



2014 Annual Security & Fire Report

Kirksville, Missouri & Mesa, Arizona



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The A.T. Still University Annual Security and Fire Safety Report is published each year in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“The Clery Act”), a federal statute codified at 20 U.S.C. Section 1092 (f), and updated in 2013. The law is named for Jeanne Clery, a 19 year-old Lehigh University freshman who was sexually assaulted and murdered in her campus residence hall in 1986. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act. For purposes of this report, the combined Annual Security Report and Annual Fire Safety Report will be referred to herein as the ASR.

ATSU has two campuses: one in Kirksville, Missouri, (referred to herein as “Kirksville”), and one in Mesa, Arizona, (referred to herein as “Mesa”). Campus crime statistics include those

reported to ATSU Security, the Kirksville Police Department, Mesa Police Department, other law enforcement agencies, and designated Campus Security Authorities, including but not limited to deans, the vice president and associate vice president for student affairs, assistant vice president for human resources, director of human resources, and the vice president & general counsel.

Report Distribution

ATSU developed a plan ensuring all potential and current employees, as well as potential and current students, receive a copy of the ASR annually.

The distribution plan is contained in two parts:

1) Distribution to potential and current employees is achieved as follows:

- All job applicants receive notification via email or posted notice at the application kiosk of the existence of ATSU's ASR. The notice offers a copy of the document upon request;
- Newly hired employees receive an electronic version of the ASR and are required to return a signed statement within thirty (30) calendar days of the employee's start date indicating they have received, read, and understood the report;
- All employees receive annual notification of the ASR and its specific online location via email;
- All employees participate in annual training and review of the ASR. Training completion is verified via the Blackboard online learning management system; and
- All employees have unhindered access to the ASR on the University's intranet web portal, including access to printed versions upon request.

2) Distribution to potential and current students is achieved as follows:

- All applicants to ATSU receive notification on the electronic application of the existence of the ASR. This notification offers a copy of the policy upon request;
- All current ATSU students receive biannual notification (March and October) via email that includes a PDF attachment and the website link to the ASR;
- Newly admitted students, transfer students, and students returning after a withdrawal are required to submit an acknowledgement form prior to the first day of class that includes directions on how to access the ASR;
- Directions on how to access the ASR are reiterated during new student orientation; and
- Information on how to access the ASR is included in every admission acceptance contract, which is signed by the student.

The 2014 Annual Security and Fire Safety Report may be located electronically at www.atsu.edu/security/.

In Kirksville, printed copies are available by contacting ATSU Security Department at:

Security Department
A.T. Still University
800 West Jefferson Street
Kirksville, MO 63501
(660) 626-2380 or (660) 349-9513 or 33 (from a campus telephone)

In Mesa, printed copies are available by contacting ATSU Security Department at:

Security Department
A.T. Still University
5850 E. Still Circle
Mesa, AZ 85206
(480) 341-9075 or *7 (from a campus telephone)

Security Department Overview

The Security Department (“Security”) exists at A.T. Still University’s Kirksville and Mesa campuses to promote and maintain a safe and secure environment for the University community through security services, crime prevention, and education.

Security consists of a security supervisor and unarmed, uniformed security officers. Officers are equipped with radios for ready contact with the Kirksville and Mesa Police Departments, the Kirksville and Mesa Fire Departments, and other emergency personnel. Security’s responsibilities are to ensure campus safety and security and to enforce rules and regulations established by ATSU policies and procedures.

Services provided by Security include:

- Reporting and investigation of crimes;
- Observation, correction, and reporting of safety hazards;
- 24 hours/day, 365 days/year, foot and vehicular patrol of campus;
- Security checks of University facilities and property;
- Emergency and nonemergency assistance to students, employees, and visitors;
- Education and training in safety and emergency procedures;
- Escorts of University community members on campus, upon request;
- Parking enforcement; and
- Central lost and found

On the Kirksville campus, Security is located in the Wright Building at 211 West McPherson, Kirksville, Missouri. The building is open Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Security may be accessed 24 hours a day, seven days a week, by dialing (660) 626-2380, (660) 349-9513, or 33 from a campus telephone.

On the Mesa campus, Security is located in the main building at 5850 E. Still Circle, Mesa, Arizona. Security may be accessed 24 hours a day by dial (480) 341-9075, or *7 from a campus telephone.

Kirksville/Mesa Police Departments

ATSU entered into Memoranda of Understanding with Kirksville Police Department and Mesa Police Department regarding cooperation in important areas, including the ATSU Missing Student Policy and the investigation of all reported crimes on campus.

Crime Reporting

Any individual on the ATSU campus who is a victim of or who observes any criminal activity should contact ATSU Security.

In the event of an emergency on the Kirksville campus, dial 33 from any campus phone or activate one of the eight “Code Blue” phones on campus.

In the event of an emergency on the Mesa campus, dial *7 from any campus phone.

Suspicious or inappropriate activities, conduct which is questionable for criminal activity, or non-emergency safety concerns occurring on campus, should be reported to Security. Alternatively, crimes or suspicious or inappropriate activities may be reported to designated Campus Security Authorities, who are identified as follows:

ATSU Campus Security Authorities – Kirksville

Robert Ehrlich, Director of Facilities	(660) 626-2297
Robert Frazier, Supervisor, Security	(660) 626-2380
ATSU Security Officers	(660) 626-2380
Lori Haxton, Vice President of Student Affairs	(660) 626-2236
Matthew Heeren, Vice President & General Counsel	(660) 626-2522
Donna Brown, Assistant Vice President of Human Resources	(660) 626-2790
Dr. Margaret Wilson, Dean Kirksville College of Osteopathic Medicine	(660) 626-2354
Dr. Christopher Halliday, Dean Missouri School of Dentistry & Oral Health	(660) 626-2800
Dr. Donald Altman, Dean College of Graduate Health Studies	(660) 626-2820

ATSU Campus Security Authorities – Mesa

Jim Luginbuhl, Supervisor, Security	(480) 341-9075
ATSU Security Officers	(480) 341-9075

Beth Poppre, Associate Vice President of Student Affairs	(480) 219-6026
Matthew Heeren, Vice President & General Counsel	(660) 626-2522
Tonya Fitch, Director of Human Resources	(480) 219-6007
Dr. Kay Kalousek, Dean School of Osteopathic Medicine in Arizona	(480) 265-8047
Dr. Jack Dillenberg, Dean Arizona School of Dentistry & Oral Health	(490) 219-6081
Dr. Randy Danielsen, Dean Arizona School of Health Sciences	(480) 219-6009
Dr. Fred Schwartz, Associate Dean School of Osteopathic Medicine in Arizona	(480) 219-6161

Reports made to Security are public record under state law. Although names, addresses, and personally identifiable information will be restricted upon request of the alleged victim, the incident itself cannot be held in confidence.

Crime Prevention

ATSU departments of Security, Human Resources, and Student Affairs collaborate to offer training to new employees and students on emergency procedures. Security provides monthly emails to ATSU employees and students containing detailed, practical information on topics relevant to crime prevention and safety, including sexual assault awareness.

University employees and students are encouraged to take an active role in their personal safety and security. Each individual is expected to take precautions and act responsibly concerning their personal safety, the security of their possessions, and the safety of others. Suspicious individuals or unusual incidents on campus should be reported to Security. Individuals should seek to avoid situations which leave them vulnerable to possible bodily harm. Walking alone at night on campus is discouraged. Security is available to escort University community members walking at night. Security phone numbers should be programmed into individuals' mobile phones for ready access.

ATSU facilities and grounds are maintained by the Facilities Department to minimize hazardous conditions. Necessary repairs to parking lots, sidewalks, and buildings are made as needed. Security officers report malfunctioning lights and other conditions that may indicate or result in an unsafe environment to the Facilities Department for correction. Over the last two years the University has added eight "Code Blue" phones on the Kirksville campus which dial directly into Security and the community "911" system.

Crime Statistics Reporting

ATSU complies with all Clery Act requirements governing obtaining, documenting, reporting, and disclosing crime statistics, in accordance with the definitions of crimes provided by the FBI

for use in the Uniform Crime Reporting System. Crime statistics are compiled by Security in conjunction with Kirksville and Mesa Police Departments.

In Kirksville, Northeast Regional Medical Center (NRMC) Security and ATSU cooperate to provide a safe physical environment. NRMC leases the adjoining Hospital area that ATSU owns in Kirksville.

Kirksville crime statistics for the current reporting period are found on pages 14 through 17 of this report. Statistics include crimes committed: 1) on campus; 2) in on-campus student housing facilities; 3) in non-campus buildings associated with ATSU; and 4) on public property (streets and sidewalks) adjacent to ATSU property; and hate crimes.

Mesa crime statistics for the current reporting period are found on pages 18 through 19 of this report. Statistics include crimes committed: 1) on campus; 2) in non-campus buildings associated with ATSU; and 3) on public property (streets and sidewalks) adjacent to ATSU property; and hate crimes. The Mesa campus does not have student housing facilities.

ATSU posts reportable crime statistics for public access at www.ope.ed.gov/security and in the Annual Security Report at: www.atsu.edu/security/.

Daily Crime Log

Security maintains a daily log of all reported criminal activity occurring on the Kirksville and Mesa campuses and in the immediate vicinity of campus. This log may be viewed at the Security office during regular business hours, or on ATSU's website at: <https://sites.google.com/a/atsu.edu/atsu-kirksville-emergency-notification/clery-act/daily-crime-log>.

Facilities Access

ATSU is a private campus and, as such, the grounds, administrative buildings, academic buildings, and student services facilities are open and accessible to the public only during regular business hours and at times when an event may be scheduled by ATSU after hours.

Only authorized personnel and students are allowed to enter University buildings after hours. Authorized personnel entering a building after hours should notify Security of his or her presence and location. Security should be notified if an unknown or suspicious person is observed on campus after hours.

Administrative, academic, and services buildings are generally secured when not in use during weekends and at night and are only unlocked during those times upon receipt by Security of a request from an authorized person. Limited exceptions to this rule permit students extended study hours in clearly defined areas. Security officers patrol the ATSU campus and buildings around the clock.

Emergency Notifications and Timely Warnings

The University will notify the campus community upon confirmation of an emergency or dangerous situation. Confirmation means that ATSU officials have verified that a legitimate emergency or dangerous situation exists, regardless of whether the pertinent details are known or are even available.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the President, or his/her designee, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The alert may provide details of the threat, action that should be taken, and other relevant information. The alert will be distributed using a multi-level approach with tools and technologies available to quickly disseminate the information campus-wide, including email, text messaging, and overhead paging.

Emergency notifications will be issued in compliance with the latest version of the Higher Education Opportunity Act (HEOA) in response to a significant emergency or dangerous situation, either on campus or, in some cases, off campus that, in the judgment of the University, constitutes an immediate, imminent, or impending threat to the health or safety of members of the University community. Emergency warnings are considered for the following types of incidents: severe weather, hazardous chemical or hazardous material spills, violent intruder, significant outbreak of illness, flood, fire, earthquake, gas leak, bomb threat, terrorist incident, explosion, or any other circumstance that may constitute an immediate threat to the University community.

Timely warnings will be issued in compliance with the Clery Act in response to reported crimes committed on campus or, in some cases, off campus that, in the judgment of the University, constitute a serious or continuing threat to members of the University community. Timely warnings, which are distributed by Security, are considered for the following types of incidents: criminal homicide, sex offenses, robbery, aggravated assault, hate crimes, burglary, motor vehicle theft, arson, weapons offenses, or other reported crimes as deemed appropriate in an effort to prevent similar crimes from occurring. Conduct, incidents, or crimes which may result in the need for emergency notification or timely warning should be reported to Security by employees, students, or citizens on campus.

Emergency Operations Plan/Evacuation Procedures

ATSU has developed an Emergency Operations Plan which includes the designation of a Campus Emergency Response Team. In the event of a campus emergency posing an immediate threat to the health or safety of employees and students, as confirmed by the President, or his/her designee, the following actions will occur.

In Kirksville, the Security officer on duty, the Director of Facilities, or the Northeast Regional Medical Center switchboard dispatcher, will immediately notify the Campus Emergency Response Team and alert the campus community.

In Mesa, the Security officer on duty, the Director of Facilities, or the switchboard dispatcher, will immediately notify the Campus Emergency Response Team and alert the campus community.

The Emergency Preparedness Committee is responsible for developing, maintaining, and testing the Emergency Operations Plan on an annual basis. Emergency response and evacuation drills, both announced and unannounced, are conducted periodically throughout the year. During drills/emergencies, there are employees who have volunteered to serve in the capacity of Monitor. Monitors will be responsible to make sure everyone evacuates from their area or goes to a safe place in the building and does not reenter the facilities or leave the safe area until an “All Clear” has been announced. No one is asked to take any risks to their well-being. Monitors are also responsible for filling out a drill evaluation form and returning this form to Security. Records of drills and testing are available for review upon request at the Security office.

Evacuation routes are posted in all campus buildings. Emergency procedure information is distributed to employees and students annually.

Comprehensive ATSU Kirksville emergency procedures may be accessed online at:

<http://sites.google.com/a/atsu.edu/atsu-kirksville-emergency-notification/home>.

Comprehensive ATSU Mesa emergency procedures may be accessed online at:

<https://sites.google.com/a/atsu.edu/atsu-mesa-emergency-notification/?AuthEventSource=SSO>

In the event of an emergency on the Kirksville or Mesa campus, text messages are sent notifying students and employees of the emergency, what immediate action should be taken and where to find additional information. To participate, employees and students must register using the OPT-IN form contained on the emergency procedures webpage cited in the above paragraph.

The University conducts regular response and evacuation drills for various emergencies to test the efficiency and effectiveness of University response procedures. Directly following the drills, emails are sent to ATSU students and employees revisiting proper protocol for emergency situations.

Alcohol and Drug Abuse Policies

The University encourages a wellness model for the entire institution and recognizes its responsibility to support and promote activity that prevents disease and minimizes health risks. In order to meet this standard, ATSU established the Drug and Alcohol Abuse Prevention Program (DAAPP), which consists of ATSU Policy No. 90-324: Drug-Free and Alcohol-Free Workplace (employees), the Drug and Alcohol Abuse Prevention (DAAP) policy section of the ATSU Student Handbook (students) and programming designed to educate students and employees of the health risks of alcohol and drug abuse and available resources for addiction. This program complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools

and Communities Act of 1989. The University's DAAPP follows the guidelines provided by the Education Department General Administrative Regulations (EDGAR) Part 86. EDGAR Part 86 establishes three primary areas of compliance: annual notification, method of distribution, and biennial review.

ATSU actively supports a drug and alcohol-free campus and workplace. The University's standard of conduct prohibits all employees from possessing, reporting to work, or working under the influence of intoxicants (non-prescribed drugs, narcotics, alcohol, etc.) or the illegal possession, manufacture or use of drugs or alcohol in the workplace. ATSU Policy 90-324 (Drug-free and Alcohol-free Workplace) is distributed to all ATSU employees, as follows:

- All job applicants receive notification via email or posted notice at the application kiosk of the existence of ATSU's Drug-free and Alcohol-free Workplace policy. The notice offers a copy of the document upon request;
- Newly hired employees receive an electronic version of the policy and are required to return a signed statement within thirty (30) calendar days of the employee's start date indicating they have received, read, and understood the policy;
- All employees receive annual notification of the policy and its specific online location via email;
- All employees participate in annual training and review of the policy. Training completion is verified via the Blackboard online learning management system; and
- All employees have unhindered access to the policy on the University's intranet web portal, including access to printed versions upon request.

The DAAP policy addresses drug and alcohol issues as they pertain to students. The DAAP policy is distributed to all ATSU students, as follows:

- All applicants to ATSU receive notification on the electronic application of the existence of the DAAP. This notification offers a copy of the policy upon request;
- All current ATSU students receive biannual notification (March and October) via email that includes a PDF attachment and the website link to the DAAP;
- Newly admitted students, transfer students, and students returning after a withdrawal are required to submit an acknowledgement form prior to the first day of class that includes directions on how to access the DAAP;
- Directions on how to access the DAAP are reiterated during new student orientation; and
- Information on how to access the DAAP is included in every admission acceptance contract, which is signed by the student.

Disciplinary sanctions for employees and faculty/staff Impairment Intervention Protocol are described in the Staff Handbook, which is available on the ATSU portal at:

<https://sites.google.com/a/atsu.edu/human-resources/handbooks>.

The Code of Behavioral Conduct of the ATSU Student Handbook addresses the prohibition and penalties for the unlawful use, possession, or distribution of illegal drugs and alcohol by students, along with inappropriate or unprofessional use of alcohol and drugs. Violations of the

Code of Behavioral Conduct may result in suspension, referral for prosecution, dismissal, or imposition of a lesser sanction. The Student Handbook is available on the ATSU website at:

http://www.atsu.edu/student_affairs/handbook/pdfs/UniversityHandbook-9.22.14.pdf

In Kirksville, the use of alcoholic beverages on the ATSU campus is generally limited to the Thompson Campus Center (TCC) and to wine or beer, following a written request and approval by the director of the TCC, or by the President of the University if alcoholic beverages will be served anywhere on campus other than the TCC. Food and non-alcoholic beverages must be available when wine or beer is served. All state and federal laws governing the use of alcohol must be obeyed, including the prohibition of possession of alcohol by persons under 21 years of age. ATSU Policy 95-101 (Alcohol Beverage Consumption in ATSU Facilities) is available on the ATSU portal at:

<https://sites.google.com/a/atsu.edu/human-resources/Home/laws-and-policies/atsu-hr-policies-2-1>.

In Mesa, the use of alcoholic beverages on campus must be pre-approved by the President. All state and federal laws governing the use of alcohol must be obeyed, including the prohibition of possession of alcohol by persons under 21 years of age.

A complete list of drug and alcohol counseling and treatment programs is available on the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse website at <http://www.dmh.mo.gov> and the on the Arizona Department of Mental Health, Division of Alcohol and Drug Abuse website at <http://www.azdhs.gov/index.php>.

Other programs available for persons needing assistance with drug or alcohol counseling include:

Center for Substance Abuse Treatment

www.samhsa.gov/treatment;

Alcoholics Anonymous (AA)

www.aa.org; and

Narcotics Anonymous (NA)

www.na.org.

ATSU students also have access to certified on-campus counselors both in Kirksville and Mesa.

Missing Persons

If the University is made aware that a student who resides in campus residential housing may be missing, protocols are in place regarding investigation and emergency notification, in accordance with the Higher Education Act of 2008. ATSU Policy 95-104 (Missing Student) is available on the ATSU website at:

<https://sites.google.com/a/atsu.edu/atsu-kirksville-emergency-notification/missing-student-procedure>

In Kirksville, to report a possible missing student, families, friends, or associates should contact either:

Vice President of Student Affairs (660) 626-2236; or
Security (660) 349-9513, (660) 626-2380; or
33 (campus phone)

In Mesa, to report a possible missing student, contact either:

Associate Vice President of Student Affairs (480) 219-6026
Security (480) 341-9075
or *7 (campus phone)

If it is suspected that a student in residence is missing, Student Affairs, in collaboration with Security and other University staff, will conduct a preliminary investigation which may include a check of the student's residence, calls to the resident's room and/or cell phone, review of class schedules, and conversations with roommates, friends, and other community members. If at any point during the preliminary investigation circumstances appear suspicious, or if avenues available within Student Affairs and Security have been exhausted, Kirksville or Mesa Police Department will be notified to conduct a formal investigation. Within 24 hours of a determination that a student is missing, the Vice President for Student Affairs will notify local law enforcement and the "confidential emergency contact" designated by the student. Students in residence are asked to identify a confidential emergency contact who will be notified by ATSU if the student is believed missing or otherwise in danger. The emergency contact information is confidential, can only be accessed by authorized University officials, and will be released only to law enforcement personnel in the event of a missing person investigation. Parents or guardians of missing students under the age of 18 or who are not emancipated will be notified.

Registered Sex Offenders

Under provisions of the Campus Crimes Sex Prevention Act of 2000, an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act), any person who is required to register under a state sex offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at an institution of higher education. Sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offender resides. In Missouri, the sex offender list is maintained at the county level.

In Kirksville, this information can be accessed at the Adair County Sheriff's Office at (660) 665-4644 or on the Missouri State Highway Patrol's webpage at:

www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html.

[In Mesa, this](http://www.azdps.gov/Services/Sex_Offender/) information can be accessed at the Arizona Department of Safety Office at (602) 665-4644 or on their webpage at: http://www.azdps.gov/Services/Sex_Offender/

Sexual Offenses

Sexual Violence Policy Statement

The University is committed to preventing sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other University policies that may require separate proceedings.

Definitions – Missouri State Law

The term "sexual misconduct" means the involvement in any sexual act with another person without the acknowledged and informed consent, particularly when the other person is incapacitated by drugs, alcohol, mental deficiency, other disability or age.

As defined in Chapter 566 of the Missouri Revised Statutes (RSMo), the following terms mean:

1. "Deviate sexual intercourse", any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person or a sexual act involving the penetration, however slight, of the male or female sex organ or the anus by a finger, instrument or object done for the purpose of arousing or gratifying the sexual desire of any person or for the purpose of terrorizing the victim;
2. "Sexual conduct", sexual intercourse, deviate sexual intercourse or sexual contact;
3. "Sexual contact", any touching of another person with the genitals or any touching of the genitals or anus of another person, or the breast of a female person, or such touching through the clothing, for the purpose of arousing or gratifying sexual desire of any person;
4. "Sexual intercourse", any penetration, however slight, of the female sex organ by the male sex organ, whether or not an emission results.

As defined in RSMo 556.061, consent means:

Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

- It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
- It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
- It is induced by force, duress or deception.

As defined in RSMo 455.010.1, the following terms mean:

"Domestic violence", abuse or stalking committed by a family or household member, as such terms are defined in this section;

"Abuse" includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:

- (a) "Assault", purposely or knowingly placing or attempting to place another in fear of physical harm;
- (b) "Battery", purposely or knowingly causing physical harm to another with or without a deadly weapon;
- (c) "Coercion", compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage;
- (d) "Harassment", engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child. Such conduct might include, but is not limited to:
 - a. Following another about in a public place or places;
 - b. Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;

"Sexual assault", causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress;

"Family" or "household member", spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time;

"Stalking" is when any person purposely and repeatedly engages in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person's situation to have been alarmed by the conduct. As used in this subdivision:

- (a) "Alarm" means to cause fear of danger of physical harm;
- (b) "Course of conduct" means a pattern of conduct composed of repeated acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact; and
- (c) "Repeated" means two or more incidents evidencing a continuity of purpose.

Definitions – Arizona State Law

A.R.S. 13-1406 Sexual Assault

A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

A.R.S. 13-3601 Domestic Violence

A crime of violence or criminal damage, if any of the following apply:

1. The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
2. The victim and the defendant have a child in common.
3. The victim or the defendant is pregnant by the other party.
4. The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
5. The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.
6. The relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship. The following factors may be considered in determining whether the relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship:
 - (a) The type of relationship.
 - (b) The length of the relationship.
 - (c) The frequency of the interaction between the victim and the defendant.
 - (d) If the relationship has terminated, the length of time since the termination.

A.R.S. 13-2923 Stalking

A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct either:

1. Would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member and that person in fact fears for the person's safety or the safety of that person's immediate family member.
2. Would cause a reasonable person to fear death of that person or that person's immediate family member and that person in fact fears death of that person or that person's immediate family member.

Definitions –Federal Law

Sex Offenses (FBI UCR) – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape (FBI UCR) – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim (Definition effective 01/01/13 from FBI UCR).

B. Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object -The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity (Please note that a finger or hand is also considered an object).

D. Fondling (FBI UCR) - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Non-Forcible Sex Offenses (FBI UCR) - Unlawful, non-forcible sexual intercourse.

A. Incest (FBI UCR) - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape (FBI NIBRS) – Non-forcible sexual intercourse with a person who is under the statutory age of consent (See page 40 of “The National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program 2013 Handbook (NIBRS)”.

Federal Law – Violence Against Women Act (VAWA) Crime Categories Additions

Definitions used in section the Violence Against Women Act of 1994 (42 U.S.C. 13925(a))
After completion of the negotiated federal rule making these definitions will be codified in 34 CFR 668.48(a).

Domestic Violence - Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purpose of this definition-
 - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - ii. Dating violence does not include acts covered under the definition of domestic violence.

Stalking-

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.
2. For the purpose of this definition –
 - i. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - ii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - iii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim

Prevention and Education Programs

To further its commitment against sexual violence, the University provides reporting options, an investigative and disciplinary process, and prevention training and other related education programs as appropriate.

<i>Date</i>	<i>Program Name</i>	<i>Program Sponsor(s)</i>	<i>Audience</i>
04-01-14	General Awareness Information Email (preventative measures and action steps in case of sexual violence)	Department of Security	Students, faculty and staff
04-23-14	Still Healthy Program Seminar on Domestic Violence/Sexual Assault	Human Resources; Department of Student Affairs	Students, faculty and staff
Summer 2014	Risk Management Training for Student Organizations	Department of Student Affairs	Students
09-16-14	Annual Security Report Distribution (email, ATSU website and ATSU portal)	Department of Security	Students, faculty, staff and general public
Fall 2014	Still Well Newsletter – “Intimate Partner Violence Prevention”	Department of Student Affairs	Students, faculty and staff

<i>Date</i>	<i>Program Name</i>	<i>Program Sponsor(s)</i>	<i>Audience</i>
10-09-14	Live Still Health Seminar –“Engaging Healers in the Fight Against Domestic Violence”	Department of Student Affairs	Students, faculty and staff
10-10-14	General Awareness Information Email (detailing safety measures to take when dark outside)	Department of Security	Students, faculty and staff
12-04-14	General Awareness Information Email (holiday crime prevention tips)	Department of Security	Students, faculty and staff
12-10-14	General Awareness Information Email (additional holiday crime prevention tips)	Department of Security	Students, faculty and staff
Winter 2014	Still Well Newsletter – “How Much Do You Know about Stalking?”	Department of Student Affairs	Students, faculty and staff
Ongoing	Crime/Sexual Aggression Prevention Information ATSU Facebook page for Sexual Aggression Awareness & Prevention Education (https://www.facebook.com/SAAPEatATSU)	Department of Student Affairs	Students, faculty and staff
Ongoing	Crime/Sexual Aggression Prevention Information (bulletin board flyers, trifold display on campus, plasma screen, posters)	Department of Student Affairs	Students, faculty and staff
Ongoing	Crime/Sexual Aggression Prevention Information – “Sexual Aggression Awareness and Prevention Education” Training Modules on ATSU Google Sites	Department of Student Affairs	Students
Ongoing	Emergency Procedure Information Dissemination, Emergency Procedures Pamphlet	Department of Security	Students
Ongoing	Campus Security Authority (CSA) Training (online training by D. Stafford & Associates)	Vice President & General Counsel	Campus Security Authorities

Procedures for Sexual Offenses

Any ATSU employee or student who feels they have experienced a sexual offense is strongly encouraged to seek assistance immediately by dialing 911 from any telephone.

In Kirksville, help may also be obtained by dialing Security at (660) 349-9513, (660) 626-2380 or 33 on a campus phone.

In Mesa, help may also be obtained by dialing Security at (480) 341-9075 or *7 on a campus phone.

Victims of sexual offenses should first get to a place of safety and then obtain necessary medical treatment. ATSU strongly advocates that a victim of a sexual offense report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. It is best practice for parties involved in a sexual offense to preserve evidence by not showering, bathing, brushing teeth, changing clothes, or cleaning or otherwise changing the scene. Police officers will provide guidance in preserving items necessary for investigation.

In Kirksville, student victims may contact the Vice President for Student Affairs at (660) 626-2236 for assistance in contacting local authorities and in seeking counseling. Employees may contact the Assistant Vice President for Human Resources at (660) 626-2790.

In Mesa, student victims may contact the Associate Vice President for Student Affairs at (480) 219-6026 for assistance in contacting local authorities and in seeking counseling. Employees may contact the Director of Human Resources at (480) 219-6007.

Counseling and Victim Support

ATSU and Kirksville/Mesa Police Departments will work to assure victims have access to confidential counseling from counselors trained in sexual assault crisis intervention. ATSU has a counselor on staff who is available to students. Other services available include:

In Kirksville, Victim Support Services, Inc. provides confidential 24-hour counseling services. They may be reached at (660) 665-1617.

Kirksville and Mesa students may call the National Sexual Assault Hotline at (800) 656-4673.

Student's Rights/Conduct Procedures

In the event an ATSU student alleges he or she is the victim of a sexual assault, and the alleged perpetrator is an ATSU student, ATSU will investigate the allegations to the fullest extent possible. This may lead to a conduct hearing and possible sanctions against the accused, including but not limited to reprimand, probation, suspension, dismissal, or required physical or psychiatric evaluation. The accuser and the accused have the right to be assisted by a non-attorney advisor, but advisors are not permitted to speak or participate directly in a hearing. The investigator will present the findings of the investigation. Witnesses with information relevant to the allegations may present their information. For complete information regarding student rights, responsibilities, and the conduct process, please see the Code of Behavioral Conduct in the Student Handbook, located on the ATSU webpage at:

http://www.atsu.edu/student_affairs/handbook/.

Both the accuser and the accused shall be informed of the outcome of any institutional conduct process when the allegation is a sexual offense and both shall have an equal opportunity to appeal the findings and/or consequences. Notification of the outcome to the accuser and accused does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For

purposes of this paragraph, the outcome of a conduct process means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed upon the accused and do not relate to criminal or civil proceedings in any court of law.

Sexual Assault Victim Bill of Rights

In compliance with federal law, ATSU will adhere to the following Sexual Assault Victim Bill of Rights. Any disciplinary hearings described below refer to ATSU internal conduct proceedings only and do not relate to criminal or civil proceedings in any court of law.

1. Victims shall be informed of their options to notify law enforcement. ATSU will assist with notifying law enforcement personnel, if the victim so desires.
2. Victims shall be notified of counseling services available.
3. Victims shall be notified of options for changing their academic schedule and on-campus living situations, and the University will support any reasonable alternative academic and/or living arrangements requested by the victim.
4. Both the accuser and the accused have the right to have others present during any disciplinary proceeding conducted by ATSU.
5. Both the accuser and the accused shall be informed in writing of the outcome of any ATSU disciplinary proceeding.

Sexual Harassment

ATSU is committed to creating and maintaining an environment free from sexual harassment. The University works to prevent harassment and will take immediate action when allegations of sexual harassment are made. Retaliation is prohibited against an individual who has brought forward a complaint of sexual harassment and/or has taken part in an investigation as a result of a sexual harassment complaint. ATSU policy 90-210 (Prohibition of Discrimination, Harassment, and Retaliation) may be found on the ATSU website at:

<https://sites.google.com/a/atsu.edu/human-resources/Home/management-training-resources/discrimination-harassment-and-retaliation>

Professional Counselors for Students

ATSU "professional counselors" are not considered Campus Security Authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. Professional counselors are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedure to voluntarily and confidentially report crimes.

For purposes of this section, “professional counselor” is defined as an employee of ATSU whose official responsibilities include providing professional counseling to members of the university community and who is functioning within the scope of his or her license or certification.

All ATSU students with relevant issues, such as drug or alcohol abuse, or who have experienced sexual offenses, may seek help from these individuals.

Kirksville, Missouri Crime Statistics
On-Campus

	2011	2012	2013
Arson	0	0	0
Assault, aggravated	0	0	0
Burglary	0	0	0
Drug law arrests	0	0	0
Illegal weapons possession arrests	0	0	0
Illegal weapons possession violations	0	0	0
Liquor law arrests	0	0	0
Liquor law violations	0	0	0
Manslaughter, negligent	0	0	0
Murder/non-negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Theft, motor vehicle	0	0	0
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	1

Kirksville, Missouri Crime Statistics
Student Housing

	2011	2012	2013
Arson	0	0	0
Assault, aggravated	0	0	0
Burglary	0	0	0
Drug law arrests	0	0	0
Illegal weapons possession arrests	0	0	0
Illegal weapons possession violations	0	0	0
Liquor law arrests	0	0	0
Liquor law violations	0	0	0
Manslaughter, negligent	0	0	0
Murder/non-negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Theft, motor vehicle	0	0	0
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	0

Kirksville, Missouri Crime Statistics
Non-Campus

	2011	2012	2013
Arson	0	0	0
Assault, aggravated	0	0	0
Burglary	0	0	0
Drug law arrests	0	0	0
Illegal weapons possession arrests	0	0	0
Illegal weapons possession violations	0	0	0
Liquor law arrests	0	0	0
Liquor law violations	0	0	0
Manslaughter, negligent	0	0	0
Murder/non-negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Theft, motor vehicle	0	0	0
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	0

Kirksville, Missouri Crime Statistics
Public Property

	2011	2012	2013
Arson	0	0	0
Assault, aggravated	0	0	0
Burglary	0	0	0
Drug law arrests	0	0	0
Illegal weapons possession arrests	0	0	0
Illegal weapons possession violations	0	0	0
Liquor law arrests	0	0	0
Liquor law violations	0	0	0
Manslaughter, negligent	0	0	0
Murder/non-negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Theft, motor vehicle	0	0	0
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	0

Kirkville, Missouri Occurrences of Hate Crimes
Category of Bias for Crimes Reported in 2011

Criminal Offense	2011 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0

Kirkville, Missouri Occurrences of Hate Crimes
Category of Bias for Crimes Reported in 2012

Criminal Offense	2012 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0

Kirksville, Missouri Occurrences of Hate Crimes
 Category of Bias for Crimes Reported in 2013

Criminal Offense	2013 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0

Mesa, Arizona Crime Statistics
On-Campus

	2011	2012	2013
Arson	0	0	0
Assault, aggravated	0	0	0
Burglary	0	0	0
Drug law arrests	0	0	0
Illegal weapons possession arrests	0	0	0
Illegal weapons possession violations	0	0	0
Liquor law arrests	0	0	0
Liquor law violations	0	0	0
Manslaughter, negligent	0	0	0
Murder/non-negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Theft, motor vehicle	1	0	0
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	0

Mesa, Arizona Crime Statistics
Non-Campus

	2011	2012	2013
Arson	0	0	0
Assault, aggravated	0	0	0
Burglary	0	0	1
Drug law arrests	0	0	0
Illegal weapons possession arrests	0	0	0
Illegal weapons possession violations	0	0	0
Liquor law arrests	0	0	0
Liquor law violations	0	0	0
Manslaughter, negligent	0	0	0
Murder/non-negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Theft, motor vehicle	0	0	0
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	0

Mesa, Arizona Crime Statistics
Public Property

	2011	2012	2013
Arson	0	0	0
Assault, aggravated	0	0	0
Burglary	0	0	0
Drug law arrests	0	0	0
Illegal weapons possession arrests	0	0	0
Illegal weapons possession violations	0	0	0
Liquor law arrests	0	0	0
Liquor law violations	0	0	0
Manslaughter, negligent	0	0	0
Murder/non-negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Theft, motor vehicle	0	0	0
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	0

Mesa, Arizona Occurrences of Hate Crimes
Category of Bias for Crimes Reported in 2011

Criminal Offense	2011 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0

Mesa, Arizona Occurrences of Hate Crimes
Category of Bias for Crimes Reported in 2012

Criminal Offense	2012 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0

Mesa, Arizona Occurrences of Hate Crimes
Category of Bias for Crimes Reported in 2013

Criminal Offense	2013 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0

Annual Fire Safety Report

The Annual Fire Safety Report contains fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities. Kirksville has on-campus student housing; Mesa does not have on-campus student housing. Any on-campus housing referred to in the Annual Fire Safety Report pertain to Kirksville only.

Fire Detection, Notification Systems and Prevention

Each on-campus student housing unit is equipped with a battery operated smoke detector. All smoke detectors are serviced and batteries replaced on an annual basis. The halls and public areas (laundry room, lounge, boiler room, etc.) are equipped with a fire alarm system monitored by the Northeast Regional Medical Center switchboard.

Each on-campus student housing building is equipped with fire extinguishers in the laundry room, lounge, basement, boiler room, and every hallway. Each unit is equipped with a fire extinguisher. All fire extinguishers are serviced annually. The housing units also have hard-wired carbon monoxide detectors.

Fire Safety Education and Fire Drills

Residents receive information about fire safety protocols, including a copy of the Annual Security and Fire Safety Report and information on evacuation procedures.

Throughout the academic year, residents are provided with informational paperwork providing fire prevention education, including an Apartment Guide, produced annually by the Office of Student Life.

Fire and evacuation drills are coordinated by Security each semester for each residential building. The purpose of the fire and evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. In addition to educating occupants of each building about fire safety and evacuation procedures during the drills, the process also provides Security with an opportunity to test the operation of the fire alarm system components.

Evacuation drills are monitored by Security to evaluate egress and behavioral patterns. Reports are prepared by Security which identify deficient equipment so repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration. Security documents each test it conducts, including a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced.

The presiding Security official fills out a Fire Incident Response Evaluation Form after each fire evacuation drill. This form is maintained in the Fire Drill Report Book in the Security office. A copy of this form can be requested by contacting Security at (660) 626-2380; by fax request to (660) 626-2929; or by written request to: ATSU Security, 800 West Jefferson Street, Kirksville, MO 63501.

Fire Drills for Calendar Years 2011, 2012 and 2013			
Facility	Number of Drills	Spring Date	Fall Date
Building A	2	April 25, 2011	September 15, 2011
Building B	2	April 25, 2011	September 15, 2011
Building A	2	March 22, 2012	September 13, 2012
Building B	2	March 22, 2012	September 13, 2012
Building A	2	March 26, 2013	August 6, 2013
Building B	2	March 26, 2013	August 6, 2013

Evacuation Procedures

If a person identifies a fire, they should evacuate the building by the nearest exit and pull the fire alarm as they leave. Once safely outside, it is appropriate to call 911 and Security. In the event the fire alarms sound, University procedure is that all occupants must evacuate the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression as this is inherently dangerous. Students' and employees' only responsibility is to exit safely and as quickly as possible, closing doors along their exit path to contain smoke and flames and to activate an alarm as they exit. At no time should the closing of doors or the activation of the alarm delay a person's exit from the building.

If possible, abled persons should assist disabled persons in exiting the building. Individuals should notify Security or fire authorities of the location of any disabled persons remaining in the building. Individuals should also notify Security if they suspect someone may be trapped inside.

The fire alarm may not sound continuously. Even if the alarm stops, individuals should continue the evacuation and warn others who attempt to enter the building after the alarm stops. Individuals should evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Individuals should not return to the building until instructed to do so by Security officers or other authorized personnel. When a fire alarm has been sounded or a fire otherwise reported, Security will initiate the notification procedures for contacting appropriate personnel.

Building A Evacuation Plan:

Units 101A, 102A, 103A, 201A, 202A and 203A should evacuate the facility through the East Exit.

Units 104A through 107A, 109A, 204A through 207A, and 209A should evacuate the facility through the North Exit.

Units 108A, 110A, 111A, 208A, 210A, and 211A should evacuate the facility through the West Exit.

Building B Evacuation Plan:

Units 101B, 102B, 103B, 201B, 202B and 203B should evacuate the facility through the South Exit.

Units 104B through 107B, 109B, 204B through 207B, and 209B, should evacuate the facility through the East Exit.

Units 108B, 110B, 111B, 208B, 210B, and 211B should evacuate the facility through the North Exit.

Students should gather at the southwest parking lot (closest to College of Graduate Health Studies) after evacuation.

Fire Reporting and Fire Log

Per federal law, ATSU is required to annually disclose statistical data on fires that occur in on-campus student housing. Listed below are the numbers to report a fire in on-campus student housing. If you find evidence of a fire or hear about such a fire, please contact one of the numbers below. In Kirksville, all active fires should be reported to the Fire Department at 911 or Security at 33 on a campus phone.

Active Fires:

911

ATSU Security (660) 349-9513 or 33 from a campus phone

Fire threats at on-campus housing:

Student Housing Manager (660) 349-0821

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Security maintains a daily fire log that includes the following information:

1. Nature of the fire;
2. Date the fire occurred;
3. Time the fire occurred; and
4. General location of the fire.

The daily fire log may be viewed at the Kirksville Security office during regular business hours. Copies of this report are also available in the Student Housing Manager's office and the Office of Student Life in Kirksville. A copy of this report can be requested by contacting Security at (660) 626-2380; by fax request to (660) 626-2929; or by written request to: ATSU Security, 800 West Jefferson Street, Kirksville, MO 63501.

Open Flames, Smoking, and Portable Electric Appliances

Open Flames

Candles, incense, oil lamps, or any open flames are not permitted in ATSU student housing.

Portable Electric Devices

To ensure the safety of student residential facilities, the following items are prohibited:

1. Multiple electrical adapters;
2. Ungrounded electrical appliances;
3. Electrical heating/cooking appliances (such as coffee makers, hot pots, hot plates, toasters, toaster ovens, immersible heating coils);
4. Combustible engines and materials (including grills and petroleum products);
5. Decorations made of flammable materials (including live Christmas trees and wreaths);
6. Microwaves drawing more than 750 watts;
7. Personal appliances drawing more than 400 watts; and
8. Extension cords that are not UL approved.

Portable barbeques should only be used away from the buildings. Stairs, breezeways, and hallways must be kept clear of clutter and obstructions.

Smoking

A.T. Still University is a tobacco free institution; any type of smoking is strictly prohibited in or around ATSU Student Housing.

Fire Safety Improvements

The University assesses and upgrades fire safety equipment to ensure that all equipment meets National Fire Safety standards. The University continues to evaluate and improve smoke/heat detection systems as necessary to meet life safety requirements and protect University assets. It periodically assesses the need for improvements in fire safety, making recommended improvements as soon as possible.

Fire Statistics

Fire statistics for the current reporting period are found below.

Fire Statistics for Student Housing A	2011	2012	2013
Number of fires	0	0	0
Cause of fire	0	0	0
Deaths related to fire	0	0	0
Injuries related to fire	0	0	0
Value of property damage related to fire	\$0	0	0

Fire Statistics for Student Housing B	2011	2012	2013
Number of fires	0	0	0
Cause of fire	0	0	0
Deaths related to fire	0	0	0
Injuries related to fire	0	0	0
Value of property damage related to fire	\$0	0	0