELEASES (AIRBORNE)**

**RELEASES OUTSIDE OF BUILDINGS:**

* A shelter-in-place or evacuation instructions Pioneer Alert will be made if possible. Releases are possible from train tank cars, tanker trucks, etc. (Washington County EMA plan indicates that initial alert to schools will be made by the police.)
* In response to shelter-in-place you should remain in the building, close all doors, and all windows. Locking the doors and windows will improve the seal to keep air out. Move to an interior windowless room if possible.
* If available, add additional seal to doors and windows with trash bags and tape.
* Use wet towels or other wet cloth to push into the crack at the bottom of doors.
* Turn off fans, air conditioners, range hoods, fume hoods, and air handlers.
* Physical Plant will shut down most HVAC systems as appropriate.
* Do not use elevators if possible because they will tend to bring in outside air.
* If your breathing becomes bothered, you may cover your nose and mouth with a wet cloth.
* Breathing difficulties may be reported to college police at 740-376-3333 or 911.
* Be prepared to monitor Pioneer Alert and/or local media. Instructions may advise that you move upstairs or downstairs in a building depending on whether the released material is heavier or lighter than air.
* Continue to monitor Pioneer Alert and/or local media but do not evacuate unless advised to do so.
* If evacuation orders are issued, follow instructions and leave as quickly as possible. If reasonable to do so take your coat, keys, vital items such as important medications, etc. with you.

**RELEASES INSIDE OF BUILDINGS (Laboratories for example.)**

* If you have a major spill or discover one report the incident to MCPD as soon as you are safe to do so or have a fellow student or coworker make the call.
* If toxic chemicals come in contact with your skin, immediately flush the affected area with clean water for 15 minutes. Use safety showers and/or eye wash stations, if available.
* Have someone call 911 IMMEDIATELY.
* If you are advised that there is a chemical or biological spill inside of a building assume that the material may be hazardous.
* Leave the building quickly as possible.
* If reasonably possible take your coat, keys, etc. with you.
* If you were conducting an experiment attempt to quickly stabilize or shut it down if possible.

**DO NOT RE-ENTER A CONTAMINATED AREA UNTIL CLEARED TO DO SO BY A COMPETENT AUTHORITY**

* **Button for Severe Weather leading to page with following information:**

### Severe Weather Policies

In the event that the weather becomes severe enough to warrant any action, the college community will be contacted by the EOC. A message will also be sent to Marietta College via Pioneer Alert. Staff should monitor TV and radio broadcasts throughout the warning and listen for any further instructions.

If a severe weather warning is communicated to designated staff, all available staff in the building should coordinate their efforts to inform all occupants of the impending weather and take the following precautions:

1. Occupants should move into the inner hallways, inner stairwells, bathrooms or utility rooms, or the designated severe weather and tornado area, closing and securing their rooms/apartments/offices as they leave.
2. Occupants are to AVOID the top floor of the building and such areas as the entrance foyers, lobbies, stairwells, or any area which may be glass enclosed and/or has a large unsupported roof.
3. Despite natural curiosity, individuals should NOT go outside.
4. Do not move until the tornado or storm is well out of the area and the warning has been officially lifted.
5. During the severe weather warning, occupants are to remain in the place of shelter until the warning has been officially lifted.

### Tornado Alert

The following tornado alert procedures have been set forth as the best safety measures for the campus of Marietta College.

Periodically, in the spring, summer and fall in this area of the country, weather conditions are such that a tornado becomes possible. When such conditions exist, the local weather bureau issues appropriate severe weather bulletins. When it is probable that a storm will strike Marietta, Marietta College Police will inform the individuals about the weather alert.

The procedure calls for the following actions on the part of the residents:

1. Leave the rooms and proceed to the lowest area of the building with the least number of windows.
2. Take items to cover yourself and protect them you from debris.
3. Make sure doors are closed.
4. Stay away from glass and windows. Do not stare out the windows.
5. Windows should be closed, if possible.
6. Keep talking and noise down to a minimum so that instructions can be heard.
7. Remain calm at all times.

### Earthquakes

Safe spots:

Under heavy furniture like a study table or desk, under interior door frames, or braced in an interior corner away from shelves and windows.

Danger spots:

Windows, glass, mirrors and mirrored closet doors, hanging objects, tall unsecured furniture.

During the Quake:

1. Keep calm. Do not run or panic!
2. Remain where you are indoors, outdoors, or in a car.
3. Immediately get under a desk or table, brace yourself in a doorway or brace yourself in a corner away from windows, mirrors and glass. Tell others in the area to take cover if they have not already done so.
4. Wait a few moments after the shaking stops before leaving your cover.
5. If you are outside, move away from the sides of the buildings, power poles, lampposts, and walls.

After the Quake:

1. Take time to think! Do not run outside. Wait until you are sure all motion has stopped.
2. Do not light a match or turn on a light switch. There may be leaking gas or electrical shorts. At night, use a flashlight. Unplug or turn off all appliances.
3. Wear shoes for protection from debris or broken glass. Open doors and cupboards with caution as objects may fall out.
4. Check immediate area for injured persons and go to their first aid. Think about other people who are missing or may be trapped and try to find them.
5. Check for fires, spills, or other hazards. Do not touch power lines, wiring, or objects in contact with them. Do not be surprised if alarms sound.
6. Evacuate if there is immediate danger.
7. Report serious injuries or hazards to Marietta College Police.
8. Be prepared for unpredictable aftershocks, which cause significant additional damage.
9. Don’t go sightseeing to see what other damage has been done in other parts of the community.
10. Tune to the radio for accurate information about the earthquake and what to do.
11. Leave telephone lines open for disaster services.
12. Use extreme caution in entering or moving about damaged buildings.

### Floods

The following procedures will be in effect whenever a Flood Watch, Flood Warning or Flash Flood Warning is issued for the Marietta area:

When Marietta College Police receives accurate information, whether by WTAP, Weather Channel, NOAA radio, or Law enforcement they will:

### Watch

1. Notify the Chief of Marietta College Police, or in his absence the Sergeant
2. Chief will notify the Campus
3. Marietta College Police officer on duty will monitor streams
4. Marietta College Police officer will update the Chief and the Director of the conditions

### Warning

1. Notify the Chief, or in his absence the Sergeant
2. Chief will notify the Campus
3. A Pioneer Alert will be sent.
4. Marietta College Police will cone off flooded areas to prevent anyone from driving through them until danger has passed

* **Button for Fire Safety leading to a page with the following content:**

To escape a fire, you should:

- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).

- Hot Door - Do not open. Escape through a window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.

- Cool Door - Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.

- Close doors behind you as you escape to delay the spread of the fire.

- Stay out once you are safely out. Do not reenter. Call 9-1-1. (button below)

Only use a fire extinguisher if the fire is very small and you have been trained to do so safely. If you cannot put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel notified.

### Fire Alarm Evacuation Procedures

Fire presents one of the greatest potential hazards members of the college community may face. Not only can lives be endangered, but also significant damage to residence halls can disrupt living arrangements for many students.

It is the policy that every alarm is treated as a valid alarm that may pose a major risk to life and property.

Below is the procedure that each person should follow when the fire alarm goes off in a building.

1. Never assume it is a false alarm.
2. The safe evacuation of the building is first priority.
3. When an alarm sounds, all individuals in the building should meet at a pre- arranged place.
   1. On the way to the meeting place, quickly check the floors and note whether the pull stations have been pulled and/or whether there are signs of a fire.
4. Call Marietta College Police and with signs of fire call 911.
   1. The purpose for calling Marietta College Police is to inform that the fire alarm has gone off in the building. In the event of a false alarm, Marietta College Police can notify the Fire Department to avoid having them respond.
   2. The alarm should not be turned off and no one should be let back into the building until the Fire Department has arrived and/or Marietta College Police has indicated that it is safe to do so, even if the fire has been extinguished prior to the Fire Department’s arrival.

### REMEMBER ALL ALARMS SHOULD BE TREATED AS IF THEY ARE REAL! NEVER ASSUME THAT IT IS A DRILL OR FALSE ALARM.

* **Button for Safety Tips leading to a page with the following information:**

### General Safety Tips

* Program the Marietta College Police Department’s emergency number, 740-376-3333, into your cell phone.
* Be aware of your surroundings.
* Travel in groups at night whenever possible, especially when walking.
* Use lighted walkways, even if it means going out of your way.
* Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings.
* Keep purses, backpacks, and money belts close to the body, and do not leave them unattended.
* Do not struggle if someone attempts to take your property.

### In the Residence Halls

* Attend Community Policing events held in the residence halls.
* Lock your room’s door at all times, whether the room is occupied or not, and while you are sleeping. Many victims of burglaries have been out of their rooms for only minutes or were down the hall a short distance from their rooms when the burglaries occurred.
* Report doors that are propped open-they increase vulnerability of crime. If you find an interior or exterior residence hall door propped open, call a Resident Assistant and close the door.
* Lock cash, credit cards, jewelry, and other valuables in a drawer or trunk. Take these valuables with you during school breaks. Be careful to not leave clothing and other property unattended in lounges or laundry rooms.

### Safety When Coming and Going

* Lock your bicycle with a high-security lock.
* Park your vehicle in a well-lit and populated area. If this is impossible, scan the area before getting into or out of your vehicle. Know your surroundings!
* Get into your vehicle briskly, quickly, and confidently.
* Avoid becoming too absorbed with the task at hand, such as keeping your head down at the key lock or occupying yourself with bags, books, or keys. Stay alert to avoid becoming a target for crime.
* Keep keys in hand to avoid unnecessary delay upon reaching your car.
* Always plan ahead, even if you are late or in a rush.

**Safety/Injury Escorts**

* Button to call MCPD 740-376-3333
* Button to text MCPD 740-236-0217
* Button to email MCPS mcpd@marietta.edu