Emergency contact numbers

Security office: 660.626.2380
Security pager: 1.888.503.6251
Switchboard/Security Dispatch (on campus): 0
Switchboard/Security Dispatch (off campus): 660.626.2121

Ask Operator for ATSU Security, 24 hours a day, seven days a week.

Security – Emergencies only
On-campus: 1555
Off-campus: 660.785.1555

Central Dispatch – Fire, Police, etc.:
On-campus phone system: 9-911
Off-campus phone: 911 or 660.665.5621
A.T. Still University (Missouri campus) employs a security supervisor who reports to the director of facilities/plant operations. Security’s responsibilities are to enforce rules and regulations established through policies and procedures adopted by ATSU to ensure campus safety and security. The Security Department is composed of unarmed, uniformed security officers equipped with radios capable of contacting Kirksville Police Department (KPD), Kirksville Fire Department (KFD), and other emergency personnel. Security conducts foot and vehicular patrol of the campus 24 hours a day, 365 days a year, providing both emergency and nonemergency assistance to students, employees, and visitors. ATSU has a Memorandum of Understanding (MOU) with KPD regarding the ATSU Missing Student Policy and the investigation of all reported crimes on campus.

Student and employee responsibility
The cooperation and involvement of students and employees is key to the success of a campus security program. No security system is perfect, and no campus is 100 percent safe. All students and employees should report suspicious acting individuals or any unusual incidents to Security. Everyone must assume responsibility for their own personal safety. Be smart about your behavior on campus and take some basic common sense precautions to minimize your risks.

• Never leave personal belongings in study rooms, classrooms, and other public areas.
• Cars should be locked and parked in well-lit areas with valuables placed in the trunk.
• Whether driving or walking, use well-trafficked routes and avoid dark shortcuts at night.
• Never walk alone at night—this goes for both women and men. Walk with a friend, colleague, or roommate. If no one is available, contact Security and arrange for an escort.
• Program campus emergency numbers into your phone and remember the emergency numbers for the campus and surrounding area.
• All unusual incidents or suspicious-behaving individuals should be reported to Security.

Campus facilities and grounds
Campus buildings and grounds are maintained by University maintenance personnel throughout the year with a concern for safety and security. The campus is well lit. Improvements to lighting and necessary repairs to parking lots, buildings, and sidewalks are ongoing. Security personnel unlocks and locks buildings daily at regularly scheduled times and are checked throughout the 24-hour period. Areas are unlocked at other times for meetings and events only after receipt of a written request by an authorized person. When security officers patrol ATSU facilities during locked or unlocked hours and find persons not authorized to be present, the individuals are notified to leave or must obtain appropriate authorization from the officer on duty. Security expects to be notified when there is an unknown or suspicious person in an area. Only authorized personnel are allowed to enter locked facilities. Authorized personnel entering a building after hours shall notify the security officer of his/her presence and location in the building.

On-campus student housing
ATSU’s Missouri campus offers student housing on a limited basis (44 apartments; 16 two-bedroom and 28 one-bedroom). Security of this facility is provided by an ATSU employee located on the premises during regular business hours and after hours by campus security doing periodic checks.

• Residents should never share personal access information, even with close friends or roommates.
• Stolen or lost keys should be reported to Security and Student Affairs as soon as possible.
• Never let any unknown person enter the building behind you.
• If you see any unauthorized persons in the building, alert Security immediately.

Missing students who reside in on-campus student housing
The University has a policy and protocols for students contracted to live in University student housing, regarding the reporting, investigation, and required emergency notification when a student in residence is deemed to be missing. This policy and coinciding protocols are guided by the Higher Education Opportunity Act, 20 U.S.C.S. § 1092; 42 U.S.C.S. §5579.

A student in residence may be considered missing under a variety of circumstances. These circumstances may include, but are not limited to, the student being overdue in reaching a specific location, on- or off-campus, past their expected arrival time; concerns for safety based on prior knowledge of mental or physical health issues or other extenuating life circumstances; and/or additional factors that lead University staff to believe that the student is missing and a check of his/her residence supports that determination. ATSU’s Missouri campus does not require a 24-hour waiting period to consider a student missing and will initiate investigations immediately through collaboration with Student Affairs and Security if circumstances indicate the likelihood that someone is missing.

Students contracted to live in student housing have the option to identify a confidential emergency contact who would be contacted by the institution if there is reason to believe that the student is missing or otherwise believed to be in danger. Students may provide their emergency contact’s telephone number to Student Affairs who will maintain that data in their office. It is the responsibility of the student to ensure that the contact information is up to date and accurate. If the student declines to give a confidential emergency contact, local law enforcement will still be notified when the student is deemed missing. The parents or guardian of missing students under the age of 18 or who are not emancipated will be notified.

To report a missing student, contact Student Affairs at 660.626.2236, Security at 660.626.2380, or the Northeast Regional Medical Center (NRMC) Switchboard at 660.626.2121 (off-campus) or by dialing 0 (on-campus) and have ATSU Security paged.
**Annual Fire Safety Report for on-campus student housing**

The University on-campus residence facilities are equipped with a fire alarm system that is monitored by a fire alarm panel and addressable fire alarm system that is monitored by the NRMC Switchboard. Fire extinguishers are strategically located in all facilities on campus for immediate access, if needed. The student housing manager and Security conducts two fire drills a year for on-campus student housing. If a person identifies a fire they should dial 911 and state where the fire is, immediately activate the alarm, and notify ATSU Security by dialing 660.785.1555, and tell the NRMC Switchboard the location of the fire and to notify ATSU Security. If a person of the ATSU community finds evidence of a fire that has been extinguished or has extinguished a fire, notify ATSU Security at 660.626.2121. If a fire extinguisher has been used, do not put it back; notify Security and give them the extinguisher to be recharged. A fire log for the Missouri campus is located in Security’s office and can be reviewed by calling 660.626.2380.

**Rules and regulations for fire hazards**

- Barbecue grills are allowed but are not to be used in close proximity to the buildings or lobby.
- The front steps, entries, breezeways, hallways, and stairways are public areas and should only be used for passage while entering and leaving the apartments. These areas are not to be used for storage and should be clear of obstacles at all times.
- Fireworks and other explosive devices are prohibited in University apartments or on University property.
- Smoke alarms — Occupants are responsible for keeping smoke detectors active (battery replacement). ATSU is responsible for the replacement of detectors.
- Carbon monoxide detectors — Occupants are responsible for keeping carbon monoxide detectors plugged into the specific location outlet. ATSU is responsible for the replacement of detectors.
- Smoking is prohibited in all areas of student housing.
- The University is not responsible for loss of or damages to any personal property of occupants from any cause whatsoever.

**Annual Fire Report for on-campus student housing**

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of fires</th>
<th>Cause of fire</th>
<th>Deaths related to fire</th>
<th>Injuries related to fire</th>
<th>Value of property damage related to fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>0</td>
<td>*</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>2010</td>
<td>1</td>
<td>*</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>2011</td>
<td>0</td>
<td>*</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

* grease fire in kitchen while cooking

**Emergency response/notification and evacuation procedures**

ATSU has developed an Emergency Operations Plan that provides the basic structure and guidelines to cope with most campus emergencies. The Emergency Preparedness Committee is responsible for developing, maintaining, and testing the plan on an annual basis. Records of all drills/testing are kept in the ATSU Security office and can be reviewed there when requested at 660.626.2380. ATSU has developed a Campus Emergency Response Team that will respond to all campus emergencies. It will be the responsibility of the director of facilities, security officer on duty, or NRMC Switchboard to immediately initiate the notification of the Campus Emergency Response Team and the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. The alerts provide details of the threat, date and time the bulletin was released, information on whom to contact, what type of action to take about the threat, and any other relevant and important information. The alerts will be immediately distributed throughout campus, through the warning plans, procedures, and alerts using a multi-level approach with various tools and technologies available at the time to quickly disseminate the information campus-wide at the time of and best suited for the specific incident. Some examples of the warning systems available are campus-wide email, text messaging, overhead paging, and postings throughout campus.

Evacuation routes are posted throughout all campus buildings and emergency procedures for the campus are included in emergency procedures pamphlets that are located throughout campus and distributed to students and staff once a year. All emergency procedures can be accessed online at http://sites.google.com/a/atsu.edu/atsu-kirkville-emergency-notification/home.

**Alcohol/drug policies**

ATSU’s Missouri campus actively supports a drug- and alcohol-free campus/workplace. ATSU policy #90-324 (Drug-free and alcohol-free workplace), ATSU policy #95-101 (Alcohol beverage consumption in ATSU facilities), and the ATSU University Handbook are publications related to drug and alcohol control. A complete list of drug and alcohol counseling/treatments is available on the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse website at dmh.mo.gov (click on substance addiction then on directory of ADA service providers).

**Center for Substance Abuse Treatment**

- www.samhsa.gov/treatment/index.aspx
- 1.800.662.HELP

**AA and NA**

- www.alcoholics-anonymous.org
- www.na.org/

**Sexual misconduct**

ATSU will not tolerate sexual misconduct in any form on its campus or among its members. The definition of the term “sexual misconduct” means any sexual act directed against another person, forcibly/against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent. If a sex offense occurs, victims should seek immediate assistance. It is important to preserve evidence in the event the victim wishes to pursue criminal charges. The victim should get medical attention as soon as possible at the local hospital. If the offense occurred on campus it should be reported immediately to Security. Students are encouraged to notify Security at 660.626.2380 or 660.785.1000 and have the security officer on duty paged and/or contact the vice president for student affairs on campus at 660.626.2236, who can provide assistance in contacting local authorities and in seeking counseling on campus. In addition, Victim Support Services Inc. may be contacted at 660.665.1617 (confidentiality maintained, 24-hour counseling
service). In the event that on-campus disciplinary action is required, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

Disciplinary sanctions include, but are not limited to, reprimand, probation, suspension, dismissal, disciplinary consultation, as well as other sanctions deemed appropriate by the University. Victims who wish to make changes in their academic schedule or on-campus living arrangements after an alleged sexual assault may do so providing such changes can be reasonably accomplished. Victims should contact the vice president for student affairs for assistance.

Policy statement addressing counselors
Campus “professional counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Campus “professional counselors” are defined as: An employee of the institution whose official responsibilities include providing professional counseling to members of the institution’s community who is functioning within the scope of his/her license or certification.

Procedure for preparing statistics for ATSU Annual Security and Fire Report
As required by federal law, ATSU’s yearly crime statistics for this report are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting system. The report includes statistics for the previous three years concerning reported crimes that occurred on campus, statistical information for certain off-campus buildings or property owned or controlled by ATSU, as well as public property within or immediately adjacent to and accessible from the campus are collected. These statistics are gathered from reported crimes to Security and KPD. These statistics also include persons referred for campus disciplinary action for categories required under the Clergy Act, which are violations of liquor laws, drug laws, and illegal weapons possession.

Crime prevention
Throughout the year, Security, Human Resources, and Student Affairs offer training to new employees and students on emergency procedures. Security sends out a monthly review of emergency procedures to all employees and students. Other programs of personal safety and sexual assault awareness are offered throughout the year.

Reporting of crimes
Throughout the year, Security utilizes an incident reporting system of all crimes on campus. Inappropriate activities occurring on campus (including those later determined to be criminal in nature) shall be reported to Security in the quickest and most direct means possible. Dial 0 (on-campus) or 660.785.1000 (off-campus) to contact the NRMC Switchboard and have ATSU Security paged. Security officers do not have the authority to arrest but will request assistance from KPD as deemed appropriate. In the event that the situation warrants immediate assistance, individuals are encouraged to dial 911 (off-campus) or 9.911 (on-campus). ATSU does not have any policies or procedures for confidential crime reporting. ATSU’s Missouri campus is in compliance with the Clery Act and posts its reportable crime statistics for the public to access at www.ope.ed.gov/security. You can click on the state of Missouri and type in Kirksville, and this will include the crime statistics for ATSU’s Missouri campus. A daily crime log for the Missouri campus is located in Security’s office and can be reviewed when requested at 660.626.2380.

Information regarding registered sexual offenders enrolled or employed by this institution can be located at the Adair County Sheriff’s Office (660.665.4644) or on the Missouri State Highway Patrol’s web page at www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html.

Crimes listed include on-campus buildings, off-campus buildings, residential facilities, and public property.

<table>
<thead>
<tr>
<th>Crime Type</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
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<tr>
<td>Forcible sex offenses</td>
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<tr>
<td>Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>1</td>
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<td>Arson</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Liquor law arrests</td>
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<td>0</td>
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<tr>
<td>Liquor law violations</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Drug law arrests</td>
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<td>Drug law violations</td>
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<td>0</td>
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<tr>
<td>Illegal weapons possession Arrests</td>
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<td>0</td>
</tr>
<tr>
<td>Illegal weapons possession violations</td>
<td>0</td>
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</tr>
</tbody>
</table>

There were no hate crimes reported.

Hate crimes

<table>
<thead>
<tr>
<th>Crime Type</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larceny</td>
<td>0</td>
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</tr>
<tr>
<td>Simple assault</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vandalism</td>
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<td>0</td>
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