

ANNUAL SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 U.S.C. § (f)] requires institutions of higher education to produce and distribute an annual report containing information on their campus crime statistics and campus security policies. In accordance with that requirement, Midwest Institute has prepared this report. Midwest Institute distributes this report annually to all students and employees via an email notice containing a copy and a link to the electronic version of the report. Any applicant for admission or employment may receive a copy on request.



2025



Table of Contents

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act	4
Introduction.....	5
Campus Security Authorities	6
Monitoring and Reporting of Criminal Activity	7
Crime Awareness and Prevention Program	7
Protecting Yourself from Being a Victim of Crime.....	8
Crime Reporting.....	9
How We Work to Protect You	9
Threats, Violence and Weapons	9
Reporting Criminal Activities and Emergencies	10
Medical Emergencies	10
Emergency Contact Numbers	11
Campus Contacts for Reporting Crimes on Campus	11
Voluntary and Confidential Reporting	12
Responding to Reports of Criminal Activity and Emergencies	14
Administrative Actions	14
Timely Warning Policy	14
Emergency Evacuation & Warning Notification Policies.....	14
Public Crime Log.....	15
Drug Awareness & Prevention.....	16
Sexual Assault & Domestic Violence Awareness & Prevention.....	17
Sex Offense Policy	17
What is Sexual Violence?.....	17
If you are a Victim of Sexual Assault or Rape.....	17
Reporting Sexual Assault or Domestic Violence.....	18
Administrative Action for Sex Offenses	18
Disclosure to Alleged Victims.....	18
Resources	19
Off-Campus Resources	19
Sex Offender Registry Information	19
Clery Act Reportable Crimes.....	20
Criminal Homicide.....	20

ANNUAL SECURITY REPORT 2025

Sex Offenses	20
Non-Forcible	20
Robbery.....	20
Aggravated Assault	21
Burglary	21
Arson.....	21
Security Awareness Programs for Students and Employees.....	21
Illegal Weapons Possession and Substance Law Violations.....	22
Liquor Law Violations.....	22
Unfounded Crimes.....	22
Policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws.....	24
Midwest Institute policy concerning a drug free workplace.....	25
Description of assistance or counseling programs available to employees and students	25
Drug and Alcohol Abuse Education Programs.....	25
Stop Hazing Act Policy	26
Midwest Institute Hazing Policy.....	26
Hazing Definitions	26
Policy.....	27
Investigation and Adjudication	28
Sanctions.....	28
College Reporting and Consumer Notification	29
Hazing Prevention and Awareness programs.....	29
Emergency Preparedness.....	31
Secure Immediate Area: (Activate Alarm Switch located in your assigned area).....	31
Un-Securing an Area.....	31
Contacting Authorities	31
What to Report	31
Police Response	31
Fire and Explosion	32
Emergency Response and Evacuation Procedures.....	33
Conditions in Which to Activate a Lockdown.....	33
Authority	33

ANNUAL SECURITY REPORT 2025

President	33
Administration	33
Building Evacuation	34
Severe Weather and Natural Disaster	34
Emergency Evacuation Drills.....	35
Preparing the Annual Disclosure of Campus Crime Statistics	36
Geographic Areas Needed for Report	36
On – Campus.....	36
On Public Property	36
Annual Campus Crime Statistics Report Distribution	36
7	
Criminal Offenses – On Campus	38
Criminal Offenses – Public Property	38
Hate Crimes – On Campus.....	39
Hate Crimes – Public Property	42
VAWA Offenses – On Campus	44
VAWA Offenses – Public Property.....	45
Arrests – On Campus.....	45
Arrests – Public Property.....	45
Disciplinary Actions – On Campus.....	46
Disciplinary Actions – Public Property	46
Unfounded Crimes - On Campus.....	46

ANNUAL SECURITY REPORT 2025

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires schools and universities to:

- Publish and distribute an annual security report by October 1st that contains three years of school crime statistics and certain school security policy statements;
- Inform all active students and employees, as well as prospective students and employees, about the existence of the annual security report and how to access it on the internet or request a paper copy;
- Disclose crime statistics for the school, public areas immediately adjacent to or accessible from the school, and any non-campus facilities or remote classrooms. The statistics must be gathered from a number of resources, including local law enforcement, school security officers, and other school officials who have "significant responsibility for student and school activities"
- Provide "timely warning" notices of those crimes that have occurred which pose an ongoing threat to employees, students, or public safety;
- Maintain a public crime log at each school which tracks any crime that occurred on campus or within the patrol jurisdiction of the school security officer, and has been reported to a CSA

Introduction

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). HEA was amended in 1992, 1998 and 2000. The 1998 amendment renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act. On August 14, 2008, the Higher Education Opportunity Act or HEOA reauthorized and expanded the HEA of 1965 and the Clery Act (34 CFR 668.46), as amended in conjunction with the Violence Against Women Act signed into law by President Obama on March 7, 2015.

Midwest Institute is strongly committed to crime prevention and the safety of our school communities. We have been fortunate in not experiencing a serious problem at our schools, as the school is subject to many of the same problems that occur in any urban area of the country. The following information has been arranged to increase awareness of the current programs and procedures that exist to protect the safety and well-being of our students, employees, and guests.

As members of the Midwest Institute, you are encouraged to take responsibility for your personal conduct and safety. Adopting a stance of individual responsibility will enrich the quality of life for all students on campus. The cooperation and involvement of all students and staff members in crime prevention programs and by reporting all suspected criminal actions and emergencies is essential to the minimization of criminal activity.

Midwest Institute believes that a well – informed school community helps create a public that is safety conscious and is more important today than ever before, pursuant to the requirements set forth by the Jeanne Clery Disclosure Act. Midwest Institute will publish and distribute an updated annual security report by October 1st, to include the crime statistics for reported crimes over the previous three years for each of our schools. The annual report is prepared by Holly Gamble, Midwest Institute Campus Director and will be available throughout the year in the office of the director for each campus, on our website at <https://www.midwestinstitute.edu/student-consumer-information> Under the Campus Security link

Campus Security Authorities

The Jeanne Clery disclosure act defines a campus security authority (CSA) as any school official that has a significant responsibility for students and/or school activities and requires the school to identify the school official that fall into this category and will be responsible for reporting any crimes that they are made aware of. The CSAs are as follows:

St. Louis County Police

(314) 889-2341
7900 Forsyth Boulevard
Clayton, MO 63015

Midwest Institute Campus CSA's

4260 Shoreline Dr.
Earth City, MO 63045

Holly Gamble (314) 656-3280
Amy Pandolfo (314) 656-3290

Email: hollyg@midwestinstitute.com
Email: apandolfo@midwestinstitute.com

Monitoring and Reporting of Criminal Activity

Midwest Institute does not have CSAs working on site during entire evening classes. Students and employees are encouraged to report all crimes to the Police Department. The St. Louis County Police Department is responsible for conducting any criminal investigations reported to them at the off campus locations. If possible, please notify the designated campus safety officer if you are the victim of a crime. This notification will allow Midwest Institute personnel the opportunity to review whether or not a timely warning alert should be posted and will assist Midwest Institute in maintaining accurate crime statistics for each site. The purpose and authority of Midwest Institute staff is limited to enforcement of campus rules and regulations. Incidents that go beyond this range are referred to, and investigated by the St. Louis County police department. Campus security personnel do not have the authority to make arrests, however work very closely with local law enforcement to report incidents of crime.

Crime Awareness and Prevention Program

Midwest Institute is committed to constructing and maintaining a community in which students, faculty, and staff can work and study in an environment free of criminal actions. Midwest Institute exercises the Crime Awareness and Prevention Program, within the Annual Security Report, which communicates measures to prevent crime with all new students at each orientation and with new employees at the

ANNUAL SECURITY REPORT 2025

beginning of their employment. The information which is covered in this program is reiterated via annual drills with Midwest Institute's assigned St. Louis County Police Department Representative, through demonstrations of safety drills and presentations over general safety and emergency preparedness.

This following information is also made available to all students, faculty and staff on the Midwest Institute website at <https://www.midwestinstitute.edu/student-consumer-information> and in the office of the Director and is updated and distributed to all current students and employees annually, no later than October 1st. Students are made aware of this program and updates to this program via hand delivered notice from the office of the director.

Protecting Yourself from Being a Victim of Crime

A noteworthy part of crime prevention is individual safety consciousness and awareness of one's personal environment. These simple measures can contribute immensely to the safety and security of the school community:

- Always carry your picture ID
- At night, travel in well-lighted areas, and in pairs, if possible.
- Avoid short cuts and deserted areas.
- Do not carry more cash than necessary and never advertise what you have.
- Do not leave personal property unattended in classrooms, labs, or in the student lounge.
- Leave items of high monetary value at home.
- Lock your car.
- Never leave valuable items visible in your car including personal and school related materials such as textbooks.
- Take and keep your car keys with you at all times.
- Be aware of your surroundings and what is going on around you. If anything makes you feel unsafe or threatened, call a CSA or dial 9-1-1

If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

Steps for Suspicious Activity or Persons: Suspicious activity or persons should be forwarded to administration by calling the Director of Education, Earth City Campus at (314) 656 – 3290 or as soon as possible during normal office hours or directly to a Midwest Institute instructor who is qualified to report to the proper authorities. Attempt to get as much information of the activity or persons as possible, such as, descriptions, vehicles, direction of travel while maintaining your own safety.

Crime Reporting

If you are the victim or the witness to a crime, you should do the following:

1. **Contact a CSA at phone numbers provided or 911 immediately.** If 911 is contacted, please notify your CSA of this. Let a CSA or 911 know your exact location and the seriousness of the incident.
2. **Obtain a description.** Attempt to obtain a description of the offender(s) including, sex, age, race, hair, clothing or any distinguishing features. If a vehicle is involved, try to obtain a license plate number, make/model of the vehicle and direction of travel. This information will be useful for Law Enforcement.

How We Work to Protect You:

The Campus Director and/or Primary CSA will use the Timely Warning Policy advising the school community when there has been a known systematic pattern of crime or a series of crimes that may pose a threat to the safety and welfare of the school community. Midwest Institute is committed to ensuring that facilities are kept in good working order, including doors and locking mechanisms. Employees and staff are encouraged to report any known problems or threats to a CSA. Prompt reporting enhances safety for all students, employees and guests.

Threats, Violence and Weapons

Midwest Institute is committed to the safety and security of all students, employees and guests. To ensure a safe place of employment and study and to reduce the risk of violence, all employees and students should understand that no person shall possess any firearms or other dangerous weapons on school property, with the exception of police officers. Midwest Institute will not tolerate and will terminate any person(s) involved with threats, violence and weapons.

In the Event of Threats, Violence and Weapons Violations

Midwest Institute campus security authorities do not have the right to make arrests or to detain anyone in the event of a violation, however Midwest Institute Campus Security Authorities will report any threats, violence and weapons violations to the proper authorities.

Reporting Criminal Activities and Emergencies

Midwest Institute encourages students and employees to report any criminal activity and emergencies that have occurred on campus.

- Emergencies: In emergency situations occurring on – campus, in any public areas immediately adjacent to or accessible from the school, or any non –campus facilities or remote classroom location, requiring the response of fire, police, or medical assistance, first dial 9 – 1 – 1. Thereafter, contact one of the school’s designated CSAs
- Non-Emergencies: In a non-emergency criminal offense situation occurring on- campus, in any public areas immediately adjacent to or accessible from the school, or any non-campus facilities or remote classroom locations, report the incident to one of the school’s CSA’s.

Medical Emergencies

- If you find an unconscious victim, do not move them unless his or her life is in danger in the existing location.
- Stay with the victim and have someone call 911 and Campus Safety at the numbers provided; then stay with them until help arrives. If alone, go and call 911 and Campus Safety at the numbers provided.
- Public Safety will direct emergency personnel to your location.
- If you come across a victim who is conscious and alert, have them help themselves.
- Always remember to contact Campus Safety at the numbers provided for any incidents during normal office hours and an instructor for any incidents after normal business hours.

Emergency Contact Numbers

Earth City Campus

Campus Safety Earth City (314) 656-3290

St. Louis County Police (314) 889-2341

Maryland Heights Fire Dept. (314) 298-4400

Campus Contacts for Reporting Crimes on Campus:

Campus Contacts for Reporting Crimes on Campus: For purpose of "Timely Warnings" any student or staff member of Midwest Institute may report on campus crimes to any of the following Administrators or Directors. Each of these positions are considered "Campus Security Authorities" per the Clery Act:

Director - Holly Gamble - 314-656-3280

Director of Education - Amy Pandolfo - 314-656-3290 Director of Education

Any campus safety officer can also act as a Campus Security Authority

Voluntary and Confidential Reporting:

Midwest Institute has established an Incident Report Form that may also be filled out by any victim or witness wanting to report a crime on a voluntary basis while maintaining confidentiality. The Incident Report Form is available through Midwest Institute's designated CSA's and may be submitted to a CSA directly, at the discretion of the victim or witness.

Policy on Reporting and Confidentially Disclosing Sexual Violence:

Midwest Institute, encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so Midwest Institute, can respond appropriately. **No employee on campus has the authority to maintain a victim's confidentiality.**

Midwest Institute employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Campus Director. A report to these employees ("responsible employees") constitutes a report to the Campus Director, and generally obligates Midwest Institute to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so that informed decisions about where to turn should they become a victim of sexual violence. Midwest Institute encourages victims to talk to someone within Midwest Institute, however no employee of Midwest Institute is a Professional and/or Pastoral Counselor.

Midwest Institute makes available to all students Non Professional Counselors and Advocates defined as individuals who work or volunteer in the on-campus Administrative Office or Admissions Office.

A victim who speaks to a non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, Midwest Institute will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these nonprofessional counselors and advocates will assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

Reporting to "Responsible Employees"

A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an

ANNUAL SECURITY REPORT 2025

incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Campus Director, all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened, including:

- Name(s) of the victim(s) and alleged perpetrator(s),
- Any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. The following employees are Midwest Institute's responsible employees:

Director - Holly Gamble - 314-656-3280

Director of Education - Amy Pandolfo - 314-656-3290

Because Midwest Institute cannot maintain a victim's confidentiality, the victim will be informed prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the Midwest Institutes response. Midwest Institute will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.

Midwest Institute will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus.
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or local law enforcement - and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any investigation or disciplinary proceeding. Because Midwest Institute, is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt Midwest Institute to consider broader remedial action - such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts,

ANNUAL SECURITY REPORT 2025

including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Responding to Reports of Criminal Activity and Emergencies:

When necessary, a CSA, Campus Security Personnel, and the local Police Department, will respond to and investigate reports of criminal activity individually. This includes notifying the victim of the outcome of the investigation and any "Administrative Actions" taken.

Administrative Actions:

If a reported criminal offense involves a student or employee as the accused offender, the offender will be subject to applicable conduct policies and disciplinary procedures. Disciplinary Actions may include withdrawal with regard to student offenders and termination for employee offenders.

Timely Warning Policy:

Upon notification and identification of a "reportable" crime under the guidelines of The Jeanne Clery Disclosure Act, that represents a serious or continuing threat to students and employees on or surrounding the school's general geographic area, the CSAs will issue a timely Warning Notice to the school community with 72 hours.

The Timely Warning Notice will be distributed to all employees at the school. Administration is responsible for ensuring the student body and employees are notified. The notice will also be distributed by email to all employee email accounts and into the mailboxes of all instructors to be delivered to students.

Emergency Evacuation & Warning Notification Policies:

Midwest Institute has designed Emergency Evacuation and Emergency Notification Plans. These plans can be viewed in full on the school grounds in each area of congregation and in the office of the Campus Director for each campus.

The Director with the assistance of administration, is responsible for all aspects of the emergency training and planning. The Director with the assistance of administration, leads in the case of an emergency that would require the evacuation of students and staff, i.e. any bomb threat, fire alarm, etc. The Director is responsible for verifying that everyone has been evacuated, and decides when it is appropriate to re-enter the building. The Director with the assistance of administration, is responsible for announced tests, which will be conducted semiannually and evaluated for effectiveness: these tests may be inclusive of drills and exercises.

When notified of the need to evacuate, all students, faculty, and staff and guests should exit the building, quickly but orderly, following the Emergency Exit routes to predetermined outside areas and await further instruction and information.

When the need to "Lockdown" the school is present (i.e. Tornado or Active Shooter). Employees and students are advised to take cover immediately and await further instruction. During a significant emergency or dangerous situation that poses an immediate and/or potential threat to the health and/or safety of Midwest Institute employees and students, the CSAs will immediately issue an Emergency Warning Notice to the Midwest Institute community in accordance with the Emergency Response Plan.

ANNUAL SECURITY REPORT 2025

Depending on the threat or emergency, warning notices may be distributed to students and employees, utilizing any combination of the following methods of communication

- Emails
- Emergency Alarms
- Flyers
- Verbal Announcements

Each campus will expeditiously, and with consideration of the safety of campus patrons, determine the context of the notification and initiate the notification system. In the professional judgment of the responsible authorities, if the issuance of an Emergency Warning Notice will compromise the efforts of school officials to contain an emergency, or assist the victim(s), the Emergency Warning Notice will not be issued.

Public Crime Log

Any crime reported to a Midwest Institute CSA must be properly documented within 24 hours and all reported crimes must be recorded in the Public Crime Log within 48 hours. The Campus Director will maintain the Public Crime Log and will also maintain all documentation for all reported crimes, using the designated Incident Report Form.

The Public Crime Log will include all reported crimes in sequential order by date, using the reported date as the date of occurrence. All qualifying crimes will be tracked in this Log indefinitely and will be reported annually, on the published Crime Statistics Reports. Only a reportable crime under the Clery Act that is determined to be “unfounded” or “false” by a law enforcement investigation, and has been marked as such in the Public Crime Log, will be excluded from the annual Crime Statistic Reports. Outcomes from reported crimes will be forwarded to the local police and the log will be updated with results for up to 60 days after the crime was reported. Midwest Institute will make the crime log for the most recent 60-day period open to the public inspection during normal business hours, in the Office of the Director. Midwest Institute will make any portion of the log older than 60 days available within two business days of a request for inspection.

Drug Awareness & Prevention

The Midwest Institute drug and Alcohol Abuse Prevention Program, is distributed to each student upon enrollment and each employee Upon Hire. The possession or sale of illicit drugs (controlled substances) is illegal, any employee or Student who possesses, sells, or uses such drugs as outlined in the Drug and Alcohol Abuse Prevention Program, is subject to dismissal.

Any possession of alcohol on Midwest Institute premises is prohibited. Faculty, staff or students in possession of alcohol will be subject to immediate dismissal. The "campus" consists of all property owned by Midwest Institute plus any areas in which Midwest Institute students are completing internships/externships, or visiting in connection with their education at Midwest Institute.

Midwest Institute is a Federal grantee. This is to state, that Midwest Institutes policy to maintain a drug free and alcohol free campus. All students are hereby notified, that illegal manufacture, distribution, dispensing, possession or use of an illicit drug, is prohibited on Midwest Institute campuses. As a condition of training at Midwest Institute, every student must:

1. Abide by the terms of this statement
2. Notify Holly Gamble, Campus Director, by email to hollyg@midwestinstitute.com, of any criminal drug stature conviction or violation occurring at the work place not later than five days after such convictions. Upon such notification, Midwest Institute must notify the U.S. Department of Education within ten days and take one or more of the following actions with respect to any student convicted:
 - a. Take appropriate disciplinary action; and/or
 - b. Require the student to participate satisfactorily in drug abuse assistance or a rehabilitation program for such purpose, which is approved by federal, state or local health law enforcement or other agency, at the expense of the student.

Information on drug awareness and prevention is provided at student orientation. Questions concerning the alcohol and drug policies should contact the Campus Directors at:

Midwest Institute 4260 Shoreline Dr. Earth City, MO 63045 (314) 344-4440

Sexual Assault & Domestic Violence Awareness & Prevention

Sex Offense Policy

Midwest Institute does prohibit any form of sexual offenses, including but not limited to sexual assault, sexual misconduct, sexual harassment, sexual exploitation, or sexual intimidation, dating violence, domestic violence and stalking. The administration of Midwest Institute fully supports local, state and federal laws governing sexual harassment, rape and sexual assault and will cooperate with law enforcement to the fullest extent possible.

Further, Midwest Institute, in a good faith effort to comply with amendments to the Clery Act, as mandated by Section 304 of the "Violence Against Women Reauthorization Act of 2015, is committed to ongoing development of preventative measures, policies, procedures and sanctions detailed below, which are distributed via student and employee orientations throughout the year combined with annual updates to this Report.

What is Sexual Violence?

Under Missouri law, sexual assault is any intentional sexual contact committed against the will of the victim. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. These acts are subject to prosecution in a court of law. Education about sexual assault and rape are presented at student orientation. Midwest Institute provides brochures and will provide counseling referrals to students needing assistance.

If you are a Victim of Sexual Assault or Rape:

If you should become the victim of sexual assault or other form of domestic violence, do your best to remember the person who attacked you and committed the crime. The more details you can remember, the better. For more information on these crimes visit

[http://www.nationalcenterdvtraumamh.org/resources/national-domestic-violence- organizations/](http://www.nationalcenterdvtraumamh.org/resources/national-domestic-violence-organizations/)

If you become the victim of a sexual assault or rape, do the following immediately:

- Find a safe place
- Call 911 to report the crime committed against you
- Seek Medical Care

What Not to Do:

- Do not shower, bathe or douche after the attack
- Do not discard or wash clothing or linen

You are not to blame for the sexual crime committed against you

[Reporting Sexual Assault or Domestic Violence](#)

When an alleged offense occurs on the campus or the accused is a student or employee of the school: students or employees of the school must report such alleged sex offenses directly to the Campus Director. As a representative for Midwest Institute the Director:

- Will act thoughtfully and will not judge or blame you.
- Will treat you with sensitivity, dignity and understanding.
- Will accommodate your request to notify law enforcement officials
- Will assist in arranging hospital and/or counseling services or other assistance.
- Will alter your academic situation after an alleged sex offense if the requested changes are reasonable and available.
- Will allow you and the accused (if also a student or employee), the same opportunity to have others present during a disciplinary meeting and both of you will be informed of the final results and actions taken against the accused
- Will carefully investigate the matter. Within twenty-four hours after reporting

[Administrative Action for Sex Offenses](#)

In addition to criminal penalties that may be enforced for sex offenses, and based upon its own investigation of the alleged sex offenses and the resulting conclusions, Midwest Institute may take one of the following actions:

- Withdraw alleged offender Midwest Institute in the event the alleged is a student. In the event the alleged offender is an employee, termination or suspension with or without pay.
- Termination A
- Other disciplinary action

[Disclosure to Alleged Victims](#)

Midwest Institute will, upon closure of the disciplinary proceedings, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense.

Resources

During each new student and new employee orientation and throughout the year, students are informed of services offered by resource groups for ongoing prevention and awareness of sexual violence. Video and slide presentations outline ways to maintain personal safety. Students are told about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime prevention programs and sexual assault prevention programs are offered on a continual basis.

Off-Campus Resources

- Rape Abuse & Incest National Network (RAINN): 1-800-656-4673 (800-656-HOPE) RAINN is the nation's only toll free sexual assault hotline. It operates 24-hours per day and will route each call to a rape crisis center closest to the caller. All calls are confidential. You may also access other information and locations of state specific programs and/or coalitions against sexual violence and assault by going to the RAINN website at the following URL: <http://www.rainn.org/>
- Alive – Alternatives to Living in Violent Environments: (314) 993 – 2777
- Aid for Victims of Crime: (314) 652-3623
- LAAW – Legal Advocates for Abused Women: (314) 664-7475
- Life Crisis (24 Hour Hotline): (314) 647-4357 or 1-800-527-1460
- Rape Hotline: (314) 531-2003
- Sexual Assault Center: (314) 726-6665
- United Way Information and Referral Service: (314) 421-4636
- Victim Services:
 - St. Louis City: (314) 622-4373
 - St. Louis County: (314) 889-3075
- Women's Counseling Collective: (314) 727-4152
- Women's Center Domestic Violence Hotline: (314) 946-6854

Sex Offender Registry Information

In accordance to the "Campus Sex Crimes Prevention Act of 2000" which amends the Jacob Wetterling Crimes Against children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Midwest Institute provides the following link to state Sex Offender Registries.

- www.MSHP.DPS.MISSOURI.GOV (Missouri - Under Sex Offender Registry).
- www.circuitattorney.org (Click on Sex Offender Registry, City of St. Louis)
- www.isp.state.il.us (Illinois - Click on Registered Sex Offender Information).

This legislation requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required in a State to provide notice of each institution of higher education in that state at which the registered sex offender is employed, carries a vocation, or is student.

Clery Act Reportable Crimes

Criminal Homicide: These offenses are categorized in two areas:

- Murder: The willful killing of one human being or another.
- Non-Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses: These offenses are categorized in two areas:

Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:

- Forcible Rape
- Forcible Sodomy
- Sexual Assault with an Object
- Forcible Fondling

Non-Forcible: Unlawful, non-forcible sexual intercourse. Only two types of non-forcible sex offenses are included:

- Incest
- Statutory Rape

Not all sex offenses are disclosed under the Clery Act, such as sexual harassment, indecent exposure and voyeurism

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

In analyzing Robbery, the following subheadings are used:

- a. Firearm
- b. Knife or cutting instrument

- c. Other dangerous weapon – club, brass knuckles
- d. Strong-arm – muggings with hands, feet, teeth

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting serve or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or theft. Larceny would classify under Clery reporting as a burglary.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. There are three categories of motor vehicles with this classification:

- Autos
- Trucks and Buses
- Other Vehicles – golf carts, motor scooters, ATV's

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

Hate Crimes: The categories of bias are:

Disability

National Origin

Ethnicity

Gender Identity

Gender

Race

Religion

Sexual Orientation

Security Awareness Programs for Students and Employees:

During each new student orientation and upon hire for new employees, students are informed of services offered by St. Louis County Police Department regarding safety awareness. In addition the most recent Campus Security Report is given. If needed, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, and videos.

Illegal Weapons Possession and Substance Law Violations:

Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Liquor Law Violations:

Violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: The manufacturing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

The campus will report to following annual statistics for illegal weapons possession, liquor law violations and drug law violation:

1. The number of campus violations
2. The type of disciplinary actions and sanctions for violations
3. The number of arrests
4. The number of fatalities

Unfounded Crimes:

If a reported crime is investigated by law enforcement personnel, and they determine that a crime did not occur, the crime is considered “unfounded”. Only sworn or commissioned law enforcement authorities that investigate the crime can make this determination. A campus security authority who is not sworn or commissioned law enforcement authority cannot unfound a crime.

Drug and Alcohol Abuse Prevention:

Federal legislation prohibits the unlawful use, possession or distribution of alcohol. The laws of all states comply with federal law, prohibiting persons less than 21 years of age from the possession or consumption of alcohol. The unlawful manufacture, possession, distribution, or use of alcohol on any Midwest Institute Campus or site by Midwest Institute students, employees or their guests is strictly prohibited

Policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws:

ANNUAL SECURITY REPORT 2025

The following information is presented in compliance with the Drug-Free Schools and Communities Act Amendment of 1989:

Midwest Institute prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus property or on institutionally owned, leased, or otherwise controlled property.

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines.

Missouri statutes provide that it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days or a fine of not more than \$2,500 or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than \$50 or both

Information about how use of drugs and/or alcohol affects health is available in the Office of the Director for each campus.

Midwest Institute does not currently provide drug/alcohol counseling, treatment, or rehabilitation programs for students. Referral to community treatment facilities may be made in appropriate cases.

Midwest Institute will impose disciplinary actions upon individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases, withdrawal from Midwest Institute and referral for criminal prosecution may be made in appropriate cases. Individuals involved in the sale or distribution of illegal drugs will be withdrawn from Midwest Institute and referred to the appropriate authorities for criminal prosecution. All employees, including students, agree as a condition of enrollment/employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the workplace no later than five days after the conviction.

No alcoholic beverages, illegal drugs, or drug paraphernalia are permitted on the campus of Midwest Institute. Empty alcohol containers (including but not limited to bottles, cans, and kegs) may not be used for display purposes on campus.

The use and/or possession of alcoholic beverages on Midwest Institute owned or controlled property is prohibited.

Policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws:

The following information is presented in compliance with the Drug-Free Schools and Communities Act Amendment of 1989:

Midwest Institute prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus property or on institutionally owned, leased, or otherwise controlled property.

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines. Missouri statutes provide that it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days or a fine of not more than \$2,500 or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than \$50 or both.

Additional information about how use of drugs and/or alcohol affects health is available in the office of the Director for each campus.

Midwest Institute will impose disciplinary actions upon individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases, withdrawal from Midwest Institute and referral for criminal prosecution may be made in appropriate cases. Individuals involved in the sale or distribution of illegal drugs will be withdrawn from Midwest Institute and referred to the appropriate authorities for criminal prosecution. All employees, including students, agree as a condition of enrollment/employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the workplace no later than five days after the conviction.

No alcoholic beverages, illegal drugs, or drug paraphernalia are permitted on the campus of Midwest Institute.

Midwest Institute policy concerning a drug free workplace:

It is the policy of Midwest Institute to maintain a drug-free workplace. The unlawful manufacture, distribution, possession, or use of any controlled substance (including prescription drugs) is banned in the workplace. A Controlled substance list is available in the Office of the Director and include such things as opium, hallucinogens (like marijuana, mescaline, etc.), cocaine, amphetamines, heroin, and morphine. This policy does not prohibit the lawful use of prescribed drugs which are taken under a physician's care.

Midwest Institute strives to maintain a workplace environment for all employees which is safe and free of illegal drugs, in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Description of assistance or counseling programs available to employees and students:

The Midwest Institute Employee Assistance Program (EAP) is a short-term referral service available to you and your immediate family members who may be experiencing personal or workplace problems. All school employees are eligible for referral assistance through the Midwest Institute Employee Assistance Program, coordinated by Office of the Director. The Office of the Director maintains a list of community agencies for referral and/or counseling to students and employees.

Drug and Alcohol Abuse Education Programs:

Midwest Institute recognizes, the use of alcohol and drugs potential to negatively impact students and the learning process. To inform students of these hazards, Midwest Institute provides a Drug and Alcohol Abuse Prevention Program.

The Midwest Institute Drug and Alcohol Prevention Program is available on the school website at: <https://midwestinstitute.com> and is discussed with all students during their Admissions interview and with all new employees at the beginning of their employment. The literature is also made available to all students and employees in the Office of the Campus Director. The report is updated annually and is distributed to all current students and employees no later than October 1st each year. The Alcoholism Drug abuse hotline is 1-800-ALCOHOL. The Cocaine Hotline is 1-800- NODRUGS. Information on treatment resources can also be found on the National Institute on Drug Abuse website at <http://www.drugabuse.gov/> and on the Substance Abuse and Mental Health Services Administration website at <http://findtreatment.samhsa.gov>. Employees and students in need of assistance can seek assistance from the Campus Director.

Stop Campus Hazing Act

The [Stop Campus Hazing Act](#) (SCHA) amends section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Notably, the bill also changes the name of the Clery Act to the “Jeanne Clery Campus Safety Act”, representing the Act’s evolution in addressing broad campus safety needs.

Clery Center partnered with Gary and Julie DeVercelly, whose son, Gary DeVercelly, Jr. died by hazing in 2007, to begin advocating for federal anti-hazing legislation in 2014. These efforts led to the introduction of the Report and Education About Campus Hazing (REACH) Act in 2017, which was combined with elements of the END ALL Hazing Act to create the Stop Campus Hazing Act.

Midwest Institute Hazing Policy

Midwest Institute promotes a safe and educationally productive learning environment. Hazing is prohibited by state law and College policy. Students, faculty, and staff must work to prevent Hazing within the scope of their individual authority and must report suspected Hazing incidents to College Administration. Situations involving immediate danger to individuals should be reported to the Police by calling 911. Students and that engage in Hazing are subject to disciplinary action and consequences up to and including termination from their program. College employees who knowingly permit, authorize, or condone Hazing are subject to corrective action up to and including termination. Consent or acceptance to Hazing is not a defense. College administration or appropriate law enforcement agencies will investigate Hazing activity that appears to violate Missouri law, and may constitute misdemeanor or felony crimes.

Definitions

“Hazing” includes “hazing planning or organizing.” It is not a defense to Hazing if the victim or person against whom the hazing was directed, acquiesced or consented, whether implied or expressed, to the conduct, or if the conduct was traditional and customary. Hazing is defined in Missouri law as follows:

1. A person commits hazing by intentionally, knowingly or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting or affiliating a minor or student into or with an organization or for the purpose of continuing, reinstating or enhancing a minor's or student's membership or status in an organization, causes, coerces or forces a minor or student to engage in or endure any of the following:

- a. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both.
- b. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the minor or student, including activities that are reasonably calculated to cause the minor or student to harm themselves or others.
- c. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug or other substance that poses a substantial risk of death, physical injury or emotional harm.

- d. An act of restraint, confinement in a small space or significant sleep deprivation.
 - e. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury.
 - f. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics or unhealthy exposure to the elements.
2. A person commits hazing planning or organizing by doing any of the following:
- a. With the intent to promote or aid the commission of hazing, the person agrees with one or more persons that at least one of them or another person will engage in hazing and one of the parties commits an overt act in furtherance of hazing.
 - b. Intentionally or knowingly engages in conduct that would constitute hazing if the attendant circumstances were as the person believes them to be.
 - c. Intentionally or knowingly does anything that, under the circumstances as the person believes them to be, is any step in a course of conduct planned to culminate in committing hazing.
 - d. Intentionally or knowingly engages in conduct that is intended to aid another to commit hazing, although the hazing is not committed or attempted by the other person, if the person's conduct would establish the person's complicity under law and the hazing was committed or attempted by the other person.
3. The definition of hazing does not include:
- a. Customary athletic events, contests or competitions that are sponsored by an educational institution.
 - b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

"Organization" for purposes of this policy means any official fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team or similar group whose members are primarily students at, or former students of, a high school or postsecondary institution, regardless of the nature of membership of a larger public or private organization.

"Student" for purposes of this policy means any person who is enrolled at the College, any person who has been promoted or accepted for enrollment at the College or any person who intends to enroll at or be promoted to the College within the next twelve calendar months. A person who meets the definition of a student for purposes of this policy shall continue to be defined as a student for purposes of this policy until the person graduates, transfers, is promoted or withdraws from the College.

Policy

Prohibition

Hazing is prohibited, whether or not an involving a College established or recognized Organization. Soliciting another to engage in Hazing or planning or organizing Hazing is prohibited. Aiding or abetting another person who is engaged in Hazing is prohibited. Students, faculty, and staff who knowingly permit, authorize, or condone Hazing are subject to disciplinary/corrective action and/or sanctions. Interfering with an investigation of Hazing or retaliating against an individual who made a good faith report of Hazing is prohibited. It is not a defense to a violation of this policy if the Hazing victim consented to or acquiesced in

ANNUAL SECURITY REPORT 2025

the Hazing activity.

B. Duty to Prevent -Students, faculty, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. Failure to do so shall constitute misconduct subject to disciplinary/corrective action.

C. Duty to Report -Students, faculty, and staff shall report violations or suspected violations of this policy to the appropriate authority. Dial 911 or to College administration during business hours.

Failure to report violations or suspected violations of this policy may constitute misconduct subject to disciplinary/corrective action.

Midwest Institute does not have any sanctioned organizations that are part of any program such as sororities, Fraternities or clubs. Midwest Institute does not have any sporting leagues or teams.

Investigation and Adjudication

Violations of this policy by Students shall be investigated and adjudicated in accordance with the Student Code of Conduct and the College's standard Student disciplinary procedures. Violations of this policy by faculty and staff shall be reviewed in accordance with College policies that govern employee conduct. The College may pursue disciplinary action or sanctions against any student in addition to disciplinary action or sanctions as a result of internal processes.

Sanctions

When determining disciplinary/corrective consequences, the College may consider mitigating or aggravating factors such as prior or subsequent conduct, motive, and intent. A pattern of similar violations will warrant an escalated response. Violations of this policy may result in one or more of the following sanctions or disciplinary/corrective actions:

Students

- a. Letters of warning, direction, or reprimand
- b. Disciplinary probation, suspension, or termination
- c. Restricted access to or use of College property or facilities
- d. Restitution paid to the College or other persons for damages or harm
- e. or other sanctions consistent with College policy that may be deemed appropriate from time to time.

2. Employees

- a. Written or final written warnings
- b. Suspension
- c. Termination of employment
- d. Restitution paid to the College or other persons for damages or harm
- e. Other sanctions consistent with College policy that may be deemed appropriate from time to time.

ANNUAL SECURITY REPORT 2025

Criminal Referral

The College will report to law enforcement any complaint of Hazing activity that appears to involve criminal conduct. Hazing is a crime and may constitute a misdemeanor or felony.

Procedures:

Situations involving imminent danger should be reported immediately by calling 911

To directly report a violation of this policy by a Student or staff member, contact the Director of Education (314-656-3290) or Campus Director (314-656-3280).

College Reporting and Consumer Notification

The College tracks reports of Hazing incidents made to College Administration and police agencies consistent with the Stop Campus Hazing Act (SCHA). SCHA uses broader definitions of hazing and student organizations and, for Clery reporting, includes organizations that are neither established nor recognized by the College. Midwest Institute maintains the Clery data which includes reported Hazing incidents involving SCHA defined organizations, including organizations not established nor recognized by the College. The Annual Security Report includes: • Statistics on Hazing by SCHA defined organizations that occur on College property (Clery geography), and • policy and process information included in this AP and primary prevention strategies and programs intended to stop Hazing before Hazing occurs.

When required, the Campus Director or designee maintains and posts a Campus Hazing Transparency Report (CHTR) which includes summary findings concerning any student organizations established or recognized by the College found to be in violation of the College's standards of conduct related to Hazing, no matter where they occur.

• The CHTR is only required following a finding of a Hazing violation by an organization established or recognized by the College. • The CHTR must be updated twice annually, but only if there are additional Hazing violation findings.

When the CHTR becomes required, the Campus Director or designee shall ensure it is posted in a prominent location on the College's website

Prevention and Awareness Programs

Midwest Institute provides resources to both students and staff related to hazing and promotes strategies to stop hazing before it occurs. Though the College does not have housing, sanctioned sports teams or sororities and fraternities that are where this type of behavior is most commonly associated, it is important to promote a safe and motivational learning environment. It is also important to promote safe student interactions both on and off campus. Midwest Institute provides resources for Hazing awareness that include skill building for bystander intervention and the promotion of strategies for building group cohesion without hazing.

Midwest Institute's prevention program provides resources to incoming students and staff to promote awareness and provide understanding. Even though our college does not have any traditional or sanctioned

ANNUAL SECURITY REPORT 2025

clubs that this behavior may occur these resources give a good definition, strategy and summary of the seriousness and consequences of hazing.

This Link to a Stop Hazing video. This is provided upon enrollment for Hazing awareness.

<https://www.youtube.com/watch?v=xc4VO4eyt4o&t=361s>

This link to a Stop Hazing Student Action Guide for Prevention of Hazing. This is also provided to incoming students:

<https://stophazing.org/wp-content/uploads/2024/08/Student-Hazing-Prevention-Action-Guide.pdf>

This link to a Stop Hazing Bystander Intervention Guide for Prevention of Hazing. This is also provided to incoming students:

https://stophazing.org/wp-content/uploads/2024/11/Bystander-Intervention-Guide_2024.pdf

Emergency Preparedness:

Community Response Checklist – To Active Shooter

Secure Immediate Area: (Activate Alarm Switch located in your assigned area)

- If possible, lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

Un-Securing an Area:

- Consider risks before un-securing rooms
- Remember, the shooter will probably not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
- Consider the safety of masses vs the safety of a few

Contacting Authorities:

- Use Emergency 911

What to Report:

- Your specific location, building name, office/room number
- Number of people at your specific location
- Injuries, number injured, types of injuries
- Assailant(s) location, number of suspects, race, gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity, if know, separate explosions from gunfire, etc.

Police Response:

- The initial objective is immediately engage assailant(s)
- Evacuate victims

ANNUAL SECURITY REPORT 2025

- Facilitate follow-up medical care, interviews, counseling
- Investigation

Fire and Explosion:

Immediate Actions

Fire: All should evacuate to designated area after closing doors to their areas. Know the location of fire extinguishers, fire exits, and alarm pull stations in your area and know how to use them.

Small Fire Procedures:

1. Avoid personal injury and excessive risks
2. Alert people in the immediate area and activate the alarm
3. Alert administration and give specific details of fire location
4. Smother fire or use the nearest fire extinguisher if you feel comfortable doing so and have been properly trained
5. Always keep your back to an exit so that you do not become trapped by a fire
6. Avoid smoke and fumes.
7. Stay low.
8. Campus Safety will respond to the scene to assist in building evacuation and to meet and assist the Fire Department
9. Once the fire Department has arrived, the responding Incident Commander will take charge of all rescue and suppression activities
10. DO NOT re-enter the building until advised by the Fire Department or School Official

Operating a Fire Extinguisher (PASS)

Pull the Pin

Aim the Extinguisher Hose at the Base of the Fire

Squeeze the Lever

Sweep from Side to Side

During the Alarm:

1. Don't panic
2. Close door to your area if you are the last to exit
3. Walk to the nearest exit
4. If area is smoky, get on hands and knees to crawl to nearest exit

5. After leaving the building, go to the designated assembly area

If you are trapped in a Building

1. If a window is available, place light colored article of clothing (shirt, coat, etc.) outside a window as a marker for rescue crews
2. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC.
3. Check to see if the door is warm. If it is, do not open it. If smoke is entering through the cracks around the door, stuff something in the cracks to slow the flow.

Explosion:

1. Take cover
2. Assist injured
3. Evacuate to designated area

Emergency Response and Evacuation Procedures:

To secure people and/or buildings in the event of a campus emergency that may be life threatening to those on campus, building evacuations/emergency lockdowns may be executed by Midwest Institute Officials.

Conditions in Which to Activate a Lockdown:

- Someone has a gun or weapon on campus
- Someone who has threatened to bring a weapon to campus
- Shots fired are heard on campus
- High-risk search or arrest warrant by police in close proximity to the School or Gang activity
- Law enforcement activity involving potentially dangerous suspects on or around campus

Authority:

The President and Campus Director shall have the authority to activate a lockdown. If no members of the administration are readily available, the Director of Education shall have the authority to activate the lockdown.

President:

Christine Shreffler – President (Email: Cshreff@aol.com)

Administration:

Holly Gamble – Campus Director (Email: hollyg@midwestinstitute.com)

Amy Pandolfo- Director of Education (Email: apandolfo@midwestinstitute.com)

When possible and without compromising the safety and security of the building occupants, additional information, direction and periodic updates may be provided via email or bulletin during a lockdown.

Building Evacuation

All building evacuations will occur when upon notification by emergency personnel or by Midwest Institute official. If you are asked to evacuate the building you should:

- Proceed to the nearest emergency exit in an orderly manner
- Assist anyone who is having difficulty evacuating the premises
- Listen for any additional instructions from Midwest Institute Officials
- Assemble in your designated safety area
- Ensure the Midwest Institute Officials have accounted for you
- Notify Midwest Institute Officials of anyone who is still unaccounted for
- Await Instructions on when it is safe to return to the building

DO NOT RETURN TO AN EVACUATED BUILDING UNTIL ADVISED BY THE FIRE DEPARTMENT OR MIDWEST INSTITUTE OFFICIAL

Severe Weather and Natural Disaster

Violent weather by its nature is unpredictable; however, the approach of such weather is often known in advance. Good communication and quick response throughout the Midwest Institute community will minimize serious injuries. Every reasonable effort will be made to advise faculty, staff, and students of the approach of violent weather.

Immediate Action

- Remain calm
- Move away from windows
- DO NOT use the fire alarm system unless a fire is present

Things to Watch for:

- Severe Weather Watch – is issued when conditions exist for severe weather activity. You should be prepared in the event the watch is upgraded.
- Severe Storm Warning – indicates that severe weather has actually been confirmed in the area or is indicated by radar.

Tornado

- Move away from open doors and windows and move into an interior hallway
- Do not use electrical equipment
- Go to the lowest level of the building away from windows. Take shelter.

ANNUAL SECURITY REPORT 2025

- Sit on the floor and put your head in your lap. Cover head with arms.
- Remain in place of shelter until you are notified that the threat has passed.

Winter Storms

- Midwest Institute will provide KSDK Channel 5, KTVI Channel 2 and KPLR Channel 11 with timely updates on any campus closings, cancellations and delays due to inclement weather

Earthquake

- Stay inside
 - Watch for falling objects
 - Crawl under the table or desk or stand in a doorway and hang onto something
 - Do not use open flame since gas leaks may be present
 - Do not use elevators
 - Remain calm and be prepared for aftershocks
 - If evacuation is ordered, proceed to assembly area
-
- Do not re-enter the building until instructed to do so by the Fire Department or a Midwest Institute Official

Emergency Evacuation Drills

All Midwest Institute staff and students will be required to participate in periodic emergency evacuation drills, to ensure that all occupants become familiar with the plan, learn how to safely evacuate their areas and become accustomed with emergency exits. These drills require that everyone respond to the given instructions and leave their areas immediately, out of the building in an orderly manner. At the time of an emergency evacuation drill, Midwest Institute occupants will follow the procedures set forth by Midwest Institute officials. They will be asked to proceed to the nearest emergency exit to the designated assembly area and to remain there until the “all clear” announcement is given.

A formal drill will be exercised annually.

Preparing the Annual Disclosure of Campus Crime Statistics

Any crime statistics for a given year, which is in compliance of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or “Clery Act” will provide statistics for the report. The President or Midwest Institute Campus Director also contact local police agencies for any crimes reported to them in areas controlled by Midwest Institute. Statistics on the annual report are from the three (3) previous academic years.

Geographic Areas Needed for Report:

On – Campus:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution by controlled by another person, is frequently use by students, and supports institutional purposes (such as food or other retail vendor).

On Public Property:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Only the public property that is within your campus, or next to or bordering your campus and that is easily accessible from your campus, is included in this definition. Not the public property for the entire jurisdiction surrounding Midwest Institute.

Annual Campus Crime Statistics Report Distribution:

The Annual Campus Crime Statistics Report is provided the Department of Higher Education each year by October 1st. The information may be accessed online at <https://www.midwestinstitute.edu/student-consumer-information> under the Campus Security link. All current students and staff receive the report via email prior to Oct 1. Paper copies of the report are available upon request. The Admissions Office will provide a notice to prospective students regarding access to this report. Prospective employees are provided with information about the availability of the report upon orientation. To request a paper copy of the Annual Campus Crime Statistics Report, contact the Office of the Campus Director at (314) 656 – 3280 or by emailing hollyg@midwestinstitute.com

Statistics (Earth City)

ANNUAL SECURITY REPORT 2025

Earth City Statistics

Criminal Offenses – On Campus

Criminal Offenses	Total Occurrences		
	2022	2023	2024
a. Murder/Non- Negligent Manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated Assault	0	0	0
i. Burglary	0	0	0
j. Motor Vehicle Theft	0	0	0
k. Arson	0	0	0

Earth City Statistics

Criminal Offenses – Public Property

Criminal Offenses	Total Occurrences		
	2022	2023	2024
a. Murder/Non- Negligent Manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated Assault	0	0	0
i. Burglary	0	0	0
j. Motor Vehicle Theft	0	0	0
k. Arson	0	0	0

ANNUAL SECURITY REPORT 2025

Earth City Statistics

Hate Crimes – On Campus

Criminal Offenses	2024 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/ a. Vandalism of Property	0	0	0	0	0	0	0	0	0

ANNUAL SECURITY REPORT 2025

Hate Crimes – On Campus

Criminal Offenses	2023 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
p. Destruction/Damage/ a. Vandalism of Property	0	0	0	0	0	0	0	0	0

ANNUAL SECURITY REPORT 2025

Hate Crimes – On Campus

Criminal Offenses	2022 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/Damage/ a. Vandalism of Property	0	0	0	0	0	0	0	0	0

ANNUAL SECURITY REPORT 2025

Earth City Statistics

Hate Crimes – Public Property

Criminal Offenses	2024 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/ a. Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

Criminal Offenses	2023 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0

ANNUAL SECURITY REPORT 2025

h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/ a. Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

Criminal Offenses	2022 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/ a. Vandalism of Property	0	0	0	0	0	0	0	0	0

ANNUAL SECURITY REPORT 2025

Earth City Statistics

VAWA Offenses – On Campus

Crime	Total Occurrences on Campus		
	2022	2023	2024
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

ANNUAL SECURITY REPORT 2025

Earth City Statistics

VAWA Offenses – Public Property

	Total Occurrences on Campus		
Crime	2022	2023	2024
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

Earth City Statistics

Arrests – On Campus

	Total Occurrences on Campus		
Crime	2022	2023	2024
a. Weapons: Carrying, Possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor Law Violations	0	0	0

Earth City Statistics

Arrests – Public Property

	Total Occurrences on Campus		
Crime	2022	2023	2024
a. Weapons: Carrying, Possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor Law Violations	0	0	0

ANNUAL SECURITY REPORT 2025

Earth City Statistics

Disciplinary Actions – On Campus

	Total Occurrences on Campus		
Crime	2022	2023	2024
a. Weapons: Carrying, Possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor Law Violations	0	0	0

Earth City Statistics

Disciplinary Actions – Public Property

	Total Occurrences on Campus		
Crime	2022	2023	2024
a. Weapons: Carrying, Possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor Law Violations	0	0	0

Earth City Statistics

Unfounded Crimes - On Campus

	Total Occurrences on Campus		
Crime	2022	2023	2024
a. Total Unfounded Crime	0	0	0

