2013 Combined Annual Security and Annual Fire Safety Report

Dear Northwest Community,

Northwest Missouri State University is committed to providing the stakeholders of the campus community and visitors with the safest and most secure environment possible. This cannot be achieved without the awareness and cooperation of the community members who live, study, work, and visit our campus. The Northwest campus in Maryville is served by the Northwest Missouri State University Police Department, a state-commissioned law enforcement agency.

To fulfill the Northwest Missouri State University Police Departments Pillars of Success as a police department that is centered on safety, a community policing approach is taken. All University Police officers’ time is maximized on patrol activities and interacting with members of the campus community. Safety-related educational programming is conducted on a frequent basis in order to inform the campus community of crime prevention strategies and techniques that will enable them to prevent and/or report crime. Partnerships have been created with local, state, and federal police agencies in order to offer all within the community a multitude of services and ensure a timely response.

The following Combined Annual Jeanne Clery Security Report and Fire Safety Report has been prepared to increase your awareness of crime and the current programs that exist to assist you in protecting your safety and well-being. The information contained within this report, unless otherwise noted within a specific policy, applies to the Northwest Missouri State University main campus located in Maryville, the Kansas City Center branch campus in Liberty, Missouri, and the St. Joseph Center branch campus in St. Joseph, Missouri. We hope that this publication proves helpful and informative.

Sincerely,

Clarence Green
Chief, University Police Department
PILLARS OF SUCCESS
Everything we do is guided by a set of Pillars that define our commitment; they have been at the core of University Police since its inception. These enduring Pillars are the shared convictions that we bring to every situation to ensure safety.

Stakeholders

We are dedicated to serving all, and we take our responsibilities seriously with integrity and care. We are passionate about improving the lives of those we serve, and we listen and communicate the “why” to develop trust, confidence, and respect. We connect and foster lifelong relationships that impact the lives of our stakeholders.

Members

Together, we embrace diversity and hold ourselves to the highest standard. Everyone will support and empower each other while functioning as a team. We value autonomy and decision making by developing members who are committed to providing knowledgeable, professional, and innovative services.

ANNUAL CAMPUS SECURITY REPORT
The University Police Department has been designated as the department responsible for compiling and publishing the University’s Annual Security and Fire Safety Report. This document is intended to serve as such, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus to include: campus and community crime statistics, fire statistics and safety information, safety tips, resource phone numbers and a brief overview of the many services the University provides. A map of the main campus can be found at: www.nwmissouri.edu/police/index.htm. Keep this information where it can be easily located, as it serves as a useful reference source of information.

Information for this report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Office of Student Affairs, Health and Safety Manager, Residential Life, Student Conduct and Development Coordinator, and campus organization advisors. Statistics are also compiled from law enforcement agencies in jurisdictions that Northwest owns, leases or controls property or those with jurisdiction on adjacent property. Information for the main campus in Maryville was obtained from the Maryville Public Safety Department, Nodaway County Sheriff’s Department, and the Missouri State Highway Patrol. Information for the Liberty Campus was obtained from the Liberty Police Department and information for the St. Joseph Campus was obtained from the St. Joseph Police Department.

Northwest is committed to providing members of the campus community and visitors with the most safe and secure environment possible. However, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on campus.
SECURITY ON CAMPUS
Located in the Support Service Building on the east side of the main campus, the University Police Department is staffed with state-certified and trained commissioned police officers with the same authority to maintain order, preserve peace, investigate crimes, and make arrests as other state-certified officers. The department enforces federal, state, local, and University policies and procedures. The University Police Department operates 24 hours a day, 365 days a year. University Police officers have jurisdiction and respond to incidents on the immediate campus in Maryville, Missouri, and property owned or leased by Northwest.

The University Police Department works closely with the Maryville Public Safety Department, Nodaway County Sheriff’s Department, the Missouri State Highway Patrol and other state and federal law enforcement officials. These agencies routinely exchange crime-related reports and statistics. The University Police Department does not have a written memorandum of understanding with any of these departments for the investigation of criminal incidents, as the department has responsibility and authority to conduct all criminal investigations for crimes that occur on Northwest owned, leased, or controlled property.

University Police operates under the principle that every person has the right to access the system and to seek redress of personal wrongs. There shall be public disclosure of policy and openness on matters of public interest. The contributions the University Police personnel make to this process are best served by an ongoing dialogue, mutual respect, fairness, and courteous treatment of persons in the campus community. Staff members are accountable to the community and are expected to conform to community standards and expectation. Review systems are in place to ensure that personnel are flexible, independent thinkers, and are tolerant of various public attitudes and different types of behaviors. Every reasonable effort is made to resolve conflicting interpersonal situations by discussion and reason.

DAILY CRIME/FIRE LOG
The Northwest Missouri State University Police Department maintains a written, easily understood Daily Crime/Fire Log that records, by the date the crime was reported, any crime that occurred on campus, on a non-campus building or property, on public property, or within the established jurisdiction of the campus and was reported to the department where an official police report was taken. This log includes the nature, date, time, and general location of each crime, and the disposition of the complaint, if known. This log does not include reports made to other agencies. It is the duty of the Northwest Missouri State University Police Department command personnel to prepare this report in a timely manner so the community and media have access to the information. The log is available at the University Police Department in the Support Service Building from 8 a.m. to 5 p.m., Monday through Friday, excluding holidays.
REPORTING A CRIME
Community members, students, faculty, staff, and visitors are encouraged to report all crimes and public safety-related incidents to the University Police Department in a timely manner. University Police encourages the accurate and prompt reporting of all crimes. To report a crime or an emergency at Northwest’s main campus, call 660.562.1254. The University Police Department is located in the Support Service Building. Communication personnel and police officers are available at University Police 24 hours a day to answer calls. In response to a call, University Police take the required action, either by dispatching an officer or asking the victim to report to the University Police Department to file an incident report. Most University Police Department incident reports are forwarded to the Student Conduct and Development Coordinator for review and referral to the Student Judicial System for potential action. Investigators investigate a report when it is deemed appropriate.

To report a crime or an emergency on the Liberty campus, call 816.439.4701 or 911.
To report a crime or an emergency on the St. Joseph campus, call 816.271.4777 or 911.

Information Police Will Want to Know When You Call:

- Where:
  - Where are you now?
  - Where did the crime happen?
  - If the suspect(s) are gone, where did they go? In what direction?
  - Did they use a car or some other transportation? Did you get the license plate information?

- What:
  - What exactly happened or is happening? Describe the situation in complete detail.
  - What are the suspect(s) physical characteristics? (sex, height, weight, hair color, race, etc.)
  - What was the suspect wearing?

- When:
  - When did the crime happen? Is it still in progress?

- Who:
  - Who are you? What phone number are you calling from?

Do not hang up the phone until the dispatcher tells you to do so. You may be put on hold while the dispatcher contacts emergency responders.

If a sexual assault or rape should occur on the main campus, staff on the scene, including University Police, will offer the victim a wider variety of services. Northwest has trained sexual assault advocates who are on-call and available to assist a victim of sexual assault 24 hours a day. Contact University Police at 660.562.1254 to activate this service.
REPORTING CRIME OFF-CAMPUS

If a crime does occur off the main campus, contact Maryville Public Safety immediately at 660.562.3209 or 911, St. Joseph contact 816.271.4777 or 911, and Liberty contact 816.439.4701 or 911. If an off-campus law enforcement agency is contacted about criminal activity occurring off campus involving Northwest students, University Police may not be notified.

Northwest has several officially recognized student organizations that have housing facilities “off-campus.” These facilities are privately owned houses within the Maryville city limits. Typically, University Police does not respond to and/or is not notified of situations at these houses.

CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a University Police officer can file a report on the details of the incident without revealing your identity. If you are located at the St. Joseph and/or Liberty Campus please contact University Police at the main campus. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) they are made available to the University Title IX Coordinator. Reporting procedures applicable to allegations of sexual assault are further discussed later in this report.

PASTORAL AND PROFESSIONAL COUNSELORS

Crimes reported to counselors are confidential, but information such as location, date, and offense type are communicated to the University Police Department for inclusion in the annual crime statistics. Northwest counselors provide information to victims about other community services available to them as well as the procedures for reporting crimes to the University Police Department. The St. Joseph and Liberty campuses do not have pastoral or professional counselors.

It is the policy of the Personal Development Center (PDC) to maintain client confidentiality. The Clery Act is a report required by the federal government, detailing crimes within the University’s area. The Clery Act does not require a counselor to breach confidentiality, but it is often beneficial to the greater campus population to compile statistics regarding criminal activity in a way that does not violate client confidentiality. As such, PDC staff and interns work with the University Police by providing a report of non-identifying information, including:

1. Where the crime occurred;
2. The type of crime;
3. To whom the crime was reported; and
4. When the crime was reported.

The counselor who obtained this information delivers this report to the University Chief of Police and is responsible for doing so in a manner that protects client confidentiality. No clinical information is disclosed, and only the items above may be shared.

**TIMELY WARNING**

“Timely warnings” are provided to the community in the event of a reported crime, either on campus or off that is received within 72 hours of the incidence occurrence that, in the judgment of the Chief of the University Police Department or a designee, constitutes an ongoing or continuing serious threat to the University community. The warnings are generally written by the Chief of Police or a designee, and they are typically distributed to the community via email to anyone who has a Northwest email address given by the Office of University Relations. Updates about any particular case resulting in a timely warning are normally distributed via email. Alert posters are posted by University Police in campus buildings when deemed necessary. When safety and security alerts are posted in campus buildings, they are printed on orange paper and posted in the lobby/entrance areas of the affected buildings for seven days.

Timely warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Northwest community members and a timely warning would not be distributed. The University Police Chief or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning is warranted. Timely warnings may also be posted for other crime classifications, as deemed necessary.

This policy also applies to the campuses located in St. Joseph and Liberty.

**MISSING STUDENT NOTIFICATION**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the University Police Department at 660.562.1254. University Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the University Police Department determine that the student is missing, University Police will notify the Maryville Public Safety Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, University Police will notify the student’s parent or legal guardian immediately after University Police has determined that the student has been missing.
All students have the ability to register within the Banner system an emergency contact person whom they would like to be contacted in an event of a campus emergency. Students may name missing persons emergency contacts who are different from their general University emergency contact. If a student has identified such an individual, University Police will notify that individual no later than 24 hours after the student is determined to be missing. A student’s confidential emergency contact information will only be accessible by authorized campus officials and law enforcement as appropriate.

**FIREARMS/WEAPONS POLICIES**

Weapons: e.g., guns, switchblades or other knives (deemed to be dangerous or illegal), hunting bows, or explosives or other items which can be construed as weapons, such as paintball/air-soft, are not permitted on the Northwest campus. Carrying of a concealed weapon is prohibited on the Northwest campus. A violation of this policy is considered a serious offense and will be referred to the Student-Faculty Discipline Committee for adjudication. Student owned weapons are stored at the University Police Department and are accessible to those students 24 hours a day, seven days a week. Weapons are checked into a private storage unit that is registered to the student. An officer accompanies students to and from their vehicle. Weapons must immediately be taken off campus once picked up and immediately returned to University Police once brought back to campus. Storage of weapons does not apply to the students at St. Joseph and/or the Liberty campus.

**INFORMATION ON REGISTERED SEX OFFENDERS FOR NODAWAY COUNTY**

To obtain a list of currently registered sex offenders who work or attend school at Northwest, please contact the Nodaway County Sheriff’s Department. A copy of the list of registered sex offenders can be issued for a fee set by the sheriff. The Nodaway County Sheriff’s Department is located at 404 N. Vine, Maryville, Missouri. To make inquiries about individuals residing outside of Nodaway County (St. Joseph/Liberty campus), please check the Missouri State Highway Patrol website at [www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html](http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html).

**ACCESS TO CAMPUS FACILITIES**

The Northwest Missouri State University main campus in Maryville maintains academic and administrative facilities that are generally open to the public. They are at a minimum open to the public during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of the buildings is controlled by electronic access after normal business hours, and all buildings have varied levels of access. Schedules for facilities fluctuate and are available by contacting the specific building. University Police patrol academic and administrative facilities.

The Liberty campus has limited access to those attending courses. Visitors are asked to sign in at the main desk within the facility. Electronic access control systems are utilized externally.
The St. Joseph campus has limited access to those attending courses. Visitors are asked to sign in at the main desk within the facility. Commercial-grade hardware is used to secure all internal and external areas.

**Residence Hall Doors:** All exterior residential halls are locked 24/7. Student room doors are secured with commercial-grade hardware. Each student living in a residential hall is assigned an individual exterior electronic key fob. These keys should not be shared with others: duplication is not permitted. Access to residence halls is restricted to residents, their guests, and other approved members of the University community.

Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their key fob. University Police officers and student security patrol the residence halls. Residential hall staff also enforce security measures in the halls and work with residents to achieve a community of individual and group rights and responsibilities. Residential hall staff and University Police also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

The Liberty campus and St. Joseph campus do not have on-campus housing facilities for students.

**MAINTENANCE OF CAMPUS FACILITIES**
Landscaping and outdoor lighting on campus are frequently surveyed and modified for pedestrian safety and security. Campus facilities and landscaping personnel trim shrubs from sidewalks, walkways, and building entrances to enhance lighting and visibility. Campus walkways are inspected regularly to ensure adequate lighting and replacement of burned-out lights.

**EDUCATION OF MEMBERS OF THE UNIVERSITY COMMUNITY**
Campus security, emergency procedures, and fire safety procedures are discussed during new student orientation (via a program titled Hard Core Safety). The University Police Department, Wellness Center, Office of Student Affairs, Residential Life, and the Title IX Coordinator participate in forums, town hall meetings, and programs in residence halls to address students to explain University security, public safety, and fire safety measures and procedures. The above information does not apply to the St. Joseph and Liberty campus.

New employee orientation includes information on crime prevention, drugs and alcohol, emergency procedures, fire safety, and crime statistics. During the spring, summer, and fall of 2012/2013 University Police conducted more than 20 educational events pertaining to fire safety, criminal statistics, sexual assault, emergency procedures, etc.

**CRIME PREVENTION**
The key to preventing crime is awareness, which is best achieved through education. At Northwest, several areas (including University Police, Residential Life, the Counseling
Center, and student organizations) work together to help students, faculty, and staff take responsibility for their own safety.

Both the Residential Life Office and the University Police Department provide educational materials and programs to the University community throughout the year. Students are encouraged to participate in Operation ID and other similar programs. Specific policy issues and problems are routinely addressed at residence hall floor meetings, hall council and RHA meetings, or in the student newspaper. Through these efforts, community members are encouraged to care not only for themselves, but for each other.

As part of their patrol responsibilities, University police officers report repairs needed for exterior lighting. Students and staff are also asked to report exterior lighting deficiencies or other needed repairs. To improve nighttime visibility, trees, shrubs, and other vegetation on campus are trimmed. Surveys of campus facilities, including lighting, are conducted periodically by a campus lighting committee composed of Student Senate members.

Most exterior doors on campus buildings are locked and secured each evening by the building’s staff members, custodial, or maintenance crews. Users of campus buildings are instructed not to compromise security by propping open the doors. During the late night hours, student patrol teams and University Police officers provide random patrol of campus buildings and parking lots.

Students in residential halls receive programs and handouts on security. Through these programs and handouts, it is emphasized that the room key is the basic means of security. Students are encouraged to lock their room doors at all times. Students are also encouraged to report problems to University Police and to help improve security on campus.

Crime Prevention Tools Offered by University Police: The Northwest Missouri State University Police Department utilizes all staff members for crime prevention programming. A part of the department’s Pillars of Success is to educate Northwest stakeholders about safety. Knowing how to protect yourself and being aware of your environment are the best ways to prevent yourself from becoming a victim. University Police offers several programs centered on preventing crimes. All programs are free to anyone affiliated with the University and include:

- Escort Service
- Operation ID
- Security Survey
- Self Defense Training (for women only)
- Bicycle Registration
- Personal Safety
- Drug Awareness
- Van Safety Training
Weapons Storage
Hard Core Safety
Property Registration

Programs are presented on a requested basis. To register for a program or to schedule one for your area, please contact the University Police Department at 660.562.1254.

Facebook and Twitter: Information on safety, programs, events, and new initiatives are regularly shared with the University community through various social networking sites including Facebook and Twitter. Anyone can join University Police Department group.

Your Role: A high percentage of campus crimes are incidents of opportunity. Often students contribute to situational crimes by needlessly placing themselves or their property at risk. Crime will occur wherever there is opportunity, but prevention efforts can be effective in reducing these opportunities. You play an essential role in crime prevention efforts. Be cautious, careful, and alert to your own safety; protect your possessions and University property.

A secure environment is made possible through community involvement in crime prevention. The purpose of community crime prevention is simple: to help you recognize your own vulnerability to crime and reduce your risk through preventive action and cooperation with the police.

Theft is the most common crime on the Northwest campus. Most thefts occur during the daylight hours, and thieves enter the structure without forced entry. In your residence area, always secure your doors.

SAFETY TIPS
There are no guarantees against becoming a victim. Assailants select their victims based upon the assailant’s desires – they seek an opportunity.

The following are suggestions that will help reduce the opportunity and make you less vulnerable.

1. Know the environment:
   - Know the University Police Department phone number – 660.562.1254, St. Joseph Police Department 816.271.4777, Liberty Police Department 816.439.4701
   - Stay in well-lit areas
   - Know where you can go for help

2. Reduce the time you spend alone:
   - Walk with a friend
   - Lock the doors to your room or apartment.

3. Plan what you will do if confronted by a potential assailant:
   - Will you scream, run, fight
   - Only you can make the decision should you find yourself in a situation
Colleges and university campuses, like any busy neighborhood, are not exempt from crime. But, students, faculty, and staff can make this special community a safe place to live, learn, and work by taking sound precautions, being alert, and looking out for others.

Home and Residential Halls
- Lock all doors and windows, even if you are just going down the hall for a few minutes.
- In over half of all reported rapes, women know their attackers. Be wary of bringing casual acquaintances into your living space.
- Take care of your keys/fobs; do not give anyone the opportunity to duplicate them.

Cellular Phone Tips
- Be suspicious of surveys or wrong number calls, and do not divulge your name and address.
- Hang up immediately on obscene phone callers.
- Never reveal that you are home alone.
- Do not respond to obscene text messages.

Safety While Driving
- Lock your doors and windows when you are leaving your car, whether it be for a few minutes or several hours.
- Park in well-lit areas and try not to walk alone in parking areas at night.
- Store valuables out of sight and lock them in the trunk when the car is parked.
- If your car breaks down in an isolated area, raise the hood. Stay in the locked car. If someone stops to help, ask them to make a phone call for you. Sound the horn if threatened.
- Never pick up hitchhikers.
- Do not text and drive.

If Someone Tries to Assault You
- Stay as calm as possible.
- Evaluate your options.
- Try to get an accurate description of an assailant’s appearance, what was said, or anything else that would assist authorities.
- If you are robbed, threatened, or raped, call University Police at the main campus 660.562.1254 or 911 immediately if you are at the St. Joseph or Liberty campus. You may prevent someone else from becoming a victim.

Off-Campus Living: Apartment complexes, multifamily dwellings, and duplexes pose unique security problems. Because of the temporary nature of many residents that rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to those living in residence halls apply to those living off campus also.
Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to help prevent this from happening to you:

- Always lock your vehicle.
- Always remove your keys from the vehicle, and never hide a key. The thief knows all the places to look.
- Always remove valuables from your vehicle.

**Good Security Habits**

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Deadbolt locks should be on all exterior doors.
- Install locks or protective devices on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light all entryways.
- Have mail and newspapers stopped or picked up each day when you are gone on breaks.

**Identity Theft Prevention:** Do not give out Social Security Numbers, computer password information, credit card numbers, and bank account numbers over the phone or electronically unless you initiate the call and the person or site that you are responding to. Never give this information to a stranger, even one claiming to be from your bank or Northwest. Do not write your personal identification numbers down; memorize them. Refrain from printing your Social Security Number or credit card number on your checks.

If you suspect that you are a victim of identity theft, contact the University Police Department immediately at the main campus and the local law enforcement agency in St. Joseph or the Liberty campus. Call banks to report lost or stolen checks, credit cards, and debit cards. Contact the University Police Department immediately if you lose your Bearcat Card in order to prevent use if you are at any of Northwest campuses.

Review your credit report periodically by contacting one of the major credit reporting companies. As part of the federal Fair Credit Reporting Act, you are entitled to an annual free credit report from each of the three nationwide consumer reporting agencies through www.annualcreditreport.com or by calling 1.877.322.8228.

**NORTHWEST ALCOHOL AND DRUG POLICY**

Northwest has established its policy on alcohol and drug use in accordance with the Standards of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse and the American Council on Education. The standards were developed by the presidents and other officials of 23 institutions of higher education in 1988 and have been subscribed to by 1,300 postsecondary institutions. The standards include sections on policy, education, enforcement, and assessment.

There are four pieces of legislation that require positive, continuing actions and programs for the purpose of preventing use of illegal drugs and alcohol abuse. These laws are:
1. Pell Grant and Guaranteed Student Loans, effective July 1987
2. The Drug Free Workplace Act, effective March 1989
3. The Drug Free Schools and Community Act Amendments, effective October 1990

The Drug Free Workplace Act of 1988, the Student Financial Aid legislation of 1987 and the amendments to the Drug Free Schools and Community and the Higher Education Acts, 1989 and 1998, require the University to provide and maintain a drug-free workplace for those working under federal grants, a pledge of nonuse of illegal drugs by students receiving financial assistance, and a drug education and referral program accessible to all members of the college community. The amendments of 1989 require the annual distribution of the following information to all students (regardless of the length of their program) and employees:
1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees of the Northwest campus or at any institutional activity.
2. A summary of the applicable legal sanctions under local, state, and federal law for unlawful possession, use or distribution of alcohol or controlled substances.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. Referral and treatment information.
5. A clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the policy.

This law further requires the institution to conduct a biannual review of its programs to (a) determine its effectiveness and implement changes if needed and (b) ensure that the sanctions developed are consistently enforced.

In order to avoid discrimination and complications in enforcement, the same policy was adopted for the entire University, with procedures and enforcement developed by each unit appropriate to unit-specific functions and stated in respective handbooks (e.g., faculty, support staff, administration, and student).

Policy: Section 1. Northwest, abides by all applicable federal, state, and local laws relative to the use of alcohol and controlled substances. A summary of the laws is included in a subsequent section. Complete copies of the statues are available in the Human Resources office and Owens Library.

Section 2. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or controlled substance is prohibited on this campus.

Enforcement: Section 1. Based on our commitment to improve the quality of campus life, all individuals associated with Northwest have a personal responsibility to encourage compliance with this policy.
Section 2. Any employee – faculty member, student, staff member, or administrator – who does not abide by this statement is subject to:

1. Personnel action up to and including termination or expulsion, or
2. Satisfactory participation in an educational, assistance, or rehabilitation program related to alcohol and drug abuse that is approved by a federal, state, local health, law enforcement, or other appropriate agency. The cost of the program will be paid by the individual if not covered by insurance.
3. The decision on the severity of action taken will depend, in part, upon the nature of the offense, the sensitivity of the position held, and the outcome of participation in the program described above.
4. Employees or students who are not terminated or expelled may also be referred to appropriate self-help groups.

Section 3. Students in violation of the laws regulating alcohol and controlled substances or University policies concerning alcohol and drugs may receive, in addition to criminal sanctions, University sanctions including, but not limited to, the following: fines, education programming, probation, or dismissal. Students in violation will be subject to judicial system policies and procedures.

Employees of Northwest found in violation of laws regulating alcohol or controlled substances or University policies concerning these substances may receive, in addition to criminal sanctions, University sanctions including: official reprimand, suspension, or termination. Employees in violation will be subject to disciplinary action as outlined in their respective employee handbooks (e.g., staff, faculty).

Education: Section 1. All employees covered by this policy will be required to participate in a drug and alcohol awareness seminar. Special sessions will be scheduled for new employees within the first three months of their employment. The drug and alcohol awareness seminars shall include:

1. The content of this policy
2. The extent and nature of the abuse problem, including national and Northwest statistics as well as social, personal, and health risks
3. Recognition of symptoms of abuse and discussion of recent perspectives on the problems (i.e. focus on prevention, environment and norms rather than only on full-blown addiction, value of early intervention, process of addiction, and health risks)
4. Referral information on available counseling, rehabilitation, and self-help groups
5. Penalties to be imposed for violation of this policy

Referral Information: Information and assistance is available through the Wellness Center and University Police.

Wellness Center 660.562.1348
Personal Development Center 660.562.1220
University Police Department 660.562.1254
Counseling Center 660.562.1220
The following is a list of self-help groups available in the Maryville area. Similar groups meet in St. Joseph and other surrounding towns.

**AA Meetings** – The closed meetings are for anyone with a desire to quit drinking; the open meetings are for anyone who wants to learn more about alcoholism.
   - Mondays – Noon, Wesley Center
   - Wednesday – 6 p.m., Davison Square
   - Thursdays – Noon and 8 p.m., Wesley Center
   - Sundays – 8 p.m., Clyde Apple House

**Narcotics Anonymous (NA) Meetings**
   - Saturdays – Noon, Wesley Center

**Al Aon Meetings** – Open to anyone who has been affected by the drinking of a relative or friend.
   - Wednesdays – 6 p.m., Davison Square

**Overeaters Anonymous (OA) meetings**
   - Mondays – 6 p.m., St. Francis Hospital
   - Saturdays – 9 a.m., St. Francis Hospital

**SEX OFFENSES ON CAMPUS**
Sexual assault issues have become prominent throughout the United States. Such incidents create much pain for those directly involved and disturb the peace of the community in which the action occurred. While incidents of sexual assault, acquaintance rape, and dating violence are not limited to the University environment, such activity has become a major concern on campuses throughout the country. We at Northwest have taken a proactive stance in educating our students about these issues and have developed an action plan for cases that are reported. It should be noted that sexual assault, sexual abuse, and rape will not be tolerated at Northwest, and violations will be adjudicated.

**Northwest Response:** Northwest’s sexual assault policy is designed to specifically address the “public wellbeing” of Northwest’s students, faculty, and staff. To meet this, we must strive to create a campus community that is intolerant of sexual harassment and all forms of abuse, including sexual assault. In sexual assault instances, the University is committed to the following threefold process: 1) to provide crisis intervention measures and a campus judicial response to the accuser and the accused; 2) to refer students to criminal authorities; 3) to educate and promote discussion on interpersonal abuse and violence issues.

**Assistance is Available:** If you are the victim of a sexual assault, you should do the following immediately after the assault:
1. Call the University Police Department (UPD) at 660.562.1254. If the sexual assault occurred off campus, the victim may still call UPD. If the victim chooses, UPD will notify the appropriate agency to handle the report.
2. Seek medical attention in an emergency room or other medical provider that performs legal rape exams.
3. Seek support assistance:
   a. Rape Crisis Hotline: 660.562.1972
   b. Sexual Assault Advocate: 660.562.1972
   c. Wellness Center: 660.562.1348

If you choose to call the University Police as one of your options, you are not required to press charges against the suspect, but the police hope that you will proceed with prosecution. However, it is your choice. A confidential report can be taken at your request. These reports contain the information you provide about the assault, but your name and the name of the person who assaulted you are maintained separately in a confidential supplement to the report. University Police investigates these assaults and keeps your identity confidential as long as doing so does not prevent the University from responding effectively to the assault and protecting other members of the campus community. The University also uses this information to keep an accurate record about the number of incidents involving students, employees, and visitors: determine where there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution and are made available to the University’s Title IX Coordinator. When you file this report, you are NOT obligated to continue with legal proceedings or University disciplinary action.

If you choose to press criminal charges, call University Police. University Police can notify the appropriate authorities or the complainant can be given their contact information for direct communication. Depending on the timing of your report and preference, it may be possible for you to make a statement in the presence of a University Police officer and the local police at the same time. Be advised that questioning can be difficult.

If it is possible for the assailant to be apprehended, the suspect may make an initial appearance before an appropriate judicial authority and then be arraigned. You do not need to be present for these proceedings. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the usual conditions of bail is that the suspect(s) not make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call University Police and/or the local police. Under some circumstances, bail may be revoked and additional charges may be filed.

You may also choose to proceed through the University Student Judicial System in addition to, or lieu of, pressing criminal charges against the suspect. Northwest can enforce sanctions for rape and other sex offenses to include from the minimum of disciplinary probation to the maximum of expulsion.

Request for assistance in changing your academic or living situation may be directed to the Office of Student Affairs.
TITLE IX REPORTING
It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The University has designated the following Title IX Coordinator for the entire University system to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Dr. Matt Baker
Vice President of Student Affairs
2460 Student Union
Tel: 660.562.1219
Email: mcbaker@nwmissouri.edu

The University has designated the following Deputy Title IX Coordinator (the “Deputy Employee Coordinator”) to assist the Title IX Coordinator in coordinating Title IX compliance with respect to University employees and third-parties and to receive inquiries and complaints of sex discrimination from such persons:

Nola Bond
Vice President of Human Resources
125 Administration Building
Tel: 660.562.1127
Email: nbond@nwmissouri.edu

The University has designated the following Deputy Title IX Coordinator (the “Deputy Student Coordinator”) to assist the Title IX Coordinator in coordinating Title IX Compliance with respect to students and student groups and to receive inquiries and complaints of sex discrimination from students:

Kori Hoffmann
Student Conduct and Development Coordinator
Union, Room 2140
Tel: 660.562.1554
Email: khoff20@nwmissouri.edu

A person may also file a complaint of sex discrimination with the United States Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1.800.421.3481.

The entire Title IX policy can be located at www.nwmissouri.edu/facts/titleix.htm.
EMERGENCY NOTIFICATIONS
Northwest will immediately notify 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 occurring on the campus. In accordance with the Higher Education Act of 1965, the University has implemented a comprehensive communication system to provide prompt warning notifications and alerts of immediate threat to the health and safety of members of the campus community using a variety of methods, including but not limited to: email notices, text messages, University website, social media, campus PA systems, and face-to-face. Some or all of these methods of communications may be activated in the event of an immediate threat to the Northwest community.

Northwest community members are encouraged to notify University Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the students, faculty, staff, or visitors on campus. The University Police Department has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the University Police Department has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Parents and members of the larger community are not eligible to sign up for immediate notification through Northwest Alert Systems, but they can follow the institution’s various social media pages as well as local media for updates. The University Police Department is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. There are other departments on campus that could be in a position to confirm certain types of emergencies, such as a pandemic flu outbreak, gas leak, etc. The Emergency Management Coordinator, University Relations, and University Police have access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place, or other action on the part of students, employees, and campus visitors. These three departments have the authority to determine the appropriate segment or segments of the campus community that will receive alerts, to determine the content of the alert, and initiate the notification system. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert.

One of the three listed departments above 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 first responders, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Northwest community include the
University Police Department, Maryville Public Safety, Nodaway County Sheriff’s Department, Nodaway County Ambulance Services, and the Missouri State Highway Patrol.

**EMERGENCY RESPONSE AND EVACUATION TESTING PROCEDURES**

An evacuation (fire) drill is coordinated by University Police and Residential Life each semester for all residential halls. Fire tests/drills are also conducted within academic facilities each semester. Thus, the emergency response and evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. University Police does not tell students and employees in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both short-term and long-term building evacuations, University Police and Residential Life Staff on the scene will communicate information to students regarding the evacuation route.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. At Northwest, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” evacuation procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Emergency Response Cards with educational information are located on each resident’s internal door. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by University Police, Health and Safety, and Residential Life to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and sheltering-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Residential Life staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

The University Police Department conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. University Police coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the
emergency evacuation plans and capabilities. Test/drills are documented regardless of whether they are announced.

University Police publishes a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year. Plans and procedures are published on the University Police website as well as the mobile In Case of Crisis app. Both can be located at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police/).

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**
The University’s Emergency Operations Plan includes information about the emergency response team; University operating status parameters; incident priorities and performance expectations; shelter in place and evacuation guidelines; and local contingency and continuity planning stating what University departments are responsible for developing contingency plans and continuity of operation plans for their staff and areas of responsibility. The University conducts numerous emergency response tests each year, such as table top exercises, functional exercises, fire drills, tornado drills, and emergency notification systems. The tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Northwest police officers and supervisors have received training in incident command and responding to critical incidents on campus. The incident command system (ICS) is utilized when responding to incidents with other Northwest departments and local public safety agencies to manage, mitigate, and recover from incidents.

General information about the emergency response and evacuation procedures for Northwest is publicized each year as part of the University’s Clery Act compliance efforts and is available on the University Police Department website as well as within the In Case of Crisis app, which is also located on the University Police website. Emergency events and tests/drills are typically shared with local law enforcement and media by University Police.

Northwest will test its emergency response and evacuation procedures on at least an annual basis. At a minimum, Northwest will conduct an annual announced spring drill in conjunction with the Missouri State Tornado Drill. In addition, the fire alarm system will be tested, along with possible corresponding drill for fire evacuation, at various intervals throughout a year within the residential halls and academic facilities. Also, Northwest has embarked on a series and schedule for progressively more complex exercises and drills (starting with announced drills, with plans for future unannounced drills) on additional scenarios that will be completed over the next academic year. All tests/drills are documented regardless of whether they are announced.

**CRIME STATISTICS**
The procedures for preparing the annual disclosure of crime statistics, include reporting statistics to the University community obtained from the following sources: Northwest University Police Department, Maryville Public Safety Department, Nodaway County Sheriff’s Department, Missouri State Highway Patrol, Liberty Police Department, St.
Joseph Police Department, and Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Annual training is provided by those identified as Campus Security Authorities, as defined by federal law, on an annual basis. This training outlines the expectation of all Campus Security Authorities to contact University Police in the event of a crime being reported to them. Members of the Sexual Assault Response Team (SART) also provide statistics to University Police about cases they have dealt with where the victim chose not to report the incident to University Police or Maryville Public Safety.

All statistics are gathered, compiled, and reported to the University community via this report, entitled “Annual Security and Fire Safety Report,” which is published by the University Police Department. The University Police Department submits the annual crime statistics published in this brochure to the Department of Education. The statistical information by the Department of Education is available to the public through its website.

The University Police Department sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes the address for the University Police Department’s webpage where the “Annual Security and Fire Safety Report” brochure can be found online and a physical copy may be obtained by making a request to the University Police Department at 660.562.1254.

**CRIME STATISTICS AND DEFINITIONS**

The following pages contain crime statistics from the past three years. The following definitions were used in determining these crime statistics. These statistics only slightly differ from UCR crime statistics reported by the University Police Department. Statistics in this report have been reviewed to reduce or eliminate any possibility of duplication. Crimes are recorded in the calendar year they were reported.

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.
The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicated the number of people the Office of Student Affairs representative referred for internal disciplinary action for violation of those specific laws.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Criminal Homicide:**
- A. Murder and Non-negligent Manslaughter – the willful (non-negligent) killing of one human being by another.
- B. Negligent Manslaughter – the killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned; including joyriding.)
Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Sex Offense-Forcible: 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.

A. Forcible Rape – the carnal knowledge of a 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy – oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent 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, 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 because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offense-Non Forcible: Unlawful, non-forcible sexual intercourse.

A. Incest – Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape – Non-Forcible sexual intercourse with a person who is under the statutory age of consent.
**CLERY ACT GEOGRAPHY DEFINITIONS**

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls, academic buildings, and administrative buildings.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

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**Northwest Missouri State University - Main Campus**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>On Campus</th>
<th>*Residential Facilities</th>
<th>Non-Campus</th>
<th>Public Property</th>
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Possession Violations
Referred For Disciplinary Action

- * Crimes in the residential facilities are included in the on-campus category.
- There were no reported hate crimes on the main campus of Northwest in 2010-2012.

Northwest Missouri State University - Liberty, Missouri Campus

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- * The Liberty Campus does not have any residential facilities.
- There were no reported hate crimes on the Liberty campus of Northwest in 2010-2012.
Northwest Missouri State University - St. Joseph, Missouri Campus

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<tr>
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</tbody>
</table>

- * The St. Joseph campus does not have any residential facilities.
- There were no reported hate crimes on the St. Joseph campus of Northwest in 2010-2012.
Northwest Missouri State University Fire Safety Annual Compliance Report for 2012

Overview
The Higher Education Opportunity Act became law in August 2008 requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to Northwest as outlined in the initial regulations.

Northwest Missouri State University is dedicated to providing excellent fire safety to the students, faculty, staff, and all others who use the facilities on campus. All student housing facilities and most academic buildings have an addressable, self-diagnostic fire alarm system that provides 24-hour monitored diction. The fire alarm system is designed, installed, and tested according to NFPA 72, National Fire Alarm Code.

If a fire occurs in a Northwest building, community members should immediately notify University Police. University Police will initiate a response, as the department has a direct dial line and radio communication to Maryville Public Safety and can summon the fire department quickly through these communication links. If a Northwest community member finds evidence of a fire that has been extinguished, and the person is not sure whether University Police has already responded, the community member should immediately notify University Police to investigate and document the incident.

Fire alarms alert community members of potential hazards and community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are stuck in the elevator, push the emergency phone button. The emergency phone in elevators on campus typically rings to the University Police dispatcher.

The University Police Department publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for Northwest. This report included statistics concerning the number of fires, the cause of each fire, the number of injuries
and deaths related to a fire, and the value of the property damage caused by a fire. A physical copy may be obtained by making a request to the University Police Department.

A daily fire log is available at the University Police Department in the Support Service Building from 8 a.m. to 5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

**FIRE SAFETY SYSTEMS, TRAINING, AND DRILLS**

Adding sprinkler protection to the facilities at Northwest has been a priority since the early 1990s. All substantial remodels and new construction projects have resulted in adding fire sprinklers to buildings. Roberta Hall, South Complex, Hudson/Perrin, Tower Suites East and West and the Forest Village Apartments are fully protected by sprinklers. Academic and support buildings, including Colden Hall, Student Union, Garrett-Strong, Wellness Center, Student Recreation Center, McKemy Center, The Station, Community Building, Center for Innovation and Entrepreneurship, Valk Hall, and Fire Arts, are fully protected by sprinklers. Partial protection is provided within the Administration Building and the Ron Houston Center for the Performing Arts.

All residential halls conduct fire drills during the first two weeks of classes during the fall trimester. The Horace Mann Laboratory School conducts monthly fire drills for the preschool and grade school students. Both staffs receive additional fire safety training at the beginning of each academic year. In addition, all of their emergency and evacuation procedures are reviewed. Each room on campus has emergency procedures located within it that directs occupants on preparedness for most emergency events.

All residential hall staff receive additional intensive and comprehensive fire safety training at the beginning of the academic year. In addition, other emergency situations are covered in detail.

**FIRE REPORTING**

The University Police Department monitors the status of all fire detection and fire suppression systems in residence halls. If a fire has occurred, it should be reported to the University Police Department by calling 660.562.1254.

**POLICIES**

Smoking - Numerous reports by the U.S. Surgeon General over the years have documented the harmful effects of second-hand cigarette smoke on health. Additionally, these reports cite that there are no safe levels of exposure to second-hand smoke. In order to provide an environment that is safe and healthy for all students, employees, and visitors to Northwest, a policy has been adopted that prohibits smoking on all University-owned or leased property and in all University vehicles. “Smoking” is defined as the use of cigarettes, cigars, pipes, and all other forms of smoke-generating products.

Open Flames - Candles and incense are prohibited in the residence halls. Any open-flame burning is not permitted in resident rooms and chapter rooms due to possible fire hazards.
Candles may be burned in Roberta Hall sorority chapter rooms only during ceremonies, with prior written permission from the hall director. Electric potpourri pots and wax warmers are allowed.

Please refer to the Northwest Missouri State University Fire Code located at www.nwmissouri.edu/policies/PDF/health/Fire_Code_Policy.pdf for all additional policies and procedures.

PROCEDURES FOR STUDENTS AND EMPLOYEES IN THE EVENT OF A FIRE
Find the nearest fire alarm and sound the alarm.

Shut all doors and windows in the vicinity of the fire.

If the fire is small, use fire extinguishers to put it out.

Exit by nearest safe stairway. Do not use the elevators.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY
The University continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

FIRE SAFETY TIPS
- Should you see a fire, sound the fire alarm immediately and call 911.
- Advise the police of the size and location of the fire.
- The police will notify the fire department and will respond to assist.
- Do not enter a building that is on fire.
- Advise the police if you know that someone is in the building.
- Always report any fire, even if it has been extinguished.
- Report vandalized or discharged fire extinguishers to University Police.
- Make sure you know what your building’s fire alarm sounds like.
- Know your evacuation route (at least two exits).
- Close doors to help prevent the fire from spreading.
- Do not open doors if you suspect fire may be on the other side.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- Never prop open or lock a fire exit.

FIRE STATISTICS
The most current statistics were obtained from various police and fire departments and Northwest’s Health and Safety Manager. All statistics used are reported to the University Police Department.

Definitions
Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner
False Alarm: When the fire alarm system is intentionally activated when no fire or danger exists, or the system malfunctions

Unwanted Alarm: When the fire alarm system is activated as it is designed to do, though the ultimate cause of the alarm is false; for example, dust entering a smoke detector
### Security and Safety Amenities in Residence Halls

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Address</th>
<th>Fire Alarm Monitoring</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devises</th>
<th>Evacuation Plans/Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
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<tr>
<td>South Complex</td>
<td>920 Memorial Drive</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Dieterich Hall</td>
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<td>None</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</table>

STATISTICS AND INFORMATION REGARDING FIRES

| South Complex        | 920 Memorial Drive     | 0   |     |     |     |     |     | 0                             |             |      |     |               |                                                                  |                                     |                                     |
| Dieterich Hall       | 930 College Park Drive | 0   |     |     |     |     |     | 0                             |             |      |     |               |                                                                  |                                     |                                     |
| Douglas Hall         | 920 Memorial Drive     | 0   |     |     |     |     |     | 0                             |             |      |     |               |                                                                  |                                     |                                     |
| Tower Suites East    | 900 College Park Drive | 0   |     |     |     |     |     | 0                             |             |      |     |               |                                                                  |                                     |                                     |
| Roberta Hall         | 635 University Drive   | 0   |     |     |     |     |     | 0                             |             |      |     |               |                                                                  |                                     |                                     |
| Perrin Hall          | 625 University Drive   | 0   |     |     |     |     |     | 0                             |             |      |     |               |                                                                  |                                     |                                     |
| Millikan Hall        | 1020 Northwest Drive   | 0   |     |     |     |     |     | 0                             |             |      |     |               |                                                                  |                                     |                                     |
| Hudson               | 525 University Drive   | 0   |     |     |     |     |     | 0                             |             |      |     |               |                                                                  |                                     |                                     |

2010
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<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused By Fire</th>
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**STATISTICS AND INFORMATION REGARDING FIRES 2011**

<p>| South Complex        | 920 Memorial Drive             | 0           |      |      |               |                                                                 |                                   |                                        |
| Dieterich Hall       | 930 College Park Drive         | 0           |      |      |               |                                                                 |                                   |                                        |
| Douglas Hall         | 920 Memorial Drive             | 0           |      |      |               |                                                                 |                                   |                                        |</p>
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## STATISTICS AND INFORMATION REGARDING FIRES

### 2012

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<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused By Fire</th>
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<tr>
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<tr>
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