2014 Combined Annual Security and Annual Fire Safety Report

Dear Northwest Community,

Northwest Missouri State University is committed to providing 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, 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 Kansas City, Missouri, and the St. Joseph Center branch campus in St. Joseph, Missouri (During the 2013 reporting period the Kansas City Center was located in Liberty, 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 a safe and secure environment.

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 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 north 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. University Police and Maryville Public Safety does have a written memorandum of understanding that authorizes all University Police Officers to enforce municipal ordinances on campus and within the City of Maryville. 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 University Police 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 actions, 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 Kansas City campus, call 816.604.1200 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 Kansas City contact 816.604.1200 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 Kansas City 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 Kansas City campuses do not have pastoral or professional counselors.

It is the policy of the Personal Development and Counseling (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.

All timely warnings issued by Northwest will not include the names of victims.

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

**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 Kansas City 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/Kansas City 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 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 Kansas City campus has open 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 and internally.

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 and access code. These keys and code 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 and access code. 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 Kansas City 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 Kansas City campus.

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<tr>
<th>DATE</th>
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**CRIME PREVENTION**

The key to preventing crime is awareness, which is best achieved through education. At Northwest, several areas (including University Police, Residential Life, Personal Development and Counseling, 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 request a program, please complete the following request form located at:
http://www.nwmissouri.edu/police/programs/request.htm

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, Kansas City Metropolitan Community College Police Department 816.604.1200.
   - 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 Kansas City 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 happened 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 Kansas City 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.

 DEFINITIONS

Comparison of Missouri and Federal Sexual Assault Definitions

Sexual Assault is considered a sexual offense or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation’s Crime Reporting program. After completion of the negotiated federal rule making these definitions will be codified in 34 CFR 668 Appendix A (See 34 CFR 668 Subpart D for more info). The Final Rule is scheduled to be Final on November 1, 2014.

Definitions of sexual assault, domestic violence, dating violence, and stalking can be found in section 304 of Public Law 113-4 “The Violence Against Women Act 2013”
(VAWA). However, institutions must also abide by the state statues that reflect the federal definitions.

The Missouri legislature updated the laws regarding Sexual Assaults and Orders of Protection with HB215. HB215 was an emergency clause signed by the Missouri Governor on July 02, 2013, which became effective on that date. Missouri sexual offenses statutes can be found in RSMo. 566 (see Sexual Offense and VAWA Crimes Tables and 566.010 Definitions of Sexual Offenses for more info).

Section 304 of VAWA stipulates that an Institution of Higher Education must provide the local statutory definition of consent for its jurisdiction in its Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy.

"Consent" RSMo. 556.061(5)
Consent or lack of consent may be expressed or implied.
Assent does not constitute consent if:
   a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or

   b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

   c) It is induced by force, duress or deception;

✓ “No” means “No”
✓ “No” can be expressed or implied (it does not have to be spoken)
✓ “Yes” means “No” if conditions a, b, or c listed above exist

*Note on consent and age (reason of youth) in regards to rape in Missouri
If you are 20 years old or under, the minimum age of consent is 14. If you are 21 or older, the minimum age of consent is 17.

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

   A. Rape (FBI UCR) – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim (Definition effective 01/01/13 from FBI UCR).
Also see “Frequently Asked Questions about the Change in the UCR Definition of Rape May 20, 2013”

Corresponding Missouri Statutes
Rape *(No longer forcible rape in Mo Statute)*
566.030 Rape in the first degree, penalties—suspended sentences not granted, when.
566.031 Rape in the second degree, penalties. *(Included former Sexual Assault Definition 566.40)*

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

Corresponding Missouri Statutes
566.060 Sodomy 1st Degree, penalties--suspended sentence not granted, when.
566.061 Sodomy 2nd Degree *(Formerly Deviate Sexual Assault 566.70)*, penalties--suspended sentence not granted, when.
566.062 Statutory Sodomy 1st Degree
566.064 Statutory Sodomy 2nd Degree

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

Corresponding Missouri Statutes
566.060 Sodomy 1st Degree, penalties--suspended sentence not granted, when.
566.061 Sodomy 2nd Degree *(Formerly Deviate Sexual Assault 566.70)*
566.062 Statutory Sodomy 1st Degree
566.064 Statutory Sodomy 2nd Degree

34 CFR 668 Appendix A has been updated to correspond with the 2013 UCR expanded definition of Rape (which includes the crimes of sodomy and sexual assault with an object).

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

Sexual Abuse
566.100 Sexual abuse in the first degree, penalties.
566.101 Sexual abuse, second degree, penalties. *Formerly 566.90 Sexual Misconduct 1st Degree*

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

**Corresponding Missouri Statutes**

568.020 Incest

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

**Corresponding Missouri Statutes**

566.032 Statutory Rape 1st Degree (twenty-one years of age or older, that has sexual intercourse with another person who is less than seventeen years of age.)

566.034 Statutory Rape 2nd Degree
(Sexual Intercourse with a person who is under the age of 14 in Missouri)

**Federal Law Violence Against Women Act (VAWA) Crime Categories**

**Additions**

Definitions used in section the Violence Against Women Act of 1994 (42 U.S.C. 13925(a))

After completion of the negotiated federal rule making these definitions will be codified in 34 CFR 668.48(a).

**Domestic Violence:**

1. A felony or misdemeanor crime of violence committed--
   (i) By a current or former spouse or intimate partner of the victim;
   (ii) By a person with whom the victim shares a child in common;
   (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
   (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
   (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
**Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2. For the purpose of this definition–
   (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   (ii) Dating violence does not include acts covered under the definition of domestic violence.

**Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

1. (i) Fear for the person’s safety or the safety of others; or
   (ii) Suffer substantial emotional distress.

2. For the purpose of this definition –
   (i) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
   (ii) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   (iii) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

**Applicable Missouri Laws** *(Revised Statutes of Missouri (RSMo.)*

DEFINITIONS APPLICABLE IN STATUTES CONCERNING ORDERS OF PROTECTION *RSMo. 455*

"Domestic Violence" *(455.010(5) RSMo.) is abuse or stalking committed by a family or household member.

“Family” or “Household Member” *(455.010(7) RSMo.)

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

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"Abuse" (455.010(1) RSMo.) includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:

a. "Assault", purposely or knowingly placing or attempting to place another in fear of physical harm;

b. "Battery", purposely or knowingly causing physical harm to another with or without a deadly weapon;

c. "Coercion", compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage;

d. "Harassment", engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child.
   i. Such conduct might include, but is not limited to:
   ii. Following another about in a public place or places;
   iii. Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;

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

f. "Unlawful imprisonment", holding, confining, detaining or abducting another person against that person's will;

"Stalking" (455.010(13) RSMo.) is when any person purposely and repeatedly engages in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person's situation to have been alarmed by the conduct. As used in this subdivision:

a. "Alarm" means to cause fear of danger of physical harm;

b. "Course of conduct" means a pattern of conduct composed of repeated acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact; and

c. "Repeated" means two or more incidents evidencing a continuity of purpose.
MISSOURI STATUTE ON CRIMES THAT COVER DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Domestic Assault (RSMo. 565) (Similar to Domestic Violence in Federal but also includes Dating Violence) (See Missouri Bar Handbook on Domestic violence)

565.072 Domestic assault, first degree--penalty

A person commits the crime of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a family or household member, including any child who is a member of the family or household, as defined in section 455.010.

Domestic assault in the first degree is a class B felony unless in the course thereof the actor inflicts serious physical injury on the victim or has previously pleaded guilty to or been found guilty of committing this crime, in which case it is a class A felony.

565.073 Domestic assault, second degree--penalty

A person commits the crime of domestic assault in the second degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010, and he or she:

1. Attempts to cause or knowingly causes physical injury to such family or household member by any means, including but not limited to, by use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
2. Recklessly causes serious physical injury to such family or household member; or
3. Recklessly causes physical injury to such family or household member by means of any deadly weapon.

Domestic assault in the 2nd Degree is a class C felony

565.074 Domestic assault, third degree--penalty

A person commits the crime of domestic assault in the third degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010 and:

1. The person attempts to cause or recklessly causes physical injury to such family or household member; or
2. With criminal negligence the person causes physical injury to such family or household member by means of a deadly weapon or dangerous instrument; or
3. The person purposely places such family or household member in apprehension of immediate physical injury by any means; or
4. The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to such family or household member; or
5. The person knowingly causes physical contact with such family or household member knowing the other person will regard the contact as offensive; or
6. The person knowingly attempts to cause or causes the isolation of such family or household member by unreasonably and substantially restricting or limiting such family or household member’s access to other persons, telecommunication devices or transportation for the purpose of isolation.

Domestic assault in the third degree is a class A misdemeanor unless a person who has pleaded guilty to or been found guilty of the crime of domestic assault in the third degree more than two times against any family or household member as defined in section 455.010, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be a violation of this section, is guilty of a class D felony for the third or any subsequent commission of the crime of domestic assault. The offenses described in this subsection may be against the same family or household member or against different family or household members.

Dating Violence
Currently Missouri law includes dating violence in the definition for domestic assault based on the definition of “Family” or “Household Member” in 455.010(7.) RSMo.

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

565.090. Harassment (Harassment is considered the precursory crime to stalking)
565.090. 1. A person commits the crime of harassment if he or she:
   1) Knowingly communicates a threat to commit any felony to another person and in so doing frightens, intimidates, or causes emotional distress to such other person; or
   2) When communicating with another person, knowingly uses coarse language offensive to one of average sensibility and thereby puts such person in reasonable apprehension of offensive physical contact or harm; or
   3) Knowingly frightens, intimidates, or causes emotional distress to another person by anonymously making a telephone call or any electronic communication; or
   4) Knowingly communicates with another person who is, or who purports to be, seventeen years of age or younger and in so doing and without good cause recklessly frightens, intimidates, or causes emotional distress to such other person; or
   5) Knowingly makes repeated unwanted communication to another person; or
   6) Without good cause engages in any other act with the purpose to frighten, intimidate, or cause emotional distress to another person, cause such person to be frightened, intimidated, or emotionally distressed, and such person's response to
the act is one of a person of average sensibilities considering the age of such person.

Harassment is a class A misdemeanor unless it is committed by a person twenty-one years of age or older against a person seventeen years of age or younger; or the person has previously pleaded guilty to or been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this subsection. In such cases, harassment shall be a class D felony.

565.225 Crime of stalking--definitions--penalties.
A person commits the crime of stalking if he or she purposely, through his or her “course of conduct”, harasses or follows with the intent of harassing another person. "Course of conduct", a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of course of conduct. Such constitutionally protected activity includes picketing or other organized protests;

The crime of stalking shall be a class A misdemeanor unless the person has previously pleaded guilty to or been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section, in which case stalking shall be a class D felony.

Aggravated Stalking
A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and:

1. Makes a credible threat; or

2. At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or

3. At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or

4. At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty-one years of age or older; or
5. He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.

The crime of aggravated stalking shall be a class D felony unless the person has previously pleaded guilty to or been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section, aggravated stalking shall be a class C felony.

Other Crimes Related to Stalking

565.252. Invasion of privacy, first degree, penalty
A person commits the crime of invasion of privacy in the first degree if such person:

1. Knowingly photographs or films another person, without the person's knowledge and consent, while the person being photographed or filmed is in a state of full or partial nudity and is in a place where one would have a reasonable expectation of privacy, and the person subsequently distributes the photograph or film to another or transmits the image contained in the photograph or film in a manner that allows access to that image via a computer; or

2. Knowingly disseminates or permits the dissemination by any means, to another person, of a videotape, photograph, or film obtained in violation of subdivision (1) of this subsection or in violation of section 565.253.

Invasion of privacy in the first degree is a class D felony.

565.253. Crime of invasion of privacy, second degree, penalties
A person commits the crime of invasion of privacy in the second degree if:

1. Such person knowingly views, photographs or films another person, without that person's knowledge and consent, while the person being viewed, photographed or filmed is in a state of full or partial nudity and is in a place where one would have a reasonable expectation of privacy; or

2. Such person knowingly uses a concealed camcorder or photographic camera of any type to secretly videotape, photograph, or record by electronic means another person under or through the clothing worn by that other person for the purpose of viewing the body of or the undergarments worn by that other person without that person's consent.

Invasion of privacy in the second degree pursuant to subdivision (1) of subsection 1 of this section is a class A misdemeanor; unless more than one person is viewed, photographed or filmed in full or partial nudity in violation of sections 565.250 to 565.257 during the same course
of conduct, in which case invasion of privacy is a class D felony; and unless committed by a person who has previously pled guilty to or been found guilty of invasion of privacy, in which case invasion of privacy is a class D felony. Invasion of privacy in the second degree pursuant to subdivision (2) of subsection 1 of this section is a class A misdemeanor; unless more than one person is secretly videotaped, photographed or recorded in violation of sections 565.250 to 565.257 during the same course of conduct, in which case invasion of privacy is a class D felony; and unless committed by a person who has previously pled guilty to or been found guilty of invasion of privacy, in which case invasion of privacy is a class C felony. Prior pleas or findings of guilt shall be pled and proven in the same manner required by the provisions of section 558.021.

### Penalties and Fines

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<th>Felony Class</th>
<th>Penalties (Years of imprisonment)</th>
<th>Fines (Fines)</th>
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<td>A</td>
<td>10 – 30, or life</td>
<td>-</td>
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<tr>
<td>B</td>
<td>5 – 15</td>
<td>-</td>
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<tr>
<td>C</td>
<td>Up to 7</td>
<td>Up to $5,000</td>
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<tr>
<td>D</td>
<td>Up to 4</td>
<td>Up to $5,000</td>
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<th>Penalties (Term of imprisonment)</th>
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<tr>
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<tr>
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### BYSTANDER INVENTION INFORMATION

Be an intervener! Stop these incidents before they occur, and talk to your friends about it so that they will intervene as well!

1. **Notices the Incident**
   Bystanders first must notice the incident taking place. Obviously, if they don’t take note of the situation there is no reason to help.

2. **Interpret incident as an emergency**
   Bystanders also need to evaluate the situation and determine whether it is an emergency—or at least one in which someone needs assistance.
3. Assume Responsibility
Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility.

4. Attempts to Help
• Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.
• The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.
• Educate yourself about interpersonal violence AND share this info with friends.
• Confront friends who make excuses for other peoples abusive behavior
  Speak up against racist, sexist, and homophobic jokes or remarks.

Tips for Intervening in a situation potentially involving sexual assault, relationship violence, or stalking:
• Approach everyone in a non-judgmental way
• Do not be antagonistic
• Avoid using violence
• Be honest and direct whenever possible
• Recruit help if necessary
• Keep yourself safe
• If things get out of hand or become too serious, contact the police

WARNING SIGNS OF AN ABUSIVE PERSON
This is a list of behaviors that are seen in people who abuse their partners. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

• Past abuse
  An abuser may say, "I hit someone in the past, but she made me do it." An abusive person who minimizes what happened with a previous partner is likely to be violent with their current partner. Abusive behavior does not just go away; long-term counseling and a sincere desire to change are necessary.

• Threats of violence or abuse
  Threats can involve anything that is meant to control the victim. For example, "I'll tell your parents about your drug use if you don't do what I want." Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying that "everybody talks like that."
• **Breaking objects**
  An abuser may break things, beat on tables or walls or throw objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.

• **Use of force during an argument**
  An abuser may use force during arguments, including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, "You're going to listen to me."

• **Jealousy**
  An abuser will say that jealousy is a sign of love. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about whom they talk to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly or monitor the victim's activities.

• **Controlling behavior**
  An abuser will claim that controlling behavior is out of concern for the victim's welfare. They will be angry if the victim is late and will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim's appearance and activities.

• **Quick involvement**
  An abuser will often pressure someone to make a commitment after a very short amount of time. The abuser comes on quickly, claiming "love at first sight," and will tell the victim flattering things such as "You're the only person I could ever love."

• **Unrealistic expectations**
  The abuser is dependent on the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, "You're the only person I need in my life."

• **Isolation**
  The abuser will attempt to diminish and destroy the victim's support system. The abuser will accuse people who are close to the victim of "causing trouble."

• **Blaes others for problems**
  Abusers will rarely admit to the part they play in causing a problem. She will blame the victim for almost anything that goes wrong.
• **Blames others for their feelings**
  An abuser will tell the victim, "I hurt you because you made me mad," or "You're hurting me when you don't do what I ask." Blaming the victim is a way of manipulating them and avoiding any responsibility.

• **Hypersensitivity**
  An abuser can be easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices -- such as getting a traffic ticket or not doing well on an exam.

• **Cruelty to animals or children**
  An abuser may brutally punish animals or be insensitive to their pain or suffering. Pets can be used to control the victim or to emotionally abuse them.

• **Rigid sex roles**
  Male abusers often expect women to serve and obey them. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.

• **Jekyll-and-Hyde personality**
  Explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.


**Help Reduce Your Risk and Avoid Potential Attacks**

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, and how to avoid potential attacks.

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Contact the Personal Development and/or Wellness Center for support.

2. Look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.

3. Consider getting a protective order.

4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From RAINN)
- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls

Sexual Assault Prevention (From RAINN) continued
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Traveling around campus
- Make sure your cell phone is easily accessible and fully charged
- Be aware of open buildings where you can use a phone
- Avoid dimly lit places and notify UPD if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, contact UPD for an escort

EDUCATIONAL PROGRAMS
Northwest engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all students and employees that:

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking in federal and state laws in Missouri;

c. Defines what behavior and actions constitute consent to sexual activity in the State of Missouri;
d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;

e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.


Northwest has developed an annual educational campaign consisting of presentations that include distribution of educational materials to students and employees.

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<th>Program Name</th>
<th>Program Sponsor(s)</th>
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<td>Can I Kiss You</td>
<td>Wellness Center</td>
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<td>Self Defense</td>
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<td>Bobby Plooza</td>
<td>UPD, PDC, Wellness Center</td>
<td>Students &amp; Employees</td>
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PROCEDURES, POSSIBLE SANCTIONS AND PROTECTIVE MEASURES FOLLOWING A CRIME OF RAPE, DATE/ACQUAINTANCE RAPE, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

Complaints of sex discrimination, sexual harassment, sexual violence, sexual assault, domestic violence (or domestic assault), dating violence, and stalking will be addressed pursuant to Northwest’s Title IX Policies and Procedures.

Procedures to Follow if You are the Victim of a Sex Offense:

If you are the victim of sexual violence/assault, domestic violence (or domestic assault), dating violence, or stalking, do not blame yourself. These crimes are never the victim’s fault. The University recommends that you immediately go to the emergency room of a local hospital and contact the University Police Department (Tel: 660-562-1254) or local law enforcement (call 911), in addition to making a prompt complaint to the Title IX Coordinator or a Deputy Title IX Coordinator:
If you are the victim of sexual violence/assault, domestic violence (or domestic assault), dating violence, or stalking, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of these crimes should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Once a complaint of sexual violence/assault, domestic violence (or domestic assault), dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursing disciplinary action
- requesting that no further action be taken
If requested, the University will assist the victim in notifying appropriate law enforcement authorities of the crime, although the victim has the option to decline to make such notification.

Written Notification of Victim’s Options

The University will provide written notification to victims about options for, and available assistance in, changing academic, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Procedures for Disciplinary Action

Allegations of domestic violence (or domestic assault), dating violence, sexual violence/assault or stalking will be processed through the University’s Title IX Policies and Procedures. Under this policy and procedures, both the accused and the accuser are entitled to:

- A prompt, fair and impartial investigation and resolution.
- A process conducted by officials who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by a support person or advisor of their choice.
- Have the outcome determined by a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- An opportunity to appeal.
- Simultaneous, written notification of the outcome of the proceeding, any change to the result and when the result becomes final.

Possible Sanctions or Protective Measures that the University May Impose for Domestic Violence (or Domestic Assault), Dating Violence, Sexual Violence/Assault, or Stalking Offenses:

Following a final determination in the University’s disciplinary proceeding that one of the above offenses has been committed, the University may impose a range of penalties depending on the mitigating and aggravating circumstances involved. They include, but are not limited to, no-contact order, mandated educational programming, suspension, probation or termination/expulsion.

Victim to Receive Written Notification of Rights

When a student or employee reports to the University that he or she has been a victim of domestic violence (or domestic assault), dating violence, sexual violence/assault, or
stalking, or other violation of the University’s Title IX Policies, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options containing the information described in the surrounding sections of this report.

University Responsibilities in Regards to Orders of Protection
The purpose of an *Ex Parte* Order of Protection and a Full Order of Protection is to restrain a respondent from committing or threatening domestic violence, stalking, communicating or disturbing a complainant’s peace, and entering a complainant’s place of residence. An *Ex Parte* Order of Protection is a temporary order in place until a hearing by a judge. After reading a Petition, the Judge will either grant or deny an *Ex Parte* Order of Protection. Court hearings are typically held within 15 days of filing an *Ex Parte* Order of Protection as noted in Missouri law. A complainant must be prepared to present documentation, photos, or other forms of evidence with the paperwork when filing a petition for an *Ex Parte* Order. At a court hearing, a judge can issue a Full Order of Protection for a period of 180 days up to one year. A Full Order of Protection can be renewed twice; each renewal can last up to one year. No new incident of abuse is required if the Order is renewed before the old one expires. The Court may, upon a finding that it is in the best interest of the parties, include a provision that any Full Order of Protection for one year shall automatically renew unless the Respondent requests a hearing by 30 days prior to its expiration (see Chapter 455 and specifically 455.010, 455.035, & 455.050 RSMo. for more information).

The University Police Department shall enforce any violation of an *Ex Parte* Order of Protection or Full Order of Protection by a respondent in the same manner as any police officer in any jurisdiction. A violation of either type of order in Missouri is considered a class A misdemeanor for the first offense and any subsequent offense is treated as a class D felony. Any person who obtains an Order of Protection from Missouri or any other state should provide a copy to UPD and the Title IX Coordinator. Depending on conditions specified in a particular order the University may make arrangements with both parties that permit access to classrooms, library, the cafeteria, and/or any other public places. These arrangements shall be made to ensure normal access to public areas that do not violate the terms and conditions of the Order of Protection under normal day to day activities.

How to File an Order of Protection
In Nodaway County (Maryville) a Petition for Order of Protection can be filed at the Nodaway County Circuit Clerk’s Office (during business hours of operation) or the University Police Departments office (24/7). Missouri Adult Abuse Act requires that court clerks explain how to file all of these necessary forms and documents. In addition, Nodaway County has victim advocates to assist you in the process for filing for an Order of Protection and they may even go with you to court.

“No Trespass” Warnings
If there is enough reason to believe (through investigation) that an individual is likely to cause harm to any member on campus the University Police Department can issue a No
Trespass warning. Any individual found to be on campus after a No Trespass warning has been issued against them are typically arrested by the University Police Department. No Trespass warnings can be issued against any member of the Northwest community (students, faculty, or staff) or the public.

Retaliation against any member of the Northwest community, acting in good faith, who has made a complaint of threatening or potentially violent behavior, is a very concerning violation of the student code of conduct and employee handbooks. Any violation of these polices will also result in serious disciplinary action up to termination and/or academic suspension or expulsion.

COUNSELING SERVICES
Northwest has counselors on staff with Personal Development and Counseling located in the Wellness Center. They can be reached at 660.562.1348 during normal business hours of operation.

Counseling and support services available to victims who choose counseling and support outside the university system are listed below.

<table>
<thead>
<tr>
<th>External Counseling Services:</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Support/Crisis Line (24/7)</td>
<td>888.279.8188</td>
</tr>
<tr>
<td>Children and Family Center Crisis Line (24/7)</td>
<td>866.382.7867</td>
</tr>
<tr>
<td>National Sexual Assault Hotline</td>
<td>800.656.HOPE</td>
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Online Resources:

<table>
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<tr>
<th>Organization</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Missouri Coalition Against Domestic Assault and Sexual Violence</td>
<td><a href="http://www.mocadsv.org">http://www.mocadsv.org</a></td>
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<tr>
<td>National Coalition Against Domestic Violence</td>
<td><a href="http://www.ncadv.org">http://www.ncadv.org</a></td>
</tr>
<tr>
<td>National Sexual Violence Resource Center</td>
<td><a href="http://www.nsvrc.org">http://www.nsvrc.org</a></td>
</tr>
<tr>
<td>Stalking Resource Center</td>
<td><a href="http://www.victimsofcrime.org/our-programs/stalking-resource-center">http://www.victimsofcrime.org/our-programs/stalking-resource-center</a></td>
</tr>
</tbody>
</table>

Faculty & Staff Specific Counseling Services
The current Employee Assistance Program (EAP) is made available through the University’s current life insurance provider. Please contact Human Resources at 660.562.1127 to obtain more information on counseling services from the current life insurance provider. Employees may also contact the External Counseling Services and Online Resources listed above for support.

MANDATORY REPORTER LAW IN MISSOURI (RSMo. 210)
At various times throughout the year faculty and staff members may be responsible for the supervision of various programs in which minors (individuals under the age of 18)
participate on campus. If a faculty or staff member suspects that a minor on campus is a victim of physical or sexual abuse they should notify the University Police Department immediately.

All faculty and staff responsible for the supervision of a child for any part of a 24 hour day are considered mandatory reporters under RSMo. 210.110 & 210.115. Responsible employees cannot leave the onus of reporting in the hands of the chain of command of an organization. Northwest shall not impede or inhibit any employee from reporting. No person making a report shall be subject to any sanction, including any adverse employment action, for making such report.

An individual may call the hotline at 1.800.392.3738, The Children’s Division staff this hotline 24 hours a day, 7 days a week, 365 days a year. They will take information from you and respond to child abuse and neglect.

**Be sure you have:**
- the name of the child
- the name of the parent(s)
- the name of the alleged abuser
- where the child can be located

**You will also be asked:**
- Is the child in a life-threatening situation now?
- How do you know about the abuse/neglect?
- Did you witness the abuse/neglect?
- Were there other witnesses and how can they be contacted?

**NORTHWEST ALCOHOL AND DRUG POLICY**

Northwest Missouri State University (the “University”) policies, as well as federal, state, and local laws, are outlined below. Also included is information pertaining to health risks associated with the use of drugs and alcohol and information on University and community resources for counseling and treatment. The University encourages members of the entire University community to familiarize themselves with all of this information.

Northwest Missouri State University recognizes its responsibility to foster a learning environment that minimizes negative impact of high-risk alcohol use and drug use/possession on student life and academic success. The University recognizes that unlawful drug use must be prohibited and care must be taken to allow alcohol only in settings where it is responsible to do so, and to ensure that policies do not result in an atmosphere in which irresponsible or dangerous alcohol use is likely to result.

The University takes seriously the need to enforce federal, state and local rules and laws prohibiting the illicit use of drugs and limiting alcohol on campus and at University-sponsored events. In accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 as well as other federal, state, and local laws, the University has adopted this anti-drug and alcohol abuse policy for its campus, employees, faculty, students and student organizations.

Annual distribution of alcohol and drug prevention materials to all students, faculty and staff are accomplished through the Annual Security Report. As mandated by federal regulation, the University compiles a Biennial Review of the University’s alcohol and
drug policy and initiatives. It can be found at: 
http://www.nwmissouri.edu/facts/consumerinfo.htm

I. Drug Free University

The University does not condone or authorize and prohibits the unlawful manufacture, 
distribution, dispensing, possession, or use of a controlled substance or alcohol on 
University owned or controlled property or as any part of a University activity. The 
University prohibits individuals from being under the influence of illegal drugs on 
University owned or controlled property or as part of a University activity.

II. Campus Events and Alcoholic Beverages

University policy does not recognize the misuse of alcoholic beverages as an excuse for 
misconduct of any kind. Emphasis is placed on the responsible use of alcohol. 
Responsible drinking is the use of alcohol in ways that do not negatively affect either the 
individual or the community. As part of this policy, regulations and guidelines have been 
created to provide members of the campus community with structure for programming 
and the opportunity to develop realistic and reasonable approaches to alcohol use.

Alcohol is not permitted anywhere on University property except as follows:

• The possession and consumption of alcoholic beverages is permitted during home 
  football games in designated locations by those that are of legal age. Guidelines shall 
  clearly specify areas, times and circumstances under which the possession and/or 
  consumption of alcohol is legal.

• The possession and consumption of alcoholic beverages may be permitted at functions 
  and activities at the Gaunt House, and single specific events, as approved by the President 
  (or his/her designee). Such approval may be granted so long as the campus food service 
  provider or a third party vendor contracted to provide such service is responsible for the 
  possession and distribution of alcohol. Any third party vendor must possess a valid liquor 
  license and shall adhere to all applicable laws and regulations concerning alcohol.

The possession and consumption of alcoholic beverages is prohibited in residence halls. 
Faculty and employees should refer to additional University policies concerning alcohol 
and illegal drug use in the performance of University duties, on University premises, and 
at University activities.

III. Potential University Sanctions

Any employee, faculty member, student, or student organization found to be in violation 
of this policy will be subject to appropriate disciplinary action pursuant to University 
policies and consistent with local, state, and federal laws. Such disciplinary action may 
include counseling, mandatory participation in an appropriate rehabilitation program, a 
verbal or written warning, suspension from or termination of employment or academic
program, and expulsion from the University. Sanctions will be determined pursuant to applicable employee, faculty, student, or student organization procedures. In addition, violators may be referred to appropriate law enforcement authorities for prosecution.

IV. Drug Convictions and Student Financial Aid Eligibility

Under federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Student (Financial) Aid, lose eligibility for that aid. Federal Student Aid includes grants, loans, and work assistance otherwise provided to eligible college students under Title IV of the Higher Education Act. The period of non-eligibility begins on the date of the conviction and remains in effect until the student has met certain rehabilitation requirements.

The prohibition on federal aid applies to any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance as defined by section 102(6) of the Controlled Substances Act (21 U.S.C. § 802(6)). Laws regulating distilled spirits, wine, and malt beverages are not included within the definition of “controlled substance.”

Other financial aid programs, including certain state programs, may also limit eligibility for students convicted of a drug offense.

V. Federal, State and Local Alcohol and Drug Laws

The following information is intended to provide an overview of state, federal, and local laws regarding the possession, use, and distribution of illicit drugs and alcohol. This is not an exhaustive or definitive list of such laws but is indicates the kinds of conduct that are illegal and the range of sanctions that may be imposed for such conduct.

A. Federal Drug Laws and Regulations

A first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/or fined at least $1,000 but not more than $100,000. After two or more prior convictions the penalty increases to at least 90 days in jail but not more than three years and/or a fine of at least $5,000 but not more than $250,000. Other penalties may apply, such as forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, denial of certain federal benefits, and revocation of certain federal licenses.

Federal trafficking penalties for marijuana and other controlled substances (such as heroin, cocaine, PCP and LSD) range from less than five years in prison and/or a fine of less than $250,000 to life imprisonment and/or a fine of up to $8 million (for an individual).

B. Missouri State and Local Illicit Drug Laws and Regulations
Under Missouri law, manufacture, sale, use or possession of controlled or imitation of controlled substances violations are felonies that carry consequences of substantial fines and jail terms (depending on the amount and past criminal history of the individual), with the exception of the following:

1. First offense of possession of 35 grams or less of marijuana, or 5 grams or less of hashish, is a misdemeanor. Penalties include fines, probation and jail terms.
2. First offense of delivery of less than 35 grams of marijuana, or less than 5 grams of hashish, for no remuneration is a misdemeanor. Penalties include fines, probation and jail terms.

Maryville, Missouri’s ordinances provide for sanctions relating to any amount of an illegal or controlled substance. These sanctions can include fines, probation and/or community service.

C. Missouri State and Local Alcoholic Beverages Control Laws and Regulations

Under Missouri law, the following activities are illegal and can result in imposition of fines, jail sentences, community service, mandatory alcohol awareness program attendance, and/or periods of probation:

- It is illegal for anyone under the age of 21 to purchase, attempt to purchase or possess any alcoholic beverage with the intent to consume such beverage.

- It is illegal for a person to present written evidence of age that is false or fraudulent for the purpose of purchasing or attempting to purchase any alcoholic beverage.

- It is illegal to sell or give away alcoholic beverages to a person, actually or apparently, under the age of 21.

- It is illegal to sell or supply alcoholic beverages to a person or persons who appear to be intoxicated.

Driving While Intoxicated

Driving while intoxicated (“DWI”) is a criminal offense and may result in the following: fines, state alcohol education classes, probation, jail terms and loss of driving privileges for first time offenders. A subsequent conviction may result in a more serious sentence.

A person commits the crime of DWI if that person operates a motor vehicle while in an intoxicated or drugged condition. In Missouri, a driver with eight-hundredths of one percent (.08 percent) of alcohol by weight in his or her blood is guilty of DWI and is presumed to be intoxicated.
without further evidence as to how the driver’s motor skills or operation of the automobile have been affected. A person under 21 years of age may be charged with zero tolerance if he/she has any discernible amount of alcohol in his/her system when operating a motor vehicle.

Civil Penalties

A driver of any age who is intoxicated and causes someone’s death in an accident may be charged with vehicular manslaughter in the second degree, which is punishable by fines, probation and/or imprisonment.

If a person is injured by someone under the age of 21 who is intoxicated, the injured person may be able to recover damages against the underage individual (and/or his or her parents) through a civil lawsuit.

If a person is injured by someone who is intoxicated or by reason of that person’s intoxication, the injured person may be able to recover damages against the person who unlawfully caused or contributed to such intoxication through a civil lawsuit.

City Ordinances

Maryville, Missouri ordinances cover minor issues that result from the use, consumption or sale of intoxicating liquors. The city ordinances provide for penalties for violating these ordinances that include fines, probation and/or community service.

VI. Health and Safety Risks of Drug and Alcohol Use

A. Alcohol Health and Safety Risks

Alcohol use carries several risks. Even small amounts of alcohol impair the judgment and coordination required to drive a car safely. College students are disproportionately represented not only in drinking/driving accidents, but also in rapes and assaults.

According to the National Institute on Alcohol Abuse and Alcoholism, the following problems occur within the 18-24 year old college population due to drinking: academic problems, assault by students who have been drinking, drinking/driving, police involvement, alcohol abuse and dependence, and fatalities.

B. Substance Abuse Health and Safety Risks
Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind.

• Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use.

• HIV infection with intravenous drug use is a prevalent hazard.

• Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine and other narcotic users.

• Long lasting effects caused by drug and alcohol abuse may include, but are not limited to, problems such as physical and psychological dependence, withdrawal, disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, memory loss, depression, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and neurological and pulmonary damage.

• Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

VII. Parental Notification

It is not the intent of the University to institute a policy of parent notification for every incident involving student use of alcohol or other controlled substances. Rather, student affairs personnel will use these guidelines to intercede in situations where alcohol and drug abuse has led to situations which threaten the health or safety of individual students, has contributed to significant deterioration of the living-learning community, or has interfered with a University sponsored activity or event.

Examples of incidences in which parents could be notified include intoxication or impairment which was deemed to be health threatening, fighting, harassment, or property damage which can be linked to excessive drinking or drug use. Evidence of recurring patterns of alcohol or drug related violations, residence hall violations, and/or other violations of the University’s judicial code may also result in parent notification.

VIII. University and Community Resources and Referral Information

Students, staff, and faculty who are experiencing symptoms associated with their own or someone else’s alcohol or drug use are encourage to seek help. A variety of resources exist for drug or alcohol counseling, treatment or rehabilitation programs.

A. University Resources and Referrals
Information and assistance is available through the Wellness Services at 660 562 1348 (also for off campus referrals), and through University Police, 660 562 1254.

Wellness Services provides individual and campus wide education and resources to promote healthy living and reduce consequences from alcohol and other drug use. They provide classroom presentations, interactive programs for residence halls, campus organizations and individuals about alcohol and other drug use, laws pertaining to their use, and personal risks related to using these substances are available.

Peer Educators plan and implement major awareness events to promote student wellness and safety throughout the year, and are an important education resource for students.

Students may schedule appointments with the staff at the Wellness Services for confidential consultation and recommendations for assistance related to alcohol use.

B. Self Help Groups

The following is a list of self help groups available in the Maryville area. Similar groups meet in St. Joseph and other surrounding towns.

- Alcoholics Anonymous (AA) Meetings: AA closed meetings are for anyone with a desire to quit drinking and/or are for anyone who wants to learn more about alcoholism. Mondays—noon Wesley Center, campus & 6 p.m., Methodist Church, 1st and Main, Maryville; Wednesdays—6 p.m., Margaret Davison Square, Maryville; Thursdays—Noon and 8 p.m., Wesley Center, campus;

- Narcotics Anonymous (NA) Meetings: Narcotics Anonymous is a community based association of recovering drug addicts. Monday—6 p.m. Wesley Center, campus; Wednesdays—6 p.m. Wesley Center, campus; Fridays—8 p.m. Wesley Center, campus; Saturdays—Noon, Wesley Center, campus;

- Al Anon Meetings

- Al Anon Family Groups: Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics whose purpose is to help the families of alcoholics. Mondays—6 p.m., Methodist Church, 1st and main, Maryville; Wednesdays—6 p.m., Margaret Davison Square, 400 block S. Laura Street, Maryville;

- Overeaters Anonymous (OA) Meetings: Overeaters Anonymous offers a program of recovery from compulsive overeating that addresses physical, emotional and spiritual well being. Mondays—5:30 p.m., St. Francis Hospital and Health Services, Maryville; Saturdays—9 a.m., St. Francis Hospital and Health Services, Maryville.
C. National Resource

In addition to University resources, individuals can contact the National Clearinghouse for Drug and Alcohol Information (800-729-6686), which is operated by the U.S. Department of Health and Human Services and staffed 24 hours a day, 7 days a week. Specialists provide information and referrals.

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 area 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 areas 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. Tornado test/drills are conducted annually across campus and armed intruder test/drills are conducted at Brown Hall each fall. Thus, the emergency response and evacuation procedures are tested at least four times annually. Students and employees learn the locations of the emergency exits and shelter locations within 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 and shelter locations 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 and shelter events, University Police and Residential Life Staff on the scene will communicate information to students regarding the routes.

The purpose of evacuation and shelter 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 emergency issues specific to their building. During the drill, occupants “practice” evacuation and shelter 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 and shelter procedures during the drills, the process also provides the University an opportunity to test the operation of emergency notification systems.

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 deficiencies 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 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/.

**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 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/shelter 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/shelter 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,
Metropolitan Community College 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.

Training is provided to those identified as Campus Security Authorities, as defined by
federal law. 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 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 youth or because of his/her temporary or permanent mental or physical incapacity.
   C. Sexual Assault With An Object – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 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.

Domestic Violence: A “felony or misdemeanor crime of violence committed by—
   - a current or former spouse or intimate partner of the victim,
   - a person with whom the victim shares a child in common,
   - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
   - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
   - any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.”

Dating Violence: “Violence committed by a person—
   - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   - where the existence of such a relationship shall be determined based on a consideration of the following factors:
     o the length of the relationship;
     o the type of relationship; and
     o the frequency of interaction between the persons involved in the relationship.”

Stalking: means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
   - fear for his or her safety or the safety of others; or
   - suffer substantial emotional distress.”

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.

On campus property also includes any building or property that is within or reasonably contiguous to the property discussed in the previous paragraph, that is owned by the
institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

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.

Northwest Missouri State University - Main Campus

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- * 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 2011-2013.

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 2011-2013.

Northwest Missouri State University - St. Joseph, Missouri Campus

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- * The St. Joseph campus does not have any residential facilities.
- There were no reported hate crimes on the St. Joseph campus of Northwest in 2011-2013.
Northwest Missouri State University Fire Safety Annual Compliance Report for 2014

Overview

The Higher Education Opportunity Act became law in August 2008 requiring all United States academic institutions with on-campus student housing facilities 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 detection. 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.

Cooking-type appliances permitted in the rooms are popcorn poppers, hot pots, coffee makers and microwaves under 700 watts.

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 Halls</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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**STATISTICS AND INFORMATION REGARDING FIRES**

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STATISTICS AND INFORMATION REGARDING FIRES 2013
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