

# **ATS Institute of Technology**

*(MDT College of Health Sciences dba ATS Institute of Technology)*

[www.atsinstitute.edu](http://www.atsinstitute.edu)



## **Annual Security Report**

**2022 - 2023**

Last updated: 9/26/2022

**25 East Washington Street, Suite 200  
Chicago, Illinois 60602  
Phone: 312-214-2000 x3125  
Fax: 312-419-7421**

## Table of Contents

ATS Geography.....	3
Clery Act Notes on Geography.....	3
Crime Statistics .....	3
Campus Security Authorities .....	3
Statistics from Local Law Enforcement Agencies .....	4
Timely Warnings .....	4
Emergency Response and Evacuation Procedures:.....	4
Emergency Contacts .....	9
Emergency Notification Systems .....	9
Evacuation Plan Notices.....	9
Evacuations.....	10
Fire .....	10
Emergency Codes.....	11
Critical Operations and Records Recovery Plan .....	11
Policy Statements .....	12
Campus Access Policy .....	12
Law Enforcement Policy .....	12
Counseling.....	12
Background Checks and Convictions .....	13
Registered Sex Offenders .....	14
Drug and Alcohol Abuse Policies .....	14
Drug and Alcohol Abuse Prevention Program .....	15
Campus Security Procedures .....	15
Crime Prevention and Security Success.....	16
Dating Violence, Domestic Violence, Sexual Assault and Stalking .....	17
Educational programs, prevention and awareness programs .....	19
Appendix A: Campus Safety and Security Survey (Crime Statistics).....	20

## ATS Geography

ATS Institute of Technology maintains one campus in Chicago, Illinois.

*Main Campus:*

*25 East Washington, Suite 200*

*Chicago, IL 60602*

*Phone 312-300-0980*

*Fax 312-419-7421*

ATS maintains one campus building. The campus consists of one suite on the second floor of an office building. The campus is defined as the suite within the building, and the surrounding public property is defined as the remainder of the building, the alleyway adjacent to the school, and the street and sidewalk of East Washington immediately adjacent to the building. A list of emergency contacts, contacts with local law enforcement, and procedure is maintained by the respective nursing program administrators. Crimes occurring on campus in Chicago should be reported to Chicago Police by dialing 911 or (312) 744-5000; building security can also be reached at (312) 863-6200. This information is available in the emergency preparedness plan that is kept online as well as a hard copy in each nursing program administrator's office. This information is reviewed annually and updated immediately whenever a change occurs.

### Clery Act Notes on Geography

**On-Campus** — *means 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.*

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

### Crime Statistics

Crime statistics are tracked and maintained by each respective nursing programs administrator. These statistics include Clery act crimes committed both on campus and on public property in the vicinity of campus. During monthly convocations, the respective nursing program administrators discuss and review the definitions of Clery act crimes and remind personnel of the reporting procedure. Information is updated yearly and is publicly available online.

- Crime statistics for the campus and surrounding public property: See Appendix A

### Campus Security Authorities

Campus security is managed by the nursing program administrator. Campus security policy and roles are updated annually.

Additional security is provided by the 25 East Washington Building who employs Allied Barton Security as on-site security. An officer is stationed at the security desk 24 hours a day 7 days a week to monitor and answer questions.

The 25 East Washington Security can be reached at (312) 863-6200. Students are encouraged to contact building security directly if needed. In a non-emergency situation, requests can be facilitated through the nursing program administrator.

Chicago Students, faculty, and staff are required to scan an ID badge to enter campus. These ID badges function from 8:00 AM through 4:00 PM Monday through Friday, select evenings when campus is open Mon – Thursday , and Saturdays 8:00 AM through 4:00 PM. These times are subject to change.

If an ID badge is lost or stolen, one may request a new ID from IT support, who will verify the person's identity. Students, faculty, and staff are required to wear their ID badge while on campus. Visitors must check in at the front desk and will receive a visitor's badge they may use while on campus.

## **Statistics from Local Law Enforcement Agencies**

Administration requests statistics from local law enforcement agencies annually. The school access' the Chicago Data Portal for crime data sets for the year. The data set is filtered to "On Campus" and "Public Property" locations as described in the notes on geography. Statistics involving crimes committed on campus or on public property in the vicinity is available to students, staff and the public on our website.

## **Timely Warnings**

ATS strongly encourages any student or staff involved in an incident to report any crime to local law enforcement in order to distribute timely warnings or emergency notification. The respective nursing program administrators determine if and when timely warnings will be sent in the event of a crime that does not immediately threaten the safety of students or staff. If an event threatens the safety of those on campus, emergency procedures will be followed. A timely warning will be issued once all of the relevant facts have been obtained should any of the following crimes occur on campus or on public property immediately adjacent to campus: criminal homicide, sex offenses, robbery, aggravated assault, burglaries, hate crimes, persons with weapons with intent to use, threats of violent crime, situations where suspect is unknown, and any physical or sexual assault. Timely warnings are delivered to students, staff, and faculty via text message to those who have registered their phone number with our text messaging system and/or via email. The policy regarding timely warnings is located in the Faculty and Employee Handbook.

## **Emergency Response and Evacuation Procedures:**

Emergency response procedures are maintained in the *Emergency Preparedness Plan* prepared by the nursing programs administrator each year. It includes proper responses for natural hazards, biological hazards, violence, hazards related to the building, and hazards related to the community. Emergency contact numbers for staff, security, and local law enforcement, and fire departments are listed within the

*Emergency Preparedness Plan.* The *Emergency Preparedness Plan* is available online in Policy Tech for faculty and staff, and hard copies are available on campus in the nursing program administrator's office. Evacuation instructions are posted in each classroom.

In accordance with the annual review, the school performs an annual, unannounced test of the emergency response and evacuation procedures. In the event of an emergency on campus, alarms will sound alerting all faculty, students, and staff on campus. In addition, email notifications will go out to all members of the campus community and text messages will be delivered to those who have signed up for our text message alert system. The Nursing Program Administrator will confirm whether there is a significant emergency or dangerous situation. The Nursing Program Administrator may also be informed by the building and/or security manager for the 25 East Washington building. Alerts will be sent to all current members of the campus community including full time and part time students, staff, and faculty. Notifications will include the details of the emergency, particularly the nature of the emergency and the affected area. This notification will be sent as soon as possible, provided the notification will not compromise the efforts of first responders, law enforcement, the fire department, or other emergency personnel.

In the event the Nursing Program Administrator is not present or indisposed during an emergency situation, the notifications will be created and dispersed by the CEO of the respective school. In the event the emergency affects public property or the community at large, information will be given to law enforcement and emergency personnel who will alert the public. ATS's campus is located within an office building in downtown Chicago. ATS will follow the building's response and evacuation procedures:

*Aircraft Crash/Collision and Structural Collapse*

- *Call 911*
- *Evacuate the building as for fire emergencies, following instructions given by emergency personnel.*

*Security will proceed to the emergency response entrance to provide direction to first responding firefighting units. Security will also proceed to the area of incident.*

*Biological/Chemical Hazards*

*If you discover a potential biological or chemical hazard:*

- *Call 911*

*Identify:*

- *Nature of emergency*
- *Emergency address (25 East Washington, Chicago)*
- *Floor number (2nd)*
- *Location on the floor, if possible*
- *NOTIFY BUILDING SECURITY AT (312) 863-6200*

*Bomb Threat*

*If you receive a bomb threat:*

- *Remain calm*
- *Try to obtain as much information as possible*
- *Call 911. (Notify Security at (312) 863-6200. Security will proceed to the emergency response entrance of the building to provide direction to first responding rescue personnel.)*
- *Inspect your own work area, but do not touch or move any suspicious objects*
- *Wait for instructions*
- *Do not use hand held radios*
- *Do not discuss the call with anyone else*

**Bomb Threat Checklist:**

- *Date*
- *Time of call (a.m. /p.m.)*
- *Caller I.D. number*
- *Exact location of the device*
- *Time set for explosion (a.m. /p.m.)*
- *Description of the device*
- *Reason the caller has placed the bomb*
- *Exact words used by the caller*
- *Call received by*
- *Immediate action after call*
- *Notify the Police Department. Call 911*
- *Notify the Building's Management Office at (312) 863-6200*

**Civil Disturbance**

- *Call 911 (or Security at (312) 863-6200) and follow instructions. Security will coordinate efforts with the local authorities. Do not evacuate the building unless instructed to do so.*

**Crime**

*If you witness or are aware of a crime or criminal act:*

- *Call 911 (and Security at (312) 863-6200)*
- *Security will respond, as necessary, to the incident*
- *Security will proceed to the building emergency response entrance to provide direction to Police.*

**Elevator Malfunction**

*If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. Please identify the cab number, and so too, the specific floor on which it is stuck. The Guard will establish two-way communication with elevators occupants until help has arrived.*

**IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.**

**Fire and Life Safety**

### *Fire Prevention*

- *Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.*
- *Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.*
- *Keep electrical appliances in good repair. Report unsafe conditions to the building office.*
- *When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame-proofed.*
- *Where potential for fire is especially high, additional fire extinguishers may be installed.*

### *Life Safety*

#### *Before an Emergency:*

- *Have a Plan*
- *Know your stairwells (and their names)*
- *Know your floor*
- *Know your address, never give a vanity address to fire responders or 911*
- *Know how to use a fire extinguisher, when and when not to use it, and where they are located*
- *Know your directions (North, South, East & West)*

### *Stairwell Re-entry*

*For the safety and in accordance with the City of Chicago Ordinance 13-196-084, a failsafe electronic lock release system is installed that can be activated both manually, by building management or firefighting personnel, and automatically either by smoke detectors or sprinkler devices and is connected to an annunciator panel.*

*This failsafe lock release system requires the stairwell doors to be locked at all times, and restricts re-entry from floors 2-21. If for some reason someone enters the stairwell on any of these floors, they will not be able to re-enter until the 1st floor.*

*Stairwell signage will display clear re-entry instructions.*

### *Power Failure*

#### *In the event of a power failure:*

- *Remain at your workstation or present location. Emergency lighting will activate automatically following main power failure.*
- *Follow instructions given by security or by emergency personnel.*
- *Do not evacuate the building unless instructed to do so.*

### Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc.

1. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon.
2. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by the School. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

### Suspicious Mail

Report suspicious packages or mail to:

- Building Management and the Security group

Do not attempt to move, open, handle, or smell the package. Suspicious packages or mail may include those with an illegible, unknown or no return address; an extraordinary amount of postage; protruding wires; excessive tape or string; unbalanced contents, stains or discoloration; an unusual odor; or an unexpected package.

If the package has been opened and identified as being a threat, call 911 (and Security at (312) 863-6200.)

### Suspicious Persons

Report any suspicious or disorderly individuals to

- Chicago: Security at (312) 863-6200

Suspicious persons should be reported to the school front desk representative, and/or the list above. This may include persons wandering about your space that may not belong there or persons who stare or continually watch or follow others. Do not approach the individual; call your school staff or Security.

*Solicitation is not permitted in the building. Any individuals who enter your office for this purpose should be reported immediately to:*

- *Chicago: Security at (312) 863-6200*

#### Toxic Hazards

*If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.*

#### Window Damage, Water Leaks, HVAC System Failure

- *Security at (312) 863-6200. Engineering personnel will proceed to area for determination of further actions.*

### **Emergency Contacts**

Primary Contact

- Yelena Bykov, 440-668-6585

Secondary Contact

- Misti Ludwig, 312-300-0980

Insurance Provider

- Lakeshore Insurance

### **Emergency Notification Systems**

In the event that the school has an incident on site that requires immediate response, ATS will call 911. The call would result in both the fire department and the police responding to that call.

In the event of a life-threatening emergency, 911 will be called, followed by building management. In the event of a building wide event, an alarm will sound, alerting everyone in the vicinity that evacuation is necessary. Students not on campus will be notified that campus is closed via text and/or email.

The school campus is located within an office building in downtown Chicago. ATS will follow the building's procedures which are listed at <http://25eastwashington.info/main.cfm?sid=ecedures>.

### **Evacuation Plan Notices**

As a result of a school emergency, the primary or secondary emergency contact, and facilities manager will make a decision about when, and what emergency response actions should be taken. The decision is weighed carefully against all presenting variables. The emergency contact will give the evacuation / relocation directive when the conditions outside the school are safer than inside. This could be a result of fire in the school building, chemical accident in the building, explosion, or threat of explosion, or any other incident that might place students or school staff in danger, or render the building unsafe.

- **We have marked all exits with lighted EXIT signs**
- **Developed building and site maps**

- **Marked those maps to indicate the nearest exit, and**
- **Posted them in all central locations**

## **Evacuations**

- Remain Calm
- Follow Directions
- Use Stairwells
- DO NOT Use Elevators

Remove high-heeled shoes when using the stairs, if necessary.

**NOTIFY BUILDING SECURITY at (312) 863-6200 OF ANY DISABLED PERSONS REQUIRING ASSISTANCE.**

Disabled individuals should be escorted to the elevator lobby or exit stair landing, where emergency personnel will assist them with evacuation.

During an evacuation, you should also:

- Discontinue telephone conversations. Immediately proceed to evacuate, carrying your wallet or purse only if there is immediate access to such items. Do not return for other personal possessions.
- Report to your designated post or assignment area if you are a part of the Emergency Response Team.
- Check doors for heat before opening. If a door is hot, seek an alternate route.
- Close all doors behind you.
- Proceed to your designated meeting area.
- Act calmly, quietly and courteously.

## **Fire**

If you notice a fire:

- CALL 911

Identify:

- Nature of emergency
- Emergency Address (25 East Washington)
- Floor Number
- Location on the floor, if possible
- Call Security at (312) 863-6200

If you smell smoke, call Security even if a fire is not evident. Inform others in the immediate area. Evacuate the area if the fire cannot be extinguished with a fire extinguisher. Close doors if possible.

**USE STAIRWELLS-** do not use elevators. Remain calm, listen and follow directions carefully.

Disabled persons should be escorted to the elevator lobby or exit stair where emergency personnel will assist them with evacuation.

### **How to Use a Fire Extinguisher**

Remember the word **P.A.S.S.**

- P - Pull the pin without squeezing the handles together.
- A - Aim at the base of the flames and stand approximately 10 feet away.
- S - Squeeze the handles together; do not release until fire is completely extinguished.
- S - Sweep from edge to edge of the area on fire. Always keep your back to an exit to avoid being trapped

### **Emergency Codes**

#### **Code Blue**

In the event that there is a need to shut down the facility due to violence or a weapon on site, every faculty member, staff member, and administrator will receive a “Code Blue” text message on his/her cellular phone and/or email address. “Code Blue” means lock the door, seal the room, and stay inside until notified.

#### **Code Yellow**

If we must take shelter due to a tornado or storm warning that we have received, every faculty member, staff member, and administrator will receive a “Code Yellow” text message on his/her cellular phone, pager, and email address. “Code Yellow” means take shelter inside this facility.

Weather emergencies such as a tornado require taking shelter inside the building. The places that have been identified as the most secure for such emergencies are those parts of the building with no windows or immediate access to the outside.

- Location: Lower Level Pedway

### **Critical Operations and Records Recovery Plan**

Human Resources – Employee records are housed a fireproof cabinet. Their information is also backed up within the payroll site, Paychex.

Financial Transactions – Financial transactions are monitored and stored on a server that is backed up with a cloud server.

Computer Systems – Computer systems recovery will initiate with the IT department in continuously backing up the system by server and cloud storage.

Paper and Academic Records – Paper and Academic records are housed in fireproof cabinets located in the registrar’s office and the storage office. Copies of Academic records are also found in the Student Information System that is accessible by internet connection.

## **Policy Statements**

### **Campus Access Policy**

Faculty/Staff are on campus from 8:00 AM to 4:00 PM Monday thru Friday, select evenings when campus is open Mon – Thursday , and Saturdays 8:00 AM through 4:00 PM. Building security staff is available 24 hours a day, 7 days a week.

Students, faculty, and staff must scan in using an ID badge with a current photo to access the campus. Students ID badges function during the times listed above. Full-time faculty and staff ID badges grant access for 24 hours a day, 7 days a week.

### **Law Enforcement Policy**

Campus Security’s jurisdiction is any criminal activity falls within the jurisdiction of the Chicago Police Department, and all crimes on campus or in the immediate vicinity will be reported to the Chicago Police Department.

ATS building security will cooperate with local law enforcement in the investigation of criminal offenses involving members of our campus community or occurring on or near our campuses. Upon written request, the school will disclose to the victim of a violent crime or non-forcible sex offense our own disciplinary proceedings against a student alleged to have committed the crime.

### **Counseling**

Students needing help in their personal or professional lives may seek counseling. Assistance in finding appropriate resources may be provided by members of the faculty, Student Advisor, or the Program Administrator by requesting a conference to discuss the problem.

For academic difficulty conferences are to be held with the faculty and student as soon as the student’s grade falls below 80% in any subject. These conferences are to help the student explore various study strategies to improve grades.

The Substance Abuse and Mental Health Services Administration (SAMHSA, [www.samhsa.gov](http://www.samhsa.gov) ) has a 24-hour free and confidential treatment referral and information about mental and/or substance use disorders, prevention, and recovery in English and Spanish, 1-900-662-HELP (4357). Additional resources for Emergency counseling hotlines include but are not limited to:

- **Counseling**  
IL Mental Health Collaborative Warm Line  
**Phone:** 1 (866) 359-7953  
**TTY:** 1 (866) 880-4459

- **Domestic Violence**  
SSFS  
**Phone:** 708-335-3028 (24 Hour Hotline)
  
- **Sexual Assault**  
Rape, Abuse & Incest National Network  
**Web:** [www.rainn.org](http://www.rainn.org)  
**Phone:** 1-800-656-HOPE (4673) (24-Hour Hotline)
  
- **Suicide Prevention**  
National Suicide Prevention Lifeline (24-Hour Hotline): **Phone:** 800-273-TALK (8255)

### **Background Checks and Convictions**

All students are required to complete a background check within 7 days of their enrollment start date. The student catalog describes the types of crimes that will likely preclude students from earning licensure and thus precludes them from study at ATS. It also mentions that students are required to inform the school of any and all crimes with which they are charged while enrolled at the school and describes the consequences for failing to do so.

ATS will terminate a student if he/she meets any one or more of the following criteria:

- 1) The individual has been convicted of or pleaded guilty to any crime identified as a considering factor in determining a Refusal to Issue a Nurse License Based on Criminal History Record of the Nurse Practice Act in the Illinois Administrative Code.
  
- 2) The individual has been convicted of a crime that involved any of the following noted below:
  - a. Required to register under the Sex Offender Registration Act.
  
  - b. Involved in involuntary sexual servitude of a minor.
  
  - c. Involved in misdemeanor criminal battery against any patient in the course of patient care or treatment.

Please note that the State Board of Nursing does not have the authority to make a determination or adjudication until an application has been filed. Further, the State Board of Nursing is unable to advise, speculate, or give informal answers regarding licensure prior to the time that the application is filed. Admission or graduation from the nursing program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of State Board of Nursing. (See also: Legal Limitations for Nurse Licensure). In the event of known noncompliance to this request, students may be immediately dismissed from the program.

## Registered Sex Offenders

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

Illinois Sex Offender Information Website; <https://isp.illinois.gov/Sor/Disclaimer>

Indiana Sex and Violent Offender Registry; <https://www.icrimewatch.net/indiana.php>

## Drug and Alcohol Abuse Policies

Students may be selected for random drug testing at any time. No students under the influence of alcohol or other drugs will be allowed to attend class, remain at the College facility, or attend clinical. Drug or alcohol use in class, clinical or lab is subject to blood or urine testing at that time.

Reasons to suspect chemical substance abuse include, but are not limited to:

- 1) Noticeable change in behavior
- 2) Slurred speech
- 3) Smell of ethanol on breath

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the College has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of sanctions that can be imposed for violation of the College's policies regarding substance abuse.

**The Nursing Programs have a zero-tolerance policy for drug and alcohol abuse.** Any student under the influence of drugs or alcohol will be dismissed from the program immediately. Students taking controlled medications that are prescribed for a legitimate reason must provide documentation for it from the health care provider within five days. Failure to comply with this will indicate a positive finding for the drug screening with subsequent dismissal from the program. Any unlawful possession, use, or distribution of illicit drugs or alcohol, whether by students or employees, will be reported to the local police department and will be subject to both criminal prosecution and disciplinary action. The student is responsible for any legal penalties resulting from the possession or distribution of illicit drugs including confiscation of personal possessions, fines, and incarceration.

Students receive information to promote awareness and prevention of drug and alcohol abuse, in the Student Consumer Handbook and the ATS Website. Additional information regarding the drug and alcohol policy, drug prevention, controlled substances penalties, and health risks related to alcohol may be found in the Student Consumer Handbook (via the ATS website). The drug testing policy is found in the Student Catalog (via the ATS website).

## Drug and Alcohol Abuse Prevention Program

ATS is committed to protecting the safety, health and well-being of its employees and students and recognizing that abuse of alcohol and other drugs compromises this dedication. Alcohol dependency and drug abuse education programs are not offered by the school or on school property; however there are resources available. For more information, students and employees may contact one of the following agencies:

- SAMHSA,( [www.samhsa.gov](http://www.samhsa.gov) ) has a 24-hour free and confidential treatment referral and information about mental and/or substance use disorders, prevention, and recovery in English and Spanish, 1-900-662-HELP (4357)
- Chicagoland Region of Narcotics Anonymous 24-hour Helpline: 708-848-4884  
<http://www.chicagona.org/>
- Chicago Area Service Office of Alcoholics Anonymous 24-hour Helpline: 800-371-1475  
<http://www.chicagoaa.org>

## **Campus Security Procedures**

The ATS Annual Security Report is distributed to every student and employee annually on October 1st and is available to prospective employees and students at their request. A copy of the Annual Security Report is posted to the ATS website ([www.atsinstitute.edu](http://www.atsinstitute.edu) ) and the link is delivered to each employee and student via email. This is also distributed via email to prospective students during the admissions process. Paper copies are available upon request. This report includes policy and procedures in place for a safe learning environment.

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Nursing Program Administrator or submitting a [student incident report](#). Names of victims or witnesses are not disclosed in the crime report. It is the policy of ATS Institute that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around ATS facilities to the Nursing Program Administrator, either in person or by calling the school 312-300-0980. If the Nursing Program Administrator is not available, you may contact the Receptionist at 312-300-0980 and the Chicago Police Department by dialing 911 or 311 for non-emergency.

Nursing Program Administrator: Misti Ludwig, [mludwig@atsinstitute.edu](mailto:mludwig@atsinstitute.edu) , 312-300-0980 ext. 2153

All ATS employees are instructed on crime awareness, prevention, and campus security during the hiring and orientation processes. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings. Employees are encouraged to take personal responsibility for their own safety and security, as well as the safety and security of their fellow co-workers and students.

## **Crime Prevention and Security Success**

Maintaining campus security can only be achieved through the cooperation of students, faculty and staff. Students and employees are encouraged to be vigilant and observant at all times. Students, faculty, and staff are encouraged to take responsibility for their own security and the security of others by exercising the following precautions:

- Stay alert and tuned in to your surroundings.
- Stay away from isolated areas.
- Stay on the well lighted part of sidewalks
- Park as close to the building entrance as possible.
- Always lock your car.
- Walk with a companion whenever possible.
- Check the back seat before getting into a car. Keep doors locked while driving.
- Use a backpack or book bag to transport your textbooks so your hands are not overloaded.
- Wear shoes and clothing that do not restrict movement.
- Avoid displaying large amounts of cash or jewelry.
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- Do not reveal your name, phone number or address to strangers.

ATS policy restricts access to campus facilities and is limited to authorized personnel, students, and invited visitors. Visitors are always subject to ATS policies and codes of conduct. Students and employees are always personally responsible for the conduct of their visitors. Pursuant to this policy, all employees are required to:

- Keep all unsupervised and unoccupied areas locked at all times.
- Routinely check to ensure operational effectiveness of all secured areas, lighting, etc.
- Report immediately to the Nursing Program Administrator any suspicious activities that relate to the Campus, regardless of how minor they may seem. If the Nursing Program Administrator is unavailable, and circumstances warrant immediate notification, please dial 911.
- Be familiar with ATS policy regarding the handling of any accidents or criminal activities and are as follows:
  - Immediately determine the condition of any injured employees, students, or other parties
  - Notify the Nursing Program Administrator, and if circumstances are warranted, dial 911
  - Complete an incident report
  - Obtain a copy of the police report (if applicable)
  - Obtain information and statement from witnesses
  - Investigate property damage or theft.

The school does not have off-campus locations of student organizations officially recognized by the school, including student organizations with off-campus housing facilities. ATS does not have any on or off-campus housing facilities.

### **Dating Violence, Domestic Violence, Sexual Assault and Stalking**

ATS is devoted to creating a safe, productive learning environment for its students, faculty, and staff. The school works toward this goal by facilitating programs to promote the awareness and prevention, including risk reduction, of dating violence, domestic violence, sexual assault and stalking. As part of these awareness and prevention programs, techniques for safe, effective bystander intervention are discussed and encouraged. Handouts and additional information are provided on the ATS website.

#### Violence Against Women Reauthorization Act (VAWA)

The Violence Against Women Reauthorization Act (VAWA 2013), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act (SaVE Act) to improve and expand how institutions address domestic and sexual violence. VAWA's SaVE act provisions adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. For clarity, these offenses are defined as:

- "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.
- "Sexual assault" includes rape, fondling, incest, or statutory rape.
- "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.

#### Procedures:

Safety is most important for victims of any sexual offenses. They should get to a safe place and obtain any necessary medical treatment. Any student or employee who has experienced a sexual offense is encouraged to seek assistance immediately by calling 911. For counseling and additional resources: the RAINN organization, **Web:** [www.rainn.org](http://www.rainn.org), **Phone:** 1-800-656-HOPE (4673) (24-Hour Hotline).

Campus security is available to help victims in notifying law enforcement should the victim choose to do so; however, campus authorities will also honor a victim's decision to not contact law enforcement. If any member of the campus community has an order of protection, "no contact" order, restraining order, or similar, such an order should be delivered to campus security/administration so that the person against which the order protects will be prohibited from entering campus and will be removed if seen. Note, ATS does not issue orders of protection.

In the case a student is the victim of dating violence, domestic violence, sexual assault, or stalking due to an incident on campus, the following people should also be alerted immediately:

- Security at (312) 863-6200
- Chicago Police, 911
- Nursing Program administrator: Misti Ludwig, [mludwig@atsinstitute.edu](mailto:mludwig@atsinstitute.edu) , 312-300-0980 ext. 2153

Consistent with the obligations of FERPA and the Clery Act, the school may disclose the result of disciplinary actions as follows:

- **Victims of an Alleged Sex-Based Offense:**  
The accuser and the accused will each be informed of the result of each stage of the investigation and institutional proceedings accompanying the investigation. Both parties will also be informed of any appeal proceedings.
- **Victims of an Alleged Perpetrator of a Crime of Violence:**  
Should the victim of an alleged perpetrator of an alleged violent crime request information, the victim will be informed of the final results of any institutional disciplinary proceeding.
- **All Others:**  
If a student is accused of being the perpetrator of a violent crime or non-forcible sex offense and has been found in violation of the student handbook, the school may release the student's name, the violation, and the final results of any disciplinary action.

All public records regarding crime statistics will not include personal identifying information about the victim.

Any and all accommodations and/or protective measures provided to the victim of a crime will be confidential, so long as such confidentiality will not impair the ability to provide such accommodations and/or protective measures.

ATS will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. The school will also provide victims with written notifications about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school will make such accommodations and provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim reports the crime to local law enforcement.

In the event of alleged dating violence, domestic violence, sexual assault or stalking, a student would be in clear violation of the school's code of required conduct, and the student would be subject to the consequences of said violation. According to the school's student catalog – "A student may be immediately dismissed from school for the following:

- 1) Being under the influence of alcohol and/or illegal drugs while on the school premises or in clinical
- 2) Engaging in sexual harassment or sexual assault
- 3) Falsification of documentation
- 4) Bullying and Harassment.

A student will be immediately dismissed from school for the following:

- 1) Using, selling, possessing or distributing drugs or other illegal substance.
- 2) Using physical or verbal abuse or violence in any form.
- 3) Possessing a weapon of any kind on school property.

If the state determines there is enough evidence to charge the student, the school will honor that standard of evidence and the student will be terminated from the program.

In the event that no formal charges are brought against the accused, ATS will conduct its own investigation. This investigation will take into account statements from the victim, the accused, and any relevant witnesses should any of the preceding choose to give statements. The determination of guilt will be made by representatives from ATS who has received training on issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to protect the safety and anonymity of the victim and alleged perpetrator. The results of any investigation and/or disciplinary proceeding will be delivered in writing simultaneously to both the victim and the alleged perpetrator.

Initial decisions can be appealed by contacting the committee for appeals and student grievances. Should one party appeal the school's initial decision, the other party will be notified immediately. Each party will be notified simultaneously of the appeal committee's decision, whether the initial decision is upheld or changed.

### **Educational programs, prevention and awareness programs**

Students receive information that promotes the awareness and prevention of dating violence, domestic violence, sexual assault, and stalking in the annual notice. These student handouts are also located on the ATS website in PDF format.

Faculty and staff receive training through mandatory on-line training, "Illinois Sexual Harassment Prevention" and "Workplace Harassment Prevention" Webinar through paychex flex, the online human resources platform ([www.paychexflex.com](http://www.paychexflex.com)). Additionally, faculty and staff are also provided with information that promotes the awareness and prevention of dating violence, domestic violence, sexual assault, and stalking in the annual notice and have access to the handouts on the ATS website.

## Appendix A: Campus Safety and Security Survey (Crime Statistics)

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institution concerning the occurrence of criminal offenses in the listed categories which were reported to campus security contacts or local police agencies.

### Criminal Offenses

Criminal Offense	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	1	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	1
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Totals	0	0	0	1	0	1

### Hate Crimes – On Campus

Criminal Offense	2021 - Occurrences of Hate crimes (Category of Bias for crimes)							
	Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0

Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

Criminal Offense	2020 - Occurrences of Hate crimes (Category of Bias for crimes)							
	Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

Criminal Offense	2019 - Occurrences of Hate crimes (Category of Bias for crimes)							
	Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0

Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

### **Hate Crimes – Public Property**

Criminal Offense	2021 - Occurrences of Hate crimes (Category of Bias for crimes)							
	Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

Criminal Offense	2020 - Occurrences of Hate crimes (Category of Bias for crimes)							
	Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0

Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>							

Criminal Offense	<b>2019 - Occurrences of Hate crimes (Category of Bias for crimes)</b>							
	Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **VAWA Offenses**

Crime	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Domestic violence	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Arrests**

Crime	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Weapons: carrying, possessing, etc..	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Totals	0	0	0	0	0	0

## **Disciplinary Actions**

Crime	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Weapons: carrying, possessing, etc..	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Totals	0	0	0	0	0	0

## **Unfounded Crimes**

Of those crimes that occurred On Campus and on Public Property, the following are the number of crimes that were unfounded. This includes unfounded crimes in criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents.

On Campus & Public Property	2019	2020	2021
Total unfounded crimes	0	0	0