

ATS Institute of Technology
(MDT College of Health Sciences dba ATS Institute of Technology)
www.atsinstitute.edu



Annual Safety & Security Report
2025 - 2026

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

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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 Director. 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 the Director of Nursing'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 the Director of Compliance. These statistics include Clery act crimes committed both on campus and on public property in the vicinity of campus. During monthly meetings, Administration 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 Director of Nursing. Campus security policy and roles are updated annually.

Additional security is provided by the 25 East Washington Building who employs Prosegur 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 Director of Nursing.

Statistics from Local Law Enforcement Agencies

Administration requests statistics from local law enforcement agencies annually. The school accesses 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 are 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 Director of Nursing and/or CEO determines 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 located in the *Emergency Preparedness Plan (EPP)*. EPP is reviewed and updated annually, every July, by the EPP team. 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 at the school website: www.atsinstitute.edu and hard copies are available on campus in the Director of Nursing’s office. Evacuation instructions are posted in each classroom.

In accordance with the EPP 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 Director of Nursing will confirm whether there is a significant emergency or dangerous situation. The Director of Nursing 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 Director of Nursing is not present or indisposed during an emergency situation, the notifications will be created and dispersed by the CEO of the 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.*

Building Security will proceed to the emergency response entrance to provide direction to first responding firefighting units. Building 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 students 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 elevator 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 copy machines areas and storage 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 first 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 the 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 students and staff 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/class 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 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 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 the area for determination of further actions.*

Emergency Contacts

Primary Contact

- Yelena Bykov, 312-481-8408

Secondary Contact

- Wanda Robertson, 773-672-8896

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

<https://25eastwashington.info/main.cfm?sid=emergencies&pid=accollapse>

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 the 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

Active Shooter

An active shooter is an individual engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations often are over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared mentally and physically to deal with an active shooter situation. The below is a recommended course of action provided by the Department of Home Land Security.

Procedure

When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Run / Evacuate
 - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your personal belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be

- Keep your hands visible
- Follow the instruction of any police officer
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide Out

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view
- Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
- Blockade the door with heavy furniture & if possible lock the door
- Silence your cell phone
- Turn off lights
- Turn off any source of noise (e.g. cell phones, radios, televisions)
- Hide behind large items (e.g., cabinets, desks)
- If evacuation or hiding out is not possible:
- Remain calm
- Dial 911, if possible, to alert the police of the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight / Take Action Against the Active Shooter

- As a last resort, and only when your life is in imminent danger, you may choose to attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions and follow through
- How to Respond when Law Enforcement Arrives
- Law enforcement's goal is to locate, contain and stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
- Officers usually arrive in pairs

- Officers may wear regular patrol uniforms or external bulletproof vests, helmets and other tactical gear
- Officers may be armed with rifles, shotguns and handguns
- Officers may shout commands and push individuals to the ground for their safety
- How to react when law enforcement arrives:
 - Remain calm, and follow officers' instructions
 - Put down any items in your hands (e.g., bags or jackets)
 - Immediately raise your hands and spread fingers
 - Keep hands visible at all times
 - Avoid pointing, screaming or yelling
 - Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Information to Provide Law Enforcement or 911 Operator:
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter(s)
 - Number and type of weapons held by the shooter(s)
 - Number of potential victims at the location

Preventive Measures

Recognizing Potential Workplace/School Violence

An active shooter in your workplace may be a current or former employee/student, or an acquaintance of a current or former employee/student. Intuitive managers and co-workers may notice characteristics of potentially violent behavior in an employee. Employees should inform their supervisor of the

potential for workplace violence due to direct knowledge, reasonable suspicion, observable warning signs or direct threat.

Indicators of Potential Violence by an Employee/Students

Employees/students typically do not just snap but display indicators of potentially violent behavior over time. If these behaviors are recognized, they often can be managed and treated. Historically, many attackers have had no prior violent criminal record.

Potentially violent behaviors may include one or more of the following (this list of behaviors is not comprehensive nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and /or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene

- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably, unstable, emotional responses
- Explosive outburst of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior that is suspect of paranoia “everybody is against me”
- Increasingly talks of problems at home
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

Critical Operations and Records Recovery Plan

Human Resources – Employee records electronically kept in the secure ATS server that is backed up with a cloud server. 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. Full response and plan is available in the Student Information Security report located on the ATS website.

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

Chicago Students, faculty, and staff are required to scan an ID badge to enter campus. These ID badges grant access to the campus based on the semester schedule. Times vary based on role (student, faculty, staff). Student access is granted only during school operating hours. Faculty and staff ID access is available during all building operating times.

If an ID badge is lost or stolen, the lost or stolen ID badge is deactivated. One may request a new ID with 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.

Students, faculty and staff who are no longer affiliated with ATS, the IT department deactivates the ID upon leave.

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 are provided by members of the faculty, and academic administrative staff. Resources are provided in the Student Catalog and ATS website.

The Substance Abuse and Mental Health Services Administration (SAMHSA, 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
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.

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) 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 or before 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) 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 Director of Nursing 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 Director of Nursing, either in person or by calling the school 312-300-0980. If the Director of Nursing 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.

Director of Nursing: Wanda Robertson, wrobertson@atsinstitute.edu, 773-672-8896

CEO: Yelena Bykov, ybykov@atsinstitute.edu, 312-481-8408

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 Director of Nursing any suspicious activities that relate to the Campus, regardless of how minor they may seem. If the Director of Nursing 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 Director of Nursing, 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 a 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, **Phone:** 1-800-656-HOPE (4673) (24-Hour Hotline).

Campus authorities are 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:

- Director of Nursing: Wanda Robertson, wrobertson@atsinstitute.edu, 773-672-8896
- CEO: Yelena Bykov, ybykov@atsinstitute.edu, 312-481-8408

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 as outlined in the Student Catalog.

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). 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	2022		2023		2024	
	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	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	1
Arson	0	0	0	0	0	0
Totals	0	0	0	0	0	1

Hate Crimes – On Campus

Criminal Offense	2024- 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	2023 - 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	2022- 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	2024- 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	2023- 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	2022- 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

VAWA Offenses

Crime	2022		2023		2024	
	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
Totals	0	0	0	0	0	0

Arrests

Crime	2022		2023		2024	
	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	2022		2023		2024	
	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	2022	2023	2024
Total unfounded crimes	0	0	0