

MARION MILITARY INSTITUTE



ANNUAL SECURITY AND FIRE SAFETY REPORT

2011

CAMPUS SAFETY AND SECURITY
OFFICE OF THE COMMANDANT OF CADETS

PREPARED FOR:
CORPS OF CADETS, STAFF, FACULTY, ADMINISTRATION, AND THE
SURROUNDING COMMUNITY-AT-LARGE

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ANNUAL SECURITY AND FIRE SAFETY REPORT

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INFORMATION ABOUT THIS REPORT

This report is prepared annually and contains information addressing campus safety, security, and fire safety policies, procedures, and programs indexed by categories for cadets (students) and others to report or respond to criminal actions or other emergencies on campus. Information contained in this report are statements of policy, to include related and relevant procedures, responsibilities, and educational awareness which applies to staff, faculty, administration, students, and supporting agencies in the surrounding municipalities. You will find that some information is included in more than one section to assist in clarity and comprehensive referencing of said information. In general, the report will focus on policies and practices unique to Marion Military Institute (MMI) in regards to:

- How students and employees should report criminal actions or other emergencies occurring on campus;
- Security of and access to facilities;
- Campus law enforcement/security;
- Education and Awareness; and
- Emergency response and evacuation procedures.

The number one priority of every member of the faculty, administration, and staff at MMI is to ensure a safe and healthy environment for cadets (students) to learn and live. Academic, financial, and geographical considerations along with a safe and secure environment are factors in the decisions students and their families make when choosing a postsecondary institution for their education.

The *Crime Awareness and Campus Security Act* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965* (HEA) was enacted by the U.S. Congress in 1990. This act required all postsecondary institutions to disclose campus crime statistics and security information. The act was amended further in 1992, 1998, and again in 2000. The amendments of 1998 renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, (known as “The Clery Act”). The definition of on-campus student housing for the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, is: *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus*. The act intends to provide accurate, complete, and timely information about campus safety and security to students, their families, as higher education consumers so they can make informed decisions.

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SUMMARY OF THE JEANNE CLERY ACT

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be "fined" up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action.



The Clery Act, originally enacted by Congress and signed into law by President George Bush in 1990 as the **Crime Awareness and Campus Security Act of 1990**, was championed by Howard & Connie Clery after their daughter Jeanne (pictured to the left) was murdered at Lehigh University in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

TIMELY WARNINGS

Timely notification of personnel on campus and the surrounding community are issued for threats to property, as well as threats to persons. All citizens desire to be alerted to potentially dangerous situations near their homes or workplaces so necessary precautions can occur. The Marion Police Department keeps MMI informed of situations that might require timely warnings.

Warnings are issued, as soon as appropriate and/or when reliable information is available. The intent for any warning to be “timely,” it is to alert the campus community of criminal threats concerning any aspect, which compromises safety and security to enable them to protect themselves. Decisions are made on a case-by-case basis in light of all the facts surrounding the circumstances, including factors such as the nature of the threat, the continuing danger to the campus community, and the possible risk of inhibiting law enforcement response(s).

Circumstances for which an emergency notification is issued include situations that are an immediate threat to the health and safety of students and employees. For instance, fire evacuation, lockdown, safety of an individual or group of individuals, active/random shooter (or threat), intruder, bomb threat, or severe weather, to name a few. The only safety or security issues exempt from timely warnings are those reported to professional counseling staff. This is the only exception.

Alert systems and general communication resources in the event of a crisis or emergency affecting the campus at MMI is the combined responsibility of every person available to take immediate action. The Commandant of Cadets has oversight of Campus Safety and Security and has primary responsibility in issuing timely warnings. However, issuing timely warnings is also a shared responsibility of the Campus Emergency Response Team (CERT). This team is comprised of the following individuals:

- President
- Executive Vice President
- Academic Dean
- Commandant of Cadets
- Assistant Commandant of Cadets
- Officer-in-Charge, Campus Safety and Security
- Business Officer
- Superintendent of Buildings and Grounds
- Public Information Officer
- Director of Information Technology
- Director of Health Services

In the event a situation arises, either on or off campus, that, in the judgment of the senior CERT team member on campus, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. Depending on the circumstances, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer may also post a notice on the main page of the Institutes website. Alert and communication systems used to disseminate timely warnings are always circumstantial. The following systems (along with a brief description of each) are available to members of the CERT at Marion Military Institute.

Alert Systems

Public Address (PA) System- The MMI public address system is the primary means to issue timely warnings and provide verbal instructions.

City/County Weather Siren- the City of Marion and Perry County maintain weather alert sirens audible throughout MMIs campus. This system is activated from the Marion Police Department in the event that a tornado warning has been issued in the immediate vicinity, or when a sighting has occurred.

Megaphones- Hand-held megaphones are available to the CERT to augment communications during crisis management and assist in timely warnings.

Communication Systems

Telephone (611) Intercom System- This is another primary method to issue timely warnings. Additionally, the traditional telephone system is also available for on-campus and off-campus communications.

IT Network- Campus e-mail and website postings are effective methods of providing critical information to personnel on-campus and to the campus community and parents.

Two-way Radio- Communications between campus officials are used regularly and along with local and regional emergency management responders as situations warrant.

Weather Radios- Emergency weather radios are located in several locations across campus with primary and constant monitoring in the Commandant's Office (the location of the Officer-in-Charge, Campus Safety and Security).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information, in case of an emergency, can be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of campus law enforcement to issue a timely warning, FERPA is not implicated, as those records are not protected by FERPA.

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Assistant Commandant or personnel designated by the Commandant of Cadets oversees Campus Safety and Security within the Office of the Commandant and prepares this report in partial fulfillment of requirements to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report (to include statistics) is located on our website at <http://www.marionmilitary.edu/about-mmi/about-mmi-security.da>. You may connect to this page by accessing our main webpage at <http://www.marionmilitary.edu/>. Then clicking on the About MMI Tab and then under the Menu click on Campus Safety and Security. This report is prepared in coordination and cooperation from local law enforcement agencies and the Director of Institutional Research. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to the Officer-in-Charge, Campus Safety and Security, designated campus officials (including but not limited to directors, department heads, Executive Vice President, Academic Dean, designated Commandant of Cadet staff [Train, Advise, Counsel-TAC Officers], advisors to students/student organizations, athletic staff), and local law enforcement agencies. Crime statistics are collected by using several resources: 1) as incidents are reported by victims or witnesses by filling out an Incident Reporting Form; 2) reviewing the Daily Journal or Staff Duty Officer's Log which captures the evening/night/weekend Officer-in-Charges' actions and observations; and 3) through other written, verbal, and electronic methods of communication.

Each year, an e-mail notification occurs to all enrolled cadets, staff, faculty, and administration personnel that provide the web site to access this report. Copies of the report may also be obtained from the Office of the Commandant, Building two (2) or by calling (334) 683-2318. All prospective employees may obtain a copy from Human Resources in Building 10 or by calling (334) 683-2363. A separate link on the Institutes website contains the crime statistics for the period of this report as an external and stand-alone document.

REPORTING CRIMINAL OFFENSES

To report a crime, an unsafe act, or issue related to the safety and security of any person at any time:

Contact the Officer-in-Charge, Campus Safety and Security (334) 683-2330 or (334) 292-9690 (emergencies and non-emergencies), dial 9-1-1, (334) 683-9071 for the Marion Police, (334) 683-6534 for the Sheriff's Department (emergencies only), or any Campus Security Authorities (CSA). Any suspicious activity or person(s) seen in parking lots, loitering around vehicles, inside buildings, or in and around any barracks, should be reported to the Officer-in-Charge, Campus Safety and Security or to the following:

OFFICE	PHONE NUMBER AND LOCATION
Office of the Commandant	(334) 683-2322 Commandant's Office/Guard House, Building 2
Executive Vice President	(334) 683-2303 Administration, Building 3
Academic Dean	(334) 302-1013 Administration, Building 3
Business Officer	(334) 683- 2313 Administration, Building 3
Superintendent, Buildings and Grounds	(334) 683-2367 Buildings and Grounds Operations Center (behind Soccer Field)

Victims or witnesses of crimes may report incidents to any of the above personnel at any time. Additionally, information may be reported on a voluntary and confidential basis for inclusion in this annual security report to:

OFFICE	PHONE NUMBER AND LOCATION
Director, Counseling Services	(334) 683-2354 The Campus Center/Bookstore, Building 13

SECURITY AND ACCESS TO CAMPUS FACILITIES

During normal business hours, the Institute (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to most facilities is by key, if issued, or by admittance via the Officer-in-Charge, Campus Safety and Security, or designated personnel on the Commandant of Cadets' staff. In the case of periods of extended closing, the Institute will admit only those with prior written approval. It is also during extended periods when classes are not in session (i.e., Spring Break, Thanksgiving Break, Christmas Break, during Summer Break, to name a few), student housing (i.e. barracks) will be locked/secured around the clock and will be equipped with a lock separate from the regular key issued to staff having oversight of the Cadets. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Ireland Athletic Center, Alumni Gym, Baer Memorial Library, and the Campus Student Center. In these cases, the facilities are locked according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules. Areas found to be problematic are reviewed on a case-by-case basis with analysis of the situations and circumstances that warrant such. Administrators from the Executive Vice President Office, Academic Dean's Office, Buildings and Grounds, Director of Institutional Research, the Commandant of Cadets, and other relevant persons review issues regularly. These case-by-case analyses examine security issues such as locks, alarms, lighting, and communications. Additionally, during the academic year, the President, the Supervisor of Buildings and Grounds, the Executive Vice President, the Academic Dean, the Commandant of Cadets, and other key personnel conduct weekly executive staff meetings and discuss issues of pressing concern.

CAMPUS LAW ENFORCEMENT

Marion Military Institutes Officer-in-Charge, Campus Safety & Security Officer and other staff personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at MMI. The Officer-in-Charge, Campus Safety and Security, along with the Transportation Officer, and other designated personnel on the Commandant's staff, have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Safety and Security officers **do not** possess arrest power. Criminal incidents are referred to the appropriate local law enforcement agency that have jurisdiction on the campus. The Campus Safety and Security Office at Marion Military Institute maintain a highly professional working relationship with the Marion Police Department, the Perry County Sheriff Department, Alabama State Troopers and surrounding law enforcement agencies within jurisdiction. Accurate and prompt reporting and response of all crimes occurs between the Campus Safety and Security Office at MMI and appropriate law enforcement agencies.

All known and/or reported criminal activities undergo investigation and prosecution according to local, state, and federal law. All crime victims and witnesses are strongly encouraged to report incidents immediately to the Campus Safety and Security Office, Campus Security Authorities (CSA) and the appropriate law enforcement agency will be notified. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. An "Incident Reporting Form" is available on the institute's website at: http://www.marionmilitary.edu/about-mmi/about-mmi-security_da.

Any student(s) involved in any criminal activity (to include sex offenses) are encouraged to notify the Campus Safety and Security Office or a Campus Security Authorities (CSA) immediately and always has the option to notify appropriate law enforcement authorities. MMIs Campus Safety and Security Staff will assist in notifying these authorities if the student makes such a request.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Officer-in-Charge, Campus Safety and Security (OICCSS), Campus Security Authorities (CSA) or any member of the Commandant's Office in a timely manner. To report a crime or an emergency on the campus of Marion Military Institute, call the OICCSS at extension 330 if using a campus phone or, from outside the campus phone system, dial (334) 683-2330 or (334) 292-9690. To report a non-emergency security or public safety related matter, call the OICCSS at extension 330 if using campus phone or, from outside the Campus phone system, dial (334) 683-2330 or (334) 292-9690. All MMI incident reports are forwarded to the Commandant of Cadets the Executive Vice President, and the Academic Dean for review and any follow-on action(s) by staff, administration, or the Cadet Honor Council.

CONFIDENTIAL REPORTING PROCEDURES

Because of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and therefore; are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; when they deem it appropriate, to inform persons counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

Is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Marion Military Institute Counseling Services are located in The Campus Center, Building 13 and may be contacted by dialing extension 354 or 391 from an on-campus telephone, or (334) 683-2354/2391 from outside the campus phone system.

SAFETY AND SECURITY AWARENESS PROGRAMS

During in-processing/orientation in August, students are provided a copy of the Marion Military Institute Cadet Manual (referred hereafter as The Cadet Manual). The Cadet Manual is revised and updated each year in an effort to remain relevant and effective in its purpose. Safety and security procedures and services are addressed in the [Cadet Manual](#). The outline below lists a few of these topics to name a few.

- A. Cadets at MMI have the responsibility to help contribute to the safety and security of the campus. Individuals and organizations should take reasonable precautions for the safety and well-being of all members of the MMI community.
- B. Possession of weapons by cadets is not permitted anywhere on campus. See the Firearms, Knives, Ammunition, or other Weapons subsection of the Cadet Manual.
- C. Disciplinary action will be taken for:
 - 1) The misuse of fire extinguishers or other safety equipment;
 - 2) The possession or use of ammunition, firearms, or weapons on MMI property;
 - 3) Conduct that endangers the health and safety of other persons on campus;
 - 4) Possessing, igniting, or detonating any explosive device, firework, liquid, or object, which is flammable and/or could injure persons, damage property, or disrupt campus activities.
- D. Other topics related to safety and security awareness are found the Cadet Manual. A few areas of focused interest are:
 - 1) Alcohol and Drug Awareness Program, chapter two (2);
 - 2) Barracks Standard Operating Procedures, (which includes Fire Safety Procedures), chapter three (3);
 - 3) Disciplinary Action, chapter eight (8);
 - 4) Hazing Policy, chapter ten (10);
 - 5) Safety and Security, chapter fourteen (14).

Each semester, new cadets participate in a two-week Intensive Training Cycle (ITC) program. Chapter six (6) in the Cadet Manual describes this training in detail. Throughout this period, new students are required to learn and demonstrate their understanding of key information outlined in the Cadet Manual by reciting from memory culminating in a written test prior to transferring from recruit to cadet. Additionally, designated staff presentations outline ways to maintain personal safety and residence hall security as well as

the following topics: hazing, sexual harassment/assault, drug and alcohol awareness program, health/hygiene and sexually transmitted disease prevention. Students informed about crime on-campus and in surrounding neighborhoods and specific “off-limits” areas. Similar information is presented to new employees, which can be found in the Staff and Faculty Handbook. Periodically during the academic year, the Commandant’s Staff present crime prevention and awareness sessions on sexual assault (rape and acquaintance rape), prescription medication abuse, theft, and vandalism, as well as educational sessions on personal safety and barracks security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to these presentations, information is disseminated to students and employees through, safety and security alert posters, electronic mail, and verbally at Corps of Cadet formations, faculty and staff meetings, and employee “all personnel” meetings. When time is of the essence, information is released to the MMI campus community through security alerts posted prominently throughout campus, through computer memorandums sent through the institute’s electronic mail system, a telephonic broadcasting system, and campus public address system. Marion Military Institute does not have specific on-going crime prevention programs on personal safety and theft prevention as many traditional non-military institutions do, however; we plan to continue to educate all cadets with the methods described above while we create even more informative and regular programs in the future.

CRIMINAL ACTIVITY OFF CAMPUS

When a Marion Military Institute cadet (student) is involved in an off-campus offense, the Officer-in-Charge, Campus Safety and Security, along with a member of the Commandant of Cadets’ staff may assist with the investigation in cooperation with local, state, or federal law enforcement. The Marion police and law enforcement agencies in surrounding municipalities routinely work and communicate with the MMI Officer-in-Charge, Campus Safety and Security (OICCSS), on any serious incidents occurring off-campus or on-campus as well as in the immediate neighborhood and business areas surrounding campus. Marion Military Institute does not have any off-campus housing or off-campus student organization facilities. While Marion police have primary jurisdiction in all areas on-campus and off-campus, MMIs OICCSS, and Commandant Staff, can, and do respond to student-related incidents. MMIs OICCSS have direct radio communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency.

CONSUMPTION AND POSSESSION OF ALCOHOLIC BEVERAGES

MMI Alcohol and Drug Policy and Alabama state law govern the possession, sale, or the furnishing of alcohol on the campus of Marion Military Institute. The [Alabama Department of Alcohol and Beverage Control \(ABC\)](#) controls the laws regarding the possession, sale, consumption, or furnishing of alcohol. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Commandant of Cadets, the Assistant Commandant, the Trainer Advisor Counselor (TAC Officers), and the Officer-in-Charge, Campus Safety and Security. The MMI campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted in any facility on campus. Some circumstances in which alcoholic beverages are permitted include events hosted by and/or approved by the Institute President and consumption is authorized only for non-cadets of legal age. These events are always organized and sponsored by the Institute and NOT any cadet organization or cadet athletic event. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the MMI Commandant of Cadets, OICCSS, the Commandant’s Staff, as well as the Marion Police Department. Violators are subject to MMI disciplinary action, criminal prosecution, fine and imprisonment.

A violation of any law regarding alcohol is also a violation of the Institute’s Cadet Manual (Student Code of Conduct) and will be treated as a separate disciplinary matter

It is unlawful to sell, furnish or provide alcohol to any person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. This prohibition also applies to the MMI Golf Course, includes possession of empty containers, and is a violation of the MMI Drug and Alcohol Policy (a Category II offense) under the disciplinary rules and regulations outlined in The Cadet Manual. Cadets who are 21 years of age or older are permitted by state law to consume alcohol, but ONLY when off campus and NOT in uniform. Cadets suspected of alcohol abuse will be subject to a breath test administered by school authorities and additional actions as the circumstances dictate.

ILLEGAL DRUGS

The MMI campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted (see previous section on “Consumption and Possession of Alcoholic Beverages”). The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by MMI staff, faculty, and administration. Violators are subject to Institute disciplinary action, criminal prosecution, fine and imprisonment.

ALCOHOL AND SUBSTANCE ABUSE EDUCATION

PREVENTION PROGRAMS

The Institute has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and disciplinary actions. However, many educational services are available from other areas of the institution. These include:

Alcohol and Drug Education: Cadet Health Center, Human Resources.

Counseling Services: Director of Counseling Services, Transfer Services Coordinator, Cadet health Center Nurse.

Referral Services: Director, Counseling Services, Transfer Services Coordinator, Commandant’s Staff.

Disciplinary Actions: Commandant’s Office, Cadet Honor Council.

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

Legal Sanctions – Laws Governing Alcohol

The State of Alabama sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the [Alcohol Policy Information System](#).

CADET EDUCATION OBJECTIVES (excerpt from the [MMI 2011-2012 Cadet Manual](#))

MMI offers drug, including alcohol, education to cadets. Drug education includes the distribution of information about types and possible effects of drugs, legal sanctions under local, State and Federal law, and available counseling services.

A violation of any law regarding alcohol is also a violation of the Institute’s Cadet Manual (Student Code of Conduct) and will be treated as a separate disciplinary matter

- A. Types of Drugs and Possible Effects
1. Stimulates speed up actions of the central nervous system.
 - a) Amphetamines may cause hallucinations. Tolerance, psychological, and sometimes-physical dependence can develop. Continued high doses can cause heart problems, malnutrition, or death.
 - b) Cocaine may cause confusion, depression, and hallucinations. Tolerance and physical dependence can develop. Effects are unpredictable convulsions, coma, and death. Nasal membranes may be destroyed.
 2. Depressants relax the central nervous system. Barbiturates, Tranquilizers, and Methaqualone may cause confusion and loss of coordination. Tolerance, physical and psychological dependence can develop. An overdose can cause coma and death. Depressants taken in combination with alcohol are especially dangerous.
 3. Cannabis alters mood and perception. Marijuana and Hashish may cause confusion and loss of coordination. Long-term use may cause moderate tolerance and physical dependence.
 4. Hallucinogens temporarily distort reality.
 - a) Lysergic Acid Diethylamide (LSD) may cause hallucinations and panic. Effects may recur (“flashbacks”) even after use is discontinued.
 - b) Phencyclidine (PCP) may cause depression, hallucinations, confusion, and irrational behavior. Tolerance develops. An overdose can cause convulsion, coma, and death.
 - c) Mescaline, MDA, DMT, STP, and Psilocybin. “Designer Drugs” have effects similar to LSD.
 5. Narcotics increase pain tolerance. Heroin, Morphine, Codeine, and Opium may cause lethargy, apathy, loss of judgment and self-control. Tolerance and physical and psychological dependence can develop. An overdose can cause convulsions, coma, and death. Risks of use include malnutrition, infection, and hepatitis.
 6. Deliriums cause mental confusion. Aerosol Products, Lighter Fluid, Paint Thinner, Amyl Nitrate and Other Inhalants may cause loss of coordination, confusion, and hallucinations. An overdose can cause convulsions and death. Psychological dependence can develop. Permanent damage to the lungs, brain, liver, and bone marrow may result.
 7. Alcohol is a powerful depressant. Long-term, heavy drinking is linked to cancer, heart and liver damage, and other serious illnesses. Tolerance and physical and psychological dependence can develop. Even small amounts affect judgment, reaction time, and depth perception.
- B. Legal Sanctions Under Local, State, and Federal Law for the unlawful possession or distribution of illicit drug and alcohol beverages may include:
1. Possession, use, or distribution of alcoholic beverages
 - a) It is unlawful for persons under twenty-one years of age to purchase, consume, possess, or transfer alcoholic beverages within the State of Alabama. Penalties for conviction of such charges may include confinement.
 - b) Public intoxication, driving under the influence of alcohol or the unlicensed sale of alcoholic beverage is also unlawful. Penalties for such convictions may include suspension of driver’s license, requirement to complete alcohol rehabilitation program, fines, community service, and confinement.

A violation of any law regarding alcohol is also a violation of the Institute’s Cadet Manual (Student Code of Conduct) and will be treated as a separate disciplinary matter

2. Possession of controlled or illicit drugs.
 - a) Possession of a small amount of marijuana for personal use is a misdemeanor punished by a prison sentence up to one year or a fine of up to \$2,000 or both.
 - b) Possession of marijuana for other than personal use or a second conviction for personal use only is a felony punishable by a prison sentence of at least one but not more than ten years or a fine of up to \$5,000 or both.
 - c) Possession of more than 2.2 pounds of marijuana is considered “drug trafficking” punishable by a minimum prison sentence of three years and a fine of at least \$25,000.

3. Sale of controlled or illicit drugs.
 - a) Sale of any controlled substance (e.g., Adderall, Ritalin) is a felony punishable by a prison term of two to twenty years or a fine of up to \$10,000 or both.
 - b) Sale or distribution (even for not charge) of a controlled substance by a person over the age of 18 is a felony punishable by prison term of ten years to life imprisonment or a fine of up to \$20,000 or both.
 - c) Sale of large amounts of drugs is considered “drug trafficking” punishable by a prison term of at least three years and fines from \$50,000 to \$500,000.
 - d) Sale or distribution (even for no charge) of a controlled substance within three miles of any school (including college) is punishable by a mandatory sentence of five years in addition to the penalties listed above.

C. Controlled Substances Information

1. Use
 - a) Narcotics

Drugs/CSA Scheduled	Trade or Other Names	Medical Uses	Dependence	
			Phys.	Psys.
Opium (II, III, IV)	Dover's Powder Paregortie Parapecton	Analgesic Antidiarrheal	High	High
Morphine (II, III)	Morphine MS-Contin Roxanol Roxanol, SR	Analgesic Antitussive	High	High
Codeine (II, III, IV)	Tylenol w/codeine Emprin w/codeine Robitussin AC	Analgesic Antitussive	Mod	Mod
Heroin (I)	Desetyimorphine Horse Smack	None	High	High
Hydronorphone (II)	Dilaudid	Analgesic	High	High
Meperidine (Pethidine) (II)	Demerol Mepergan	Analgesic	High	High
Methadone (II)	Dolophine Methadone Methadose	Analgesic	High	High/Low
Other Narcotics (I, II, III, IV, V)	Numorphan Percodan Persocet Tylox Tussionex Pentanyl Lonitil Talwin	Analgesic Antidiarrheal Antitussive	High/Low	High/Low

b) Depressants

Drugs/CSA Scheduled	Trade or Other Names	Medical Uses	Dependence	
			Phys.	Psys.
Opium (II, III, IV)	Dover's Powder Paregortic Parapection	Analgesic Antidiarrheal	High	High
Morphine (II, III)	Morphine MS-Contin Roxanol Roxanol, SR	Analgesic Antitussive	High	High
Codeine (II, III, IV)	Tylenol w/codeine Emprin w/codeine Robitussin AC	Analgesic Antitussive	Mod	Mod
Heroin (I)	Desetyimorphine Horse Smack	None	High	High
Hydronorphone (II)	Dilaudid	Analgesic	High	High
Meperidine (Pethidine) (II)	Demerol Mepergan	Analgesic	High	High
Methadone (II)	Dolophine Methadone Methadose	Analgesic	High	High/Low
Other Narcotics (I, II, III, IV, V)	Numorphan Percodan Persocet Tylox Tussionex Pentanly Lonitil Talwin	Analgesic Antidiarrheal Antitussive	High/Low	High/Low

c) Stimulants

Drugs/CSA Scheduled	Trade or Other Names	Medical Uses	Dependence	
			Phys.	Psys.
Cocaine (II)	Coke Flake Snow Crack	Local Anesthetic	Poss	High
Amphetamines (II)	Biphetamine Delcobese Desoxyn Dexedrine Obetrol	Attention Deficit Disorder Narcolepsy Weight Control	Poss	High
Phenmetrazine (II)	Preludin	Weight Control	Poss	High
Methylphenidate (II)	Ritalin Adderol	Attention Deficit Disorder	Poss	High
Other Stimulants (III, IV)	Adipex Cytert Didrex Ionamin Sanorex Tenuate Teparil Perlu-2	Weight Control	Poss	High

d) Cannabis

Drugs CSA Scheduled	Trade or Other Name	Medical Uses	Dependence	
			Phys.	Psys.
Marijuana (I)	Pot Acapulco Gold Grass Reefer Sinsemila Thai Sticks	None	Unknown	Mod
Tetrahydro-Cannabinol (I, II)	THC Marinol	Cancer Chemotherapy Anti-Nausea	Unknown	Mod
Hashish (I)	Hash	None	Unknown	Mod
Hashish Oil	Hash Oil	None	Unknown	Mod

e) Hallucinogens

Drugs CSA Scheduled	Trade or Other Name	Medical Uses	Dependence	
			Phys.	Psys.
LSD (I)	Acid Microdot	None	None	Unknown
Mescaline/Peyote	Mexc Buttons Cactus	None	None	Unknown
Amphetamine	2.5 DMA PMA STP MDA MDMA TMA DCM COB	None	Unknown	Unknown
Phencyclidine (II)	PCE Angel Dust Hog	None	Unknown	High
Phencyclidine (II) Analogues	PCE CPCY TCP	None	Unknown	High
Other Hallucinogens (I)	Bufotenine Ibogaine DMT DET Psilocbin Psilocyn	None	None	Unknown

2. Effects

a) Narcotics

Drugs/ CSA Scheduled	Tolerance	Duration (Hours)	Usual Method of Administration
Opium (II, III, IV)	Yes	3 – 6	Oral/Smoked
Morphine (II, III)	Yes	3 – 6	Oral/Smoked/Injected
Codeine (II, III, IV)	Yes	3 – 6	Injected/Sniffed/ Smoked
Heroin (I)	Yes	3 – 6	Oral/Injected
Hydronorphone (II)	Yes	3 – 6	Oral/Injected
Meperidine (Pethidine) (II)	Yes	3 – 6	Oral/Injected
Methadone (II)	Yes	12 – 24	Oral/Injected
Other Narcotics (I, II, III, IV, V)	Yes	Varied	Oral/Injected

- 1) Possible Effects. Euphoria, drowsiness, respiratory, depression, constricted pupils, and nausea.
- 2) Effects of Overdose. Slow and shallow breathing, clammy skin, convulsions, coma, and possible death.
- 3) Withdrawal Syndrome. Watery eyes, runny nose, yawning, loss of appetite, tremors, panic, cramps, nausea, chills, and sweating.

b) Depressants

Drugs/ CSA Scheduled	Tolerance	Duration (Hours)	Usual Method of Administration
Chloral Hydrate (IV)	Yes	5 – 8	
Barbiturates	Yes	1 – 16	
Barzodiazepines	Yes	4 – 8	
Methaqualone (I)	Yes	4 – 8	
Gluthimide (II)	Yes	4 – 8	
Other Depressants (III, IV)	Yes	4 – 8	

- 1) Possible Effects. Slurred speech, disorientation, and drunken behavior without odor of alcohol.
- 2) Effects of Overdose. Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.
- 3) Withdrawal Syndrome. Anxiety, insomnia, tremors, delirium, convulsions, and possible death.

c) Stimulants

Drugs/ CSA Scheduled	Tolerance	Duration (Hours)	Usual Method of Administration
Cocaine (II)	Yes	1 – 2	
Amphetamines (II)	Yes	2 – 4	
Phenmetrazine (II)	Yes	2 – 4	
Methylphenidate	Yes	2 – 4	
Other Stimulants (III, IV)	Yes	2 – 4	

- 1) Possible Effects. Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite.
- 2) Effects of Overdose. Agitation, increase in body temperature, hallucinations, convulsions, and possible death.
- 3) Withdrawal Syndrome. Apathy, long periods of sleep, irritability, depressions, and disorientation.

d) Cannabis

Drugs/ CSA Scheduled	Tolerance	Duration (Hours)	Usual Method of Administration
Marijuana (I)	Yes	2 – 4	Smoked/Oral
Tetrahydro-Cannabinol (I, II)	Yes	2 – 4	Smoked/Oral
Hashish (I)	Yes	2 – 4	Smoked/Oral
Hashish Oil	Yes	2 – 4	Smoked/Oral

- 1) Possible Effects. Euphoria, relaxed inhibitions, increased appetite, and disoriented behavior.
- 2) Effects of Overdose. Fatigue, paranoia, and possible psychosis.
- 3) Withdrawal Syndrome. Insomnia, hyperactivity, and occasional decreased appetite.

e) Hallucinogens

Drugs/ CSA Scheduled	Tolerance	Duration (Hours)	Usual Method of Administration
LSD (I)	Yes	8 – 12	
Mescaline/Peyote	Yes	8 – 12	
Amphetamine	Yes	Varied	
Phencyclidine (II)	Yes	Days	
Phencyclidine (II) Analogues	Yes	Days	
Other Hallucinogen (I)	Possible	Varied	

- 1) Possible Effects. Illusions or hallucinations and poor perception of time and distance.
- 2) Effects of Overdose. Longer more intense “trip” episodes, psychosis, and possible death.
- 3) Withdrawal Syndrome. Withdrawal syndrome not reported.

ONLINE EDUCATIONAL RESOURCES

Numerous resources on the internet provide useful information for students, staff, administration, and parents regarding alcohol and drug abuse programs. The following are just a few resources:

- Alcohol Abuse Prevention <http://alcoholfacts.org>
- American Council for Drug Education <http://www.acde.org>
- National Institute on Drug Abuse <http://www.nida.nih.gov>
- U.S. Department of Health and Human Services <http://ncadi.samhsa.gov>

A violation of any law regarding alcohol is also a violation of the Institute’s Cadet Manual (Student Code of Conduct) and will be treated as a separate disciplinary matter

SEX OFFENSES

Definition:

The FBI's National Incident-Based Reporting System (NIBRS) edition of the Uniform Crime Report (UCR) defines a sex offense in general as *any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.*

SEXUAL ASSAULT PREVENTION AND RESPONSE

Marion Military Institute educates the student community about sexual assault and date rape throughout the year during our mandatory Honor and Respect Program. This program hosts guest speakers on a variety of topics to include those addressed in this report. Literature on date rape education and risk reduction is available through the Director, Counseling Services.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Officer-in-Charge, Campus Safety and Security strongly encourages a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Officer-in-Charge, Campus Safety and Security, Director, Cadet Health Center, Officer-in-Charge, Campus Security Authorities (CSA), and/or a Teach, Advise, Counsel (TAC) Officer. Filing a report with the Campus Safety and Security Office will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim,
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam),
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Campus, Safety and Security Office, appropriate local law enforcement authorities will be notified as well as the Director, Cadet Health Center (on campus dial 378 and off-campus dial 334-683-2378, and the Director, Counseling Services. The victim of a sexual assault may choose to have an investigation conducted through the criminal justice system and the Cadet Honor Council, or only the latter. The Director, Counseling Services will guide the victim through available options and support the victim in his or her decision. Additional counseling and support services are available through local and regional support services. MMI disciplinary proceedings, as well as detailed guidelines regarding sexual assault, sexual misconduct, and sexual harassment can be referred to in the [MMI Cadet Manual](#). On the next page of this report, you will find the exact pages of the Cadet Manual addressing this topic for your convenience.

A student found guilty of violating these policies may be criminally prosecuted in the state courts and would; therefore, be dismissed or expelled from the Institute. MMI *will* change a student victim's academic and/or living situations after an alleged sex offense, when the options for those changes are requested by the victim and are reasonably available. Furthermore, disciplinary procedures permit the accuser and the accused the same entitlements to include having others present during a disciplinary proceeding. The accuser and accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Final determination of a sex offense disciplinary proceeding will impose sanctions in accordance with other disciplinary actions imposed (see chapter eight in the [MMI Cadet Manual](#)).

SEXUAL ASSAULT (excerpt from the [MMI 2011-2012 Cadet Manual](#))

MMI is committed to creating a community, which promotes the mutual respect of its members and is supportive of students and employees who are subject to sexual assault. Rape is an offense that is committed against both men and women.

A. Definition

Sexual assault is defined as any form of sexual contact without the consent of all parties involved to include:

- 1) Sexual intercourse committed by physical force, coercion, threat or intimidation, actual or implied by a person, persons known, or unknown to the victim.
- 2) Attempted intercourse, sexual contact, or physical force of a threatening nature, expressed or implied, that places a person in fear of immediate death or physical injury known or unknown to the victim.
- 3) All other forms of sexual misconduct, which violate state and/or federal law now or subsequently in effect including, but not limited to, conduct defined as rape, sodomy, sexual abuse or sexual contact to include conduct contributing to the delinquency of a minor. A person may be deemed not to have knowingly and voluntarily consented if, at the time of the offense, the person is incapable of giving consent because of mental incapacitation, physical impairment, alcohol or drug consumption, or loss of consciousness. **To clarify, in some states, even if the “victim” consents to sexual intercourse, the act may still constitute rape if he/she is under the influence of alcohol or illegal drugs even if freely taken.**

B. Reporting Process

MMI strongly encourages individuals to report sexual assaults to the appropriate authorities and officials. Reporting an assault is the only way that action can be taken against the alleged attacker. Students may report their concerns to the President, the Executive Vice President, the Commandant of Cadets, TAC, the Director of Counseling, or the Dean for Academic Instruction. Upon the person's request, these officials or their designees will assist in notifying proper law enforcement officers. In any case, the President will be notified immediately.

C. Medical and Counseling Support Services

It is very important to obtain immediate medical care following a sexual assault to provide for the victim's well-being and to document, collect, and properly preserve physical evidence. Individuals should seek medical care immediately, whether or not the crime is reported. In addition to care of obvious injuries, medical attention is needed to protect the victim from sexually transmitted diseases or the possibility of pregnancy.

D. Action. If Sexually Assaulted, take the following steps:

- 1) Get to a safe place immediately. After experiencing a traumatizing event such as rape, it is important to find a place where you feel comfortable and safe from harm. This location could be a friend's room, the police station, or the local hospital (Selma).
- 2) Call the police as soon as possible. If you are on campus and call 9-911, the local police will come to the Guardhouse. If you are off campus and call 911, the local police will respond to your call. By calling the police, you are reporting the crime that was committed against you, as well as seeking the protection of the police.
- 3) Call someone who can be with you. If you do not want to call a friend to accompany you to the hospital or police station, call the TAC, Director of Counseling or a faculty or staff member.
- 4) Preserve all physical evidence. If possible, do not bathe, douche, eat, drink, smoke, urinate, brush your teeth, or change your clothes. Do not disturb anything in the area where the assault occurred. If you have changed your clothes, take the clothes you were wearing at the time of the rape to the hospital in a bag.

- 5) Seek medical attention. You may have sustained injuries from the attack or contracted a sexually transmitted disease. Therefore, the sooner you seek medical attention the better. The Cadet Health Center (CHC) will be able to assist you with making appointments. During non-business hours or for the purpose of evidence collection, the local hospital emergency room is preferred. Emergency room personnel can treat you for not only injuries and sexually transmitted diseases, but also can administer a Physical Evidence Recovery Kit (PERK), which gathers the physical evidence in the event criminal and/or civil charges are filed.
- 6) Seek follow-up counseling. Whether or not you report the assault or prosecute, a trained counselor can help deal with the emotional trauma of an assault.

E. MMI Disciplinary Procedures

In addition to charges being brought in criminal or civil court, MMI will seek recourse through the MMI disciplinary process. To bring charges of sexual battery or rape against another cadet, a cadet must initiate the process by contacting the President, the Executive Vice President, the Commandant of Cadets, the Director of Counseling, the Dean for Academic Instruction, or TAC. If the accused is found guilty of the alleged sex offense, dismissal, or expulsion from MMI will occur.

SEXUAL HARASSMENT

MMI has a moral obligation to the Corps of Cadets, staff and faculty to provide an environment that is free of sexual harassment. Sexual harassment will not be tolerated or condoned. Violation of this policy will result in disciplinary action up to and including dismissal or termination when involving employees of MMI. Sexual harassment is an offense that is committed against both men and women.

A. Definition

For general purposes, sexual harassment is defined as unwelcomed or unwanted sexual advances or conduct be they verbal, visual, or physical in nature. Harassment occurs when submission to or rejection of this conduct is used as a basis for decisions affecting a cadet's standing, reputation, evaluation, position or promotion. It also occurs when unwelcomed sexual conduct interferes or creates an intimidating hostile or offensive working, or learning environment for cadets, staff, or faculty.

Examples of sexual harassment include, but are not limited to the following:

- 1) direct or implied demands for sexual favors in exchange for preferential treatment
- 2) sexual flirtations
- 3) propositions
- 4) repeated sexual teasing
- 5) joking
- 6) touching
- 7) pinching
- 8) leering
- 9) whistling
- 10) brushing against another's body
- 11) assault or forced sexual acts
- 12) verbal abuse of a sexual nature such as:
 - commenting about an individual's body sexual prowess
 - desires or deficiencies
 - displaying objects, drawings, or photographs that are sexual in nature
 - offense in language or gestures

Sexual harassment, whether committed by a student, employee, or non-employee, is unacceptable behavior at MMI on or off campus and will be dealt with by the President. **Consequences will be serious!**

B. Incidents Involving Sexual Harassment

MMI encourages any cadet who believes that he/she is being sexually harassed, regardless of who the offender is, to firmly address the offender stating that the behavior is offensive and unacceptable. This confrontation permits an informal resolution. In situations where a cadet is subordinate or direct confrontation is ineffective or unlikely given the circumstances, the cadet should immediately, without hesitation, report the incident to the President, the Executive Vice President, the Commandant of Cadets, Director of Counseling, the Dean for Academic Instruction, or TAC.

Any cadet who feels he/she has been sexually harassed or is currently being harassed, should, in writing, document the offensive behavior in order to support allegations. This documentation should include the date, location, frequency, witnesses and details of the harassment. Confidentiality is necessary to protect the cadet who is reporting sexual harassment from intimidation, retribution, or discrimination from any other cadet who has knowledge of the harassment, and to protect the cadet, and the cadet's standing and reputation from being wrongly charged with sexual harassment. Any cadet who assists in coercion, retaliation or discriminating behavior against any cadet for reporting the incident or for assisting in an investigation is subject to the same discipline as the harassing cadet.

The process and investigation of a complaint will follow the investigation process and procedures outlined in the [Faculty and Staff Handbook](#).

SEX OFFENDERS

ADVISING THE CAMPUS COMMUNITY ABOUT SEX OFFENDERS

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, this amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. The Jeanne *Clergy Act* and the Family Educational Rights and Privacy Act of 1974, the Marion Military Institute Office of Campus Safety and Security is providing a link to the [Alabama Department of Public Safety Sex Offender Registry](#). This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the state of Alabama, the offenders are responsible for notifying local law enforcement of any changes in residency or employment. Each year, during the offender's birth month and six months after a form is mailed from the Alabama Bureau of Investigation (ABI) office to the last known address of the offender. Local law enforcement staff registers the offenders and forwards the information to ABI for entry into the ABI state repository.

Additionally, institutions of higher education ARE required to inform the campus community where sex offender information can be *accessed*, however; the institution is NOT required to disseminate sex offender information throughout the community. The intention of this requirement is to afford our campus community the same availability of information about registered sex offenders, as they would have in their home communities under Megan's Law. This information can be accessed at <http://www.criminalcheck.com/>. The zip code to search is 36756.

WHAT ABOUT FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AS IT RELATES TO SEX OFFENDER INFORMATION?

The Federal Educational Rights and Privacy Act does not prohibit an educational institution from disclosing information about registered sex offenders without prior written consent or other consent from the individual.

HATE CRIMES

Current regulations require the reporting and data collection include hate crimes. This information must include, by geographic location and by category of prejudice, any of the reportable offenses, **and any other crime involving bodily injury** reported to the Officer-in-Charge, Campus Safety and Security and to the Marion Police Department, that manifests evidence that the victim was intentionally selected or targeted because of the perpetrator's bias. The categories and definitions of bias are:

- **Race.** *A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).*
- **Gender.** *A preformed negative opinion or attitude toward a group of persons because those persons are male or female. For your information, gender bias is a Clery Act-specific term and is not found in the FBI's Hate Crime Data Collection Guidelines.*
- **Religion.** *A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).*
- **Sexual orientation.** *A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).*
- **Ethnicity/national origin.** *A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).*
- **Disability.** *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*

Classifying a crime as a Hate Crime is sometimes difficult. The *Clery Act* regulations require institutions to classify hate crimes according to the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Hate Crime Data Collection Guidelines* and *Training Guide for Hate Crime Data Collection*. The following information is taken from those publications.

- While there are many additional types of bias, the types of bias motivation to be disclosed for *Clery Act* purposes are limited to specific types.
- Before an incident can be classified as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. While no simple fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:
 - a. The offender and the victim were of a different race, religion, disability, sexual orientation and/or ethnicity/national origin. For example, the victim was black and the offender was white.
 - b. Bias-related oral comments, written statements or gestures were made by the offender, which indicate his/her bias. For example, the offender shouted a racial epithet at the victim.
 - c. Bias-related drawings, markings, symbols or graffiti were left at the crime scene. For example, a swastika was painted on the door of a synagogue.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The number one priority of every member of the faculty, administration, and staff at MMI is to ensure a safe and healthy environment for cadets (students) to learn and live. Alert systems and general communication resources in the event of a crisis or emergency affecting the campus at MMI is the combined responsibility of every person available to take immediate action. MMI has procedures to notify immediately the campus and surrounding community upon confirmation of a significant emergency or dangerous situation

involving an immediate threat to the health or safety of students or employees occurring on the campus. The Commandant of Cadets has oversight of Campus Safety and Security and has primary responsibility in issuing timely notifications. However, issuing timely notification of a dangerous situation or an immediate threat is also a shared responsibility of the Campus Emergency Response Team (CERT). This team is comprised of the following:

- President
- Executive Vice President
- Academic Dean
- Commandant of Cadets
- Assistant Commandant of Cadets
- Officer-in-Charge, Campus Safety and Security
- Business Officer
- Superintendent of Buildings and Grounds
- Public Information Officer
- Director of Information Technology

NOTIFICATION PROCESS

The institution will, without delay (taking into account the nature of the situation with safety of personnel and facilities as priority), determine the content of the notification and initiate notification, unless such notification compromises the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. If a situation warrants notification of the community-at-large, the Public Information Officer will make immediate notification through systems outlined below. Anyone witnessing an accident, suspicious activity, intruder, act of violence, or any other serious incident should immediately communicate all pertinent information to the Office of the Commandant and/or Guardhouse by the fastest means available. The Commandant, Officer-in-Charge, Campus Safety and Security, or member of the Commandant's staff, in the professional judgment of responsible authorities, will immediately set in motion first response actions as appropriate for each type of incident. The Institution's Campus Safety and Security Manual outlines specific response procedures for a number of incidents. The President, upon recommendation from the Commandant or Officer-in-Charge, Campus Safety and Security, will determine if the Campus Emergency Response Team (CERT) requires activation and designates the location of an Emergency Operations Center (EOC).

UNEXPECTED DISASTER OR INCIDENT

Anyone witnessing an accident, suspicious activity, intruder, act of violence, or any other serious incident should immediately communicate all pertinent information to the Guardhouse by the fastest means available. The Commandant, Officer-in-Charge, Campus Safety and Security, the Commandant's staff, or the cadet officer of the day will immediately set in motion first response actions as articulated below for each type of incident. The President, upon recommendation from the Commandant or the Officer-in-Charge, Campus Safety and Security, will determine if the Campus Emergency Response Team (CERT) should be activated, and designate the location of the Emergency Operations Center (EOC).

IMMINENT THREAT OF DISASTER OR SERIOUS INCIDENT

The Officer-in-Charge, Campus Safety and Security, and ultimately, the Commandant of Cadets, are responsible for monitoring the campus environment with respect to impending threats. In the event of approaching severe weather, which could pose a threat to the campus community or property, the Commandant will immediately advise the President and make recommendations for activating the CERT, establishing the EOC, and enacting appropriate portions of this plan.

A. Basic Assumptions

The succession of events in an emergency or crisis is unpredictable; therefore, published operational plans, such as this, and the Institution's Campus Safety and Security Manual serve only as a guide and a

checklist, and may require modifications to meet the requirements of the crisis. During community-wide disasters, MMI will carry out disaster response and recovery operations in conjunction with local resources. Federal, state, and local plans may take precedence over provisions of MMI crisis action planning.

B. Notification Alert Systems

- Public Address (PA) System- The MMI public address system is the primary means to issue timely warnings and provide verbal instructions.
- City/County Weather Siren- the City of Marion and Perry County maintain weather alert sirens audible throughout MMI's campus. This system is activated from the Marion Police Department in the event that a tornado warning has been issued in the immediate vicinity, or when a sighting has occurred within the county.
- Megaphones- Hand-held megaphones are available to the CERT to augment communications during crisis management and assist in timely warnings.

C. Notification Communication Systems

- Telephone (611) Intercom System- This is another primary method to issue timely warnings. Additionally, the traditional telephone system is also available for on-campus and off-campus communications.
- IT Network- Campus e-mail and website postings are effective methods of providing critical information to personnel on-campus and to the campus community and parents.
- SchoolCast- The SchoolCast System has the capability to instantaneously post text messages and e-mails on select groups of cellular phones and computers.
- Two-way Radio- Communications between campus officials are used regularly and along with local and regional emergency management responders as situations warrant.

MISSING PERSON POLICIES AND PROCEDURES

The purpose of this document is to outline policies and procedures for Marion Military Institute's response to claims or reports of missing students that currently reside in campus housing. A student shall be considered missing when the student is absent from the school for more than 24 hours without known reason. In accordance with the Higher Education Opportunity Act of 2008, this information is posted on the Marion Military Institute website as well as in the Cadet Manual and the Annual Security and Fire Safety Report.

MISSING STUDENT NOTIFICATION

The environment at Marion Military Institute embraces the concepts of leadership, responsibility, and accountability similar to what is found in the active and reserve Armed Forces of the United States of America. Our structure maintains policies and procedures for responsibility and accountability of all students. The *MMI Cadet Manual* outlines the various methods used to account and report the whereabouts of students (cadets) 24 hours a day, 7 days a week when classes or training are in session.

The Corps of Cadets' chain-of-command serves as the primary accountability and reporting procedure holding formations three (3) times each day; (1) at lunch; (2) at dinner, and; (3) at evening hall formations held in each barracks prior to "lights-out." The Office of the Commandant of Cadets' staff provides constant oversight of cadets through this Corps of Cadets chain-of command in addition to faculty, staff, and administration communication channels.

Any student (cadet) missing for 24 hours or more would be identified and verified quickly through these channels. During registration (in-processing) each semester, every student has the opportunity and option to register a confidential contact person to be notified in case of an emergency. This information is collected and maintained at both the Commandant's Office and the Cadet Health Center and this option to register such information is available throughout the year. In a case that a student is determined to be missing or "unaccounted for" for a period of 24 or more hours, only authorized campus officials of a missing person will further investigate and have access to this confidential information.

Regardless if a student has registered an emergency contact or not, local law enforcement will be notified when it is determined that a student is indeed missing. Any student who is less than 18 years of age and not emancipated their parent or guardian will be notified. Additionally, if it is clearly determined that circumstances warrant a faster implementation within a period less than 24 hours, immediate action(s) will take place. Accountability procedures at MMI include a variety of reporting methods, which include immediate notification to the Campus Safety and Security staff as part of normal standing operating procedures.

Missing Person Reporting Procedures

- Reports of missing persons should be directed to the Campus Security Officer or the OIC (Officer in Charge).
- Campus Security, working with the Assistant Commandant or personnel designated by the Commandant of Cadets, will investigate the report.
- If the student is deemed missing, the Assistant Commandant or personnel designated by the Commandant of Cadets will make every reasonable effort to notify the students designated missing person contact within 24 hours. If the student is under the age of 18, the student's parent or guardian must also be notified.
- If the student is deemed missing, the Vice President for Student Affairs & Commandant of Cadets or personnel designated by the Commandant of Cadets will notify the Marion Police Department within 24 hours
- The Vice President for Student Affairs & Commandant of Cadets or personnel designated by the Commandant of Cadets will also notify appropriate college officials and initiate any additional actions deemed in the best interest of the student.

Procedures for Designation of Missing Person Emergency Contact Information

All first year students will be given the opportunity to designate confidential contact information as part of a required registration (in-processing) process. Thereafter, the student will be responsible for updating contact information as needed. All current and continuing students will be given the opportunity to provide and update confidential contact information during the registration (in-processing) process as well.

FIRE SAFETY- PROCEDURES, STATISTICS, REPORTS, AND DOCUMENTATION

According to Clery Act Reporting Guidelines, a fire is defined as *“Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”* Statistics are collected and included in this report and the Department of Education's web-based data collection system, for each campus housing facility concerning the following:

- The number of fires and the cause of each fire. The cause categories to be used are:
 - Unintentional Fire
 - Cooking
 - Smoking Materials
 - Open Flames
 - Electrical
 - Heating Equipment
 - Hazardous Products
 - Machinery/Industrial
 - Natural
 - Other
 - Intentional Fire
 - Undetermined Fire
- The number of:
 - deaths related to any fires
 - injuries related to any fires in which medical treatment was necessary at a medical facility
- The value of property damage related to the fire.

FIRE SAFETY SYSTEMS

Each on-campus student housing facility (barracks) has fire safety systems in place, and are tested and maintained regularly. There are six buildings, which housed students at Marion Military Institute during CY 2009. Each building has its own independent fire alarm system; there is not a central alarm control/monitor for the entire campus nor does it automatically alert the local fire department upon activation. The systems in each building are audible alarms, which are easily heard within the building and in surrounding areas outside each building. The following is a list of these buildings and the fire safety systems in place as well as systems capabilities within each building:

- Johnson Hall:
 - Fire Alarm System throughout the building
 - Evacuation Procedures are posted by each exit
 - No sprinkler systems
 - Smoke detectors are located in individual rooms
 - Smoke sensors are installed in the HVAC ductwork
- Lovelace Hall:
 - Fire Alarm System throughout the building
 - Evacuation Procedures are posted by each exit
 - No sprinkler systems on either floor
 - Smoke detectors are located in common areas
 - No smoke detectors in individual rooms
 - Smoke sensors are installed in the HVAC ductwork
- Murfee Hall:
 - Fire Alarm System throughout the building
 - Evacuation Procedures are posted by each exit
 - No sprinkler systems on either floor
 - Smoke detectors are located in common areas
 - No smoke detectors in individual rooms
 - Smoke sensors are installed in the HVAC ductwork
- Rane Hall:
 - Fire Alarm System throughout the building
 - Evacuation Procedures are posted by each exit
 - No sprinkler systems on either floor
 - Smoke detectors are located in common areas
 - No smoke detectors in individual rooms
 - Smoke sensors are installed in the HVAC ductwork
- Trustees Hall:
 - Fire Alarm System throughout the building
 - Evacuation Procedures are posted by each exit
 - No sprinkler systems on any of the three (3) floors
 - Smoke detectors are located in common areas
 - No smoke detectors in individual rooms
 - Smoke sensors are installed in the HVAC ductwork
- Wilkerson Hall:
 - Fire Alarm System throughout the building
 - Evacuation Procedures are posted by each exit
 - No sprinkler systems on either floor
 - Smoke detectors are located in common areas
 - No smoke detectors in individual rooms
 - Smoke sensors are installed in the HVAC ductwork

In the future and in part, of student housing renovation plans, individual rooms will have smoke detectors, sprinkler systems installed, and the fire alarm systems will be centralized. These are a few of the improvements necessary to enhance notification and awareness systems in student housing facilities (barracks).

FIRE SAFETY EDUCATION

A critical ingredient to any Fire Safety Plan is one that includes a program of education, training, and prevention due to safe practices. Each semester, the Campus Safety and Security Office, within the Office of the Commandant of Cadets, identify cadet (student) leaders who serve as Cadet Safety Team (CST) members. These individuals are responsible for the regular training and oversight of safety and security matters on each floor of barracks occupied by students and are trained and supervised by the Assistant Commandant or personnel designated by the Commandant of Cadets of Cadets. Faculty, staff and administration personnel are educated in Emergency Procedures and Crisis Management in two (2) documents. These procedures are outlined in the [Faculty and Staff Handbook](#) and the [Campus Safety Manual](#). The Marion Military Institute Cadet Manual contains specific written policies on fire prevention and immediate action(s) upon discovery of a fire. The information listed below is an excerpt from the Cadet Manual 2010-11.

Electrical Appliances

- a) General. The capability of the electrical systems in the barracks is limited. Overloading these systems can present fire and safety hazards. All electrical equipment must be kept in a safe operating condition. The following electrical appliances are NOT permitted in cadet rooms and will be confiscated when found:
 - i) “Open element” appliances (e.g., boilers, space heaters, ovens, fry daddy, kerosene heaters, or microwave ovens)
 - ii) Sun lamps
 - iii) Halogen lamps
 - iv) Christmas or other decorative lights
 - v) Refrigerators
 - vi) Televisions
- b) Computers. Cadets are authorized to have computers in their rooms. See Computer Use Policy subsection of this Manual.
- c) Radios and Stereos. All cadets are authorized radios and stereos of compact size meaning the item is small enough to fit on the cadet’s desk and still allows ample room for studying. These devices may be used for entertainment only during limited periods daily. Volume will be low enough so as not to create a disturbance. Cadets should not be able to hear the sound in the neighboring rooms or hallway. Abuse of this privilege will result in confiscation of the device.

Fire Safety Procedures

Explosives, firearms, and fireworks are strictly forbidden anywhere on campus. Any substances that have the potential to cause fire or explosions are prohibited inside the barracks. A power strip with a surge protector should be used to protect computers, radios, etc. Adequate safety lighting must be provided at social events, and access to exits and fire extinguishers must not be obstructed. Natural Christmas trees are not allowed. Open flames such as candles, incense, and Bunsen burners are prohibited.

Fireworks or Explosives

The possession or use of fireworks or explosives of any kind, to include chemical reaction devices (such as MRE bombs) are strictly prohibited and constitutes a federal offense. Disciplinary actions may include dismissal or expulsion.

Fires or Bomb Threats

- a) The cadet or person discovering the fire will:
 - (1) Activate fire alarm!
 - (2) Alert all occupants of the building by shouting, "FIRE! FIRE! FIRE!"
 - (3) Report the fire or bomb threat to the Commandant of Cadets' Office during normal hours or to the OC after hours by the fastest means available.
 - (4) Attempt to extinguish small fires, but ensure the Commandant of Cadets' Office is informed immediately.
- b) The Cadet Officer on Duty (OD) will:
 - (1) Notify the Night OC at 334-292-9690. If the Night OC cannot be located, he/she will notify the Perry County E-911, who will notify the Marion Fire Department, at 334-683-9071 or 911.
 - (2) Notify the Commandant of Cadets. If unavailable, notify the Superintendent of Buildings and Grounds at extension 367 during normal working hours and after duty hours at 334-247-2664.
 - (3) Ensure that cadets are evacuating the building and taking roll.
- c) The Cadet Assistant Officer on Duty (AOD) will:
 - (1) Stand by the Guardhouse to relay information by use of messages on the campus intercom.
 - (2) Direct firefighting assistance to the scene of the fire.
- d) Senior Cadet present will:
 - (1) Evacuate the barracks
 - (2) Have occupants fall-in for accurate roll call.
 - (3) Have windows closed if possible.
 - (4) Continue to conduct accountability of cadets.
- e) The Corps of Cadets will:
 - (1) Fall-in, answer roll, and proceed quietly and orderly to the designated holding area in the best interest of safety.
 - (2) Refrain from tampering with, damaging, emptying, or moving fire extinguishers or fire safety devices. **REMEMBER THE LIFE YOU SAVE MAY BE YOUR OWN!** The penalty for this offense will be severe due to its criticality.
 - (3) Know the evacuation procedures posted on each bulletin board.

WHEN USING A PORTABLE FIRE EXTINGUISHER, REMEMBER THE "PASS" PROCEDURES

- Pull the pin.
- Aim the extinguisher hose (or nozzle) at the base of the fire.
- Squeeze the lever above the handle. Releasing the lever will stop the discharge.
- Sweep from side to side, moving carefully toward the fire. Keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. If the fire re-ignites, repeat the process.

If the fire does not begin to go out immediately, the cadet(s) must leave the area at once.

- a. Safety Equipment. Tampering with fire equipment or fire alarms is taken seriously, is a violation of local and state ordinances, and is a Category II offense. **MMI may press charges against anyone found tampering with fire safety equipment or turning in false alarms.**
- b. Fire Drills. All persons living in the barracks are required to participate in fire drills and evacuate the building through the exit routes posted on each floor. Cadets who fail to evacuate during a fire drill or alarm will be sent to the Commandant of Cadets' Office. The purpose of the fire

drill is to acquaint residents with a rapid and orderly means of exit during an emergency. Sounding a false fire alarm is a serious offense. **Cadets who falsely pull fire alarms will be subject to serious disciplinary action.**

- c. Safety Tips. Do not take any chances with fires. Immediately pull the fire alarm and then call the Guardhouse. If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the door cracks and feel the surface on the door. If it is hot, do not open it. If the door seems cool, open it cautiously with your body braced solidly against it. If in-rushing heated air is not detected, proceed rapidly to a clear exit, closing all doors behind you. If the door is hot, do not open the door. Seal up the cracks around the door with sheets, towels, or other. The door can hold back harmful heat and smoke. Hang a sheet out the window to signal rescuers. Open the window slightly to let fresh air in and the smoke-filled air out the room.

If trying to escape through a smoke filled room or corridor, proceed as follows:

- (1) Move to the nearest exit in a crouching position to avoid rising heat and smoke.
- (2) Place a towel or other cloth over your head and face. Breathing through the towel will help cool the air and filter the air of debris.
- (3) Take short breaths, breathing through the nose. Avoid gulping large amounts of smoke into your lungs.
- (4) Cover the body with something that can easily be discarded if it catches fire such as a wool blanket.
- (5) Remain calm.
- (6) Never re-enter a building to save possessions.

Practice safety with electricity. Never overload the outlet. **Most importantly, do not tamper with smoke detectors.**

EVACUATION PROCEDURES AND DRILLS

Throughout each semester, mandatory supervised drills test the effectiveness and accuracy of current plans. All personnel participate in each of these drills. During CY 2009, three (3) campus wide scheduled drills were conducted and two (2) unscheduled drills occurred. Specific procedures for evacuation of buildings are provided to both cadets (students) and to faculty, staff, and administration personnel. These procedures are posted on each floor in each barracks and in workspaces and/or classrooms. The following outlines these procedures:

Corps of Cadets

1. First response: evacuate the building.
2. There are three (3) formation locations for Cadets (East, West, and South).
3. Proceed to the nearest formation area when the sounding of an alarm or the notification to execute evacuation procedures.
4. The "North Campus Fire Evacuation Procedures" illustrates that this is the **ONLY** designated formation site specifically for S & F near east campus (i.e. facing the quad) and for personnel who work in the Administration or Commandant's Office buildings and **IS NOT** a formation site for cadets. It is critical that each person evacuates to the site nearest their location, as we do not want to endanger any person by crossing a "danger area" (for example- a cadet and/or staff member evacuating the Baer Memorial Library and moving through a breezeway near the Chapel if the Chapel is the building on fire).
5. Cadets shall form at each of these three locations based on the BARRACKS in which they live.
6. A Cadet Safety Team Member or cadet leader for each barracks must take charge and find out how many cadets from their barracks are present at that formation (numbers- not names). Name accountability will occur as the situation warrants.
7. Report the total number of cadets for each barracks present and the number of staff or faculty at that location site and report to the Commandant's Office by calling 334-683-2322, or via two-way radio.

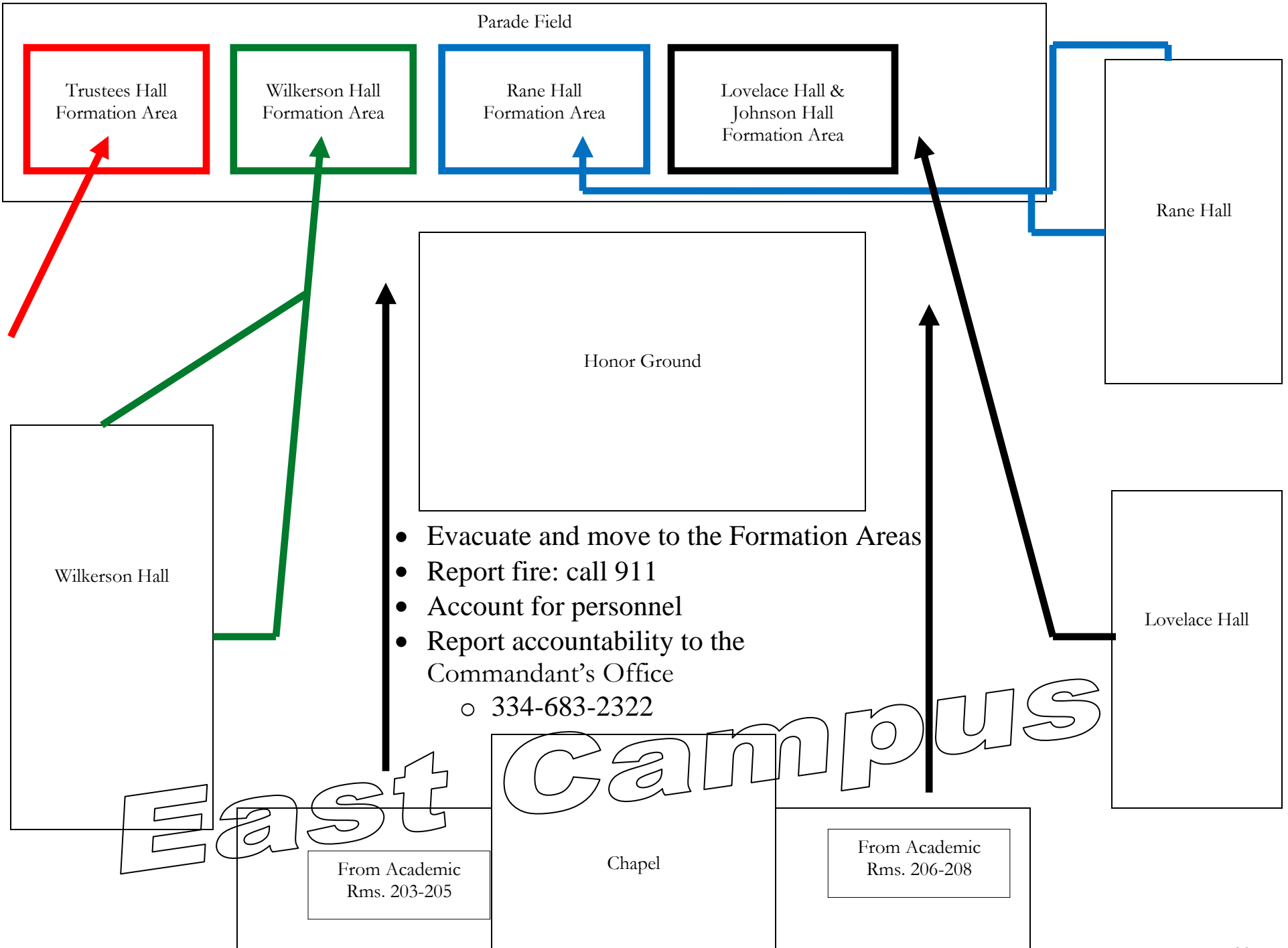
Staff and Faculty

1. First response: *evacuate your workspace/classroom*. Staff and Faculty (S & F) should proceed to the nearest formation site and provide oversight in the accountability of personnel and other assistance as necessary (since members of the S & F are ultimately responsible and accountable). One S & F member at each formation site should report the number of S & F personnel at each location (i.e., the same as cadet procedures listed below) to the Commandant's Office (334-683-2322) or two-way radio.
2. There are three (3) formation locations where cadets should form (East, West, and South). Listed below are the actions cadets should take. Additionally, a Cadet Safety Team Member is assigned to each floor in each barracks and is responsible for educating the Cadets on their floor in these procedures. This is coordinated through the Assistant Commandant or personnel designated by the Commandant of Cadets and the Cadet Battalion S-2.
3. The "North Campus Fire Evacuation Procedures" illustrates that this is the ONLY designated formation site specifically for S & F near east campus (i.e. facing the quad) and for personnel who work in the Administration or Commandant's Office buildings and IS NOT a formation site for cadets. It is critical that each person evacuates to the site nearest their location, as we do not want to endanger any person by crossing a "danger area" (for example- a cadet and/or staff member evacuating the Baer Memorial Library and moving through a breezeway near the Chapel if the Chapel is the building on fire).

Instructions provided to the Corps of Cadets

1. First response: *evacuate the building*.
2. There are three (3) formation locations for Cadets (East, West, and South).
3. Proceed to the nearest formation area when the sounding of an alarm or the notification to execute evacuation procedures.
4. The "North Campus Fire Evacuation Procedures" illustrates that this is the ONLY designated formation site specifically for S & F near east campus (i.e. facing the quad) and for personnel who work in the Administration or Commandant's Office buildings and **IS NOT** a formation site for cadets. It is critical that each person evacuates to the site nearest their location, as we do not want to endanger any person by crossing a "danger area" (for example- a cadet and/or staff member evacuating the Baer Memorial Library and moving through a breezeway near the Chapel if the Chapel is the building on fire).
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6. A *Cadet Safety Team Member* or cadet leader for each barracks must take charge and find out how many cadets from their barracks are present at that formation (numbers- not names). Name accountability will occur as the situation warrants.
7. Report the total number of cadets for each barracks present and the number of staff or faculty at that location site and report to the Commandant's Office by calling 334-683-2322, or via two-way radio.

The next four pages illustrate the procedures for evacuation to the four (4) evacuation sites based on the building personnel occupy at the time of notification and/or an alarm is sounded.

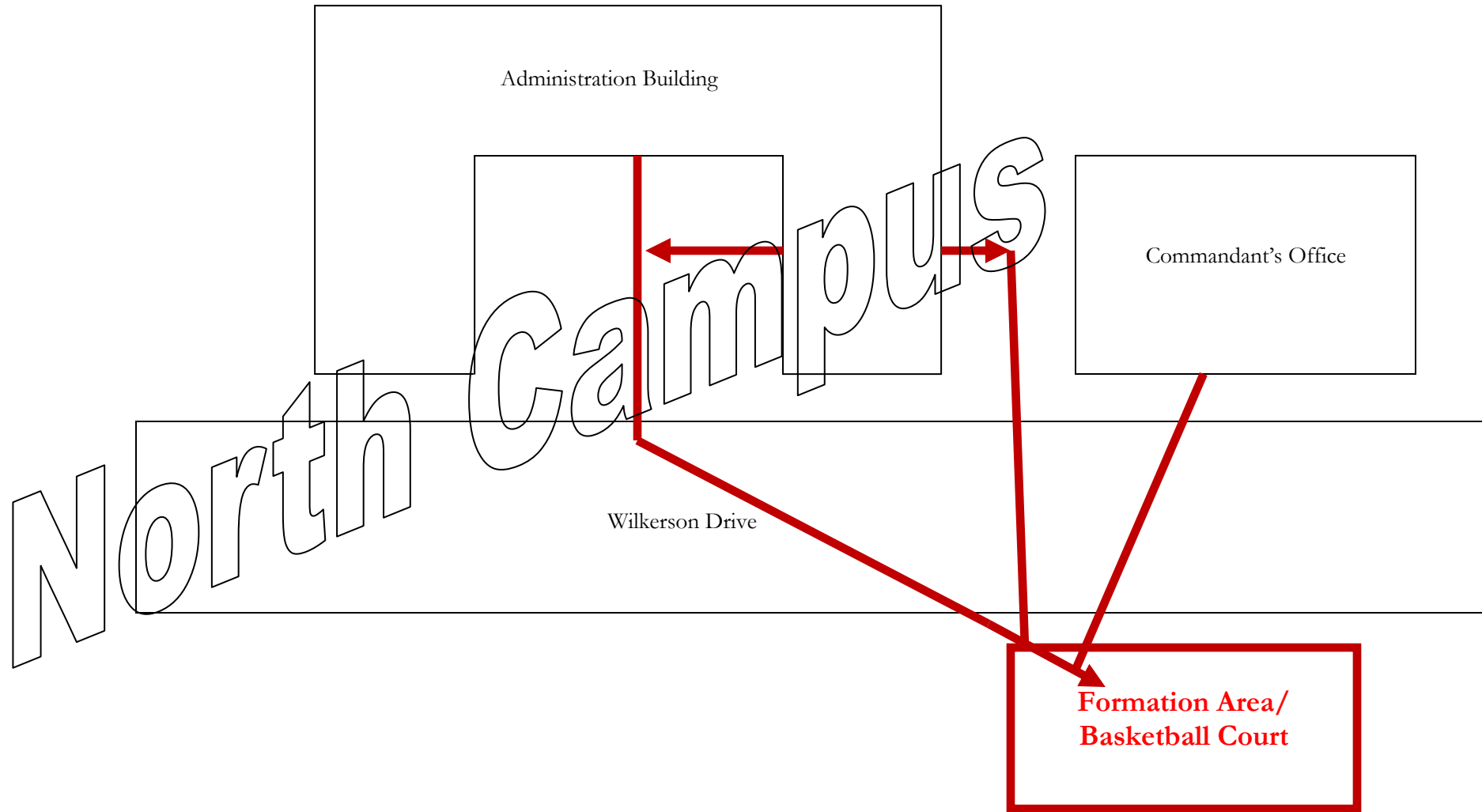


- Evacuate and move to the Formation Areas
- Report fire: call 911
- Account for personnel
- Report accountability to the Commandant's Office
 - 334-683-2322

East Campus

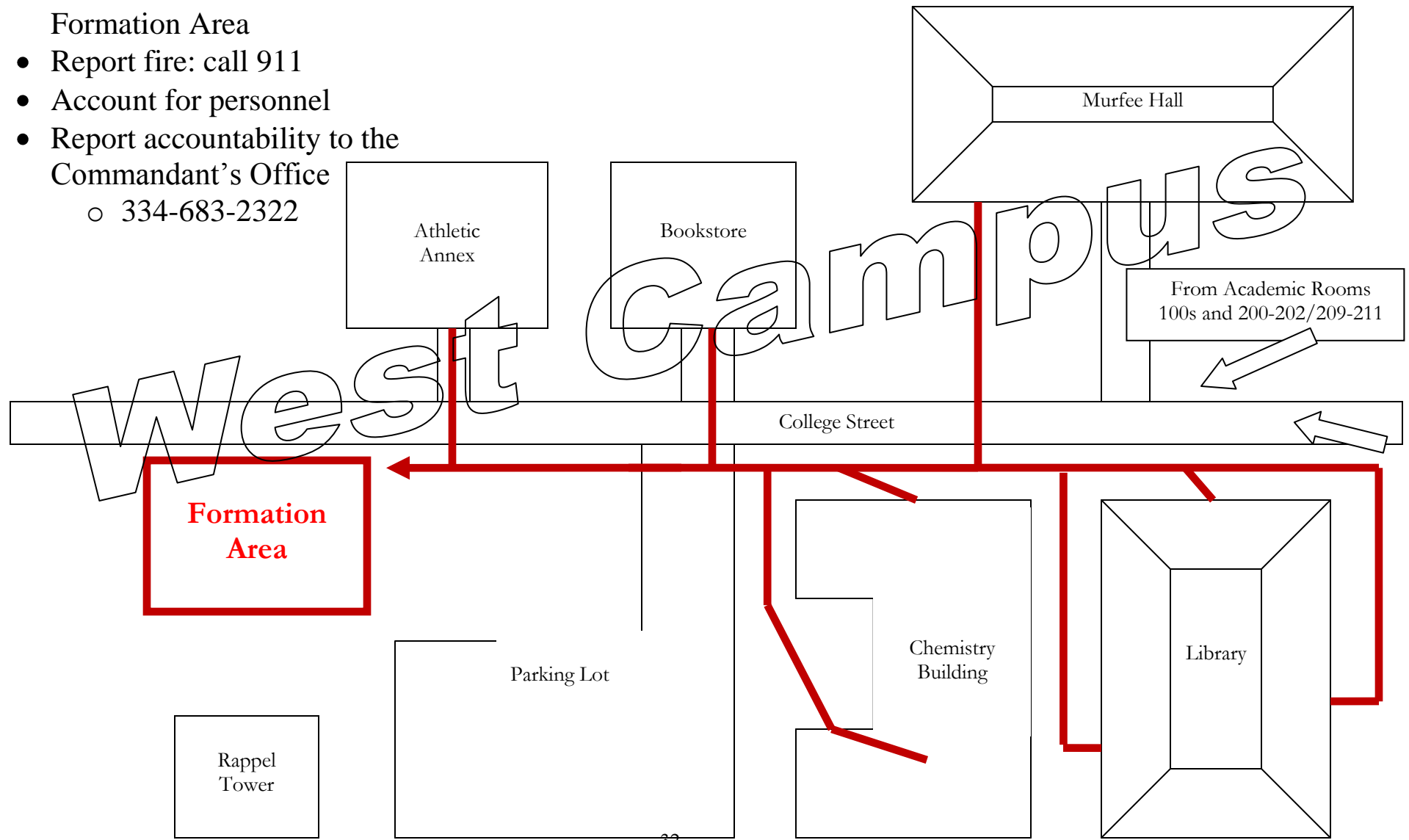
FIRE EVACUATION PROCEDURES

FIRE EVACUATION PROCEDURES

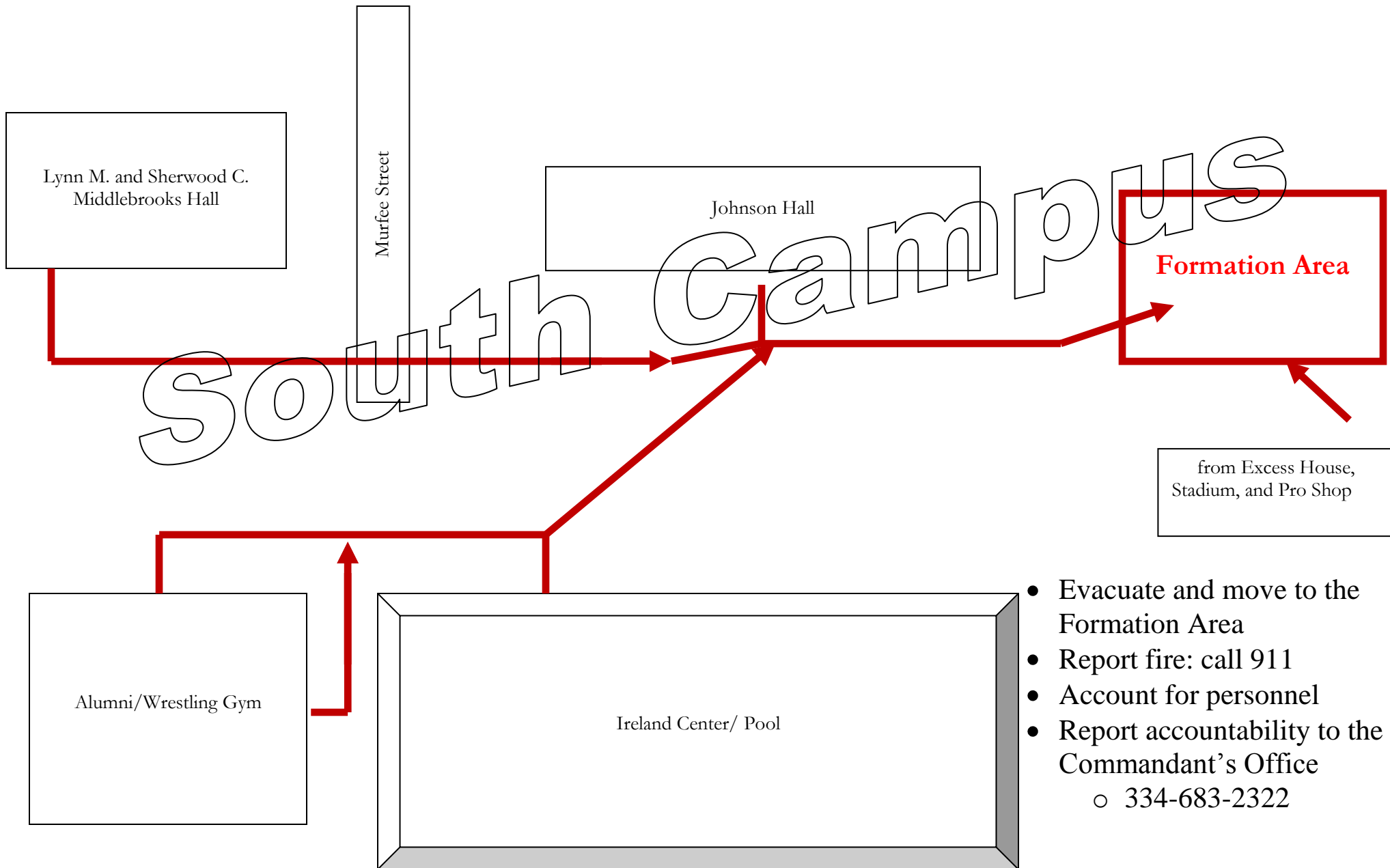


FIRE EVACUATION PROCEDURES

- Evacuate and move to the Formation Area
- Report fire: call 911
- Account for personnel
- Report accountability to the Commandant's Office
 - 334-683-2322



FIRE EVACUATION PROCEDURES



MARION MILITARY INSTITUTE CAMPUS MAP

MMI's campus encompasses 126 acres including a lighted football field and track, baseball and softball fields, nine-hole golf course, soccer field, six tennis courts, and twenty-six air-conditioned buildings. The campus (student) center contains a snack bar, wide-screen television room, pool tables, table tennis, video games, barbershop, mailroom, and MMI Thrift Store for the convenience of our students. A multipurpose athletic center houses a large stage for drama and other performances, a 25-meter indoor swimming pool, racquetball court, and weight room equipped with universal, nautilus and free weights, indoor rifle range, and a collegiate basketball court.



1. Oak View, President's Quarters
2. Commandant's Office, Guard House
3. MMI Administration and Admissions
4. Biology
5. Trustees Hall
6. Wilkerson Hall
7. North and South Academic Wings
8. Alumni Office
9. MMI Chapel
10. Development Office and Human resources Office
11. Computer Lab
12. Murfee Hall, Q.M., and Barbershop

13. The Campus Center, Bookstore
14. Athletic Annex
15. Dr. John B. Monteabaro Hall, Chemistry
16. Bear memorial Library
17. Alabama Military Hall of Honor
18. Calender- Davis Rappel Tower and Course
19. Scott G. Davis Baseball Field
20. Soccer Field
21. Soldier's Field, Softball
22. Alumni Gymnasium
23. W.R. Ireland Athletic Center
24. Natatorium

25. Golf Course, Football Stadium, and Excess House
26. Johnson Hall
27. Lynn M. and Sherwood C. Middlebrooks Hall, Fine Arts
28. Uniform Department
29. Lovelace Hall
30. James W. Rane Hall
31. Dining Hall
32. Paul B. Anderson Tennis Complex
33. Reviewing Stands
34. Walter C. Givhan Parade Field

* The MMI Administration Building contains the following offices:

- Academic Dean's Office
- Admissions
- Board Room
- Business Office
- Executive Vice President Office
- Financial Aid
- Informational Technologies Offices
- Institutional Research Office
- President's Office
- Registrar

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