



Garrett

2019 ANNUAL SECURITY AND FIRE SAFETY REPORT

Contents

| | |
|---|-----------|
| INTRODUCTION | 4 |
| REPORTING CRIMES AND OTHER EMERGENCIES | 5 |
| Blue Light Phones | 6 |
| Reporting Non-Emergencies | 6 |
| Confidential Reporting | 6 |
| <i>On-Campus Student Chaplain</i> | 7 |
| <i>Off-Campus Counseling</i> | 7 |
| <i>Campus Conduct Hotline®</i> | 7 |
| Reporting of Sexual Misconduct | 8 |
| Reporting Conduct by Visitors or Others Who Are Not Garrett- Evangelical Students, Faculty, or Staff | 8 |
| Encouragement of Reporting | 8 |
| CRIME PREVENTION AND SAFETY AWARENESS | 10 |
| Active Violence Awareness Training | 10 |
| Personal Safety and Security Presentation | 10 |
| Rape Aggression and Defense Training | 10 |
| Active Shooter Online Training from SafeColleges | 10 |
| Safety Tips | |
| <i>General Safety Tips</i> | 10 |
| <i>Safety in Residence Halls</i> | 11 |
| <i>Safety When Coming and Going</i> | 11 |
| <i>Other Related Seminary Policies</i> | 11 |
| TIMELY WARNING—CRIME ALERTS | 12 |
| RESPONDING TO EMERGENCIES AND EMERGENCY PREPAREDNESS | 13 |
| Emergency Notifications | 13 |
| Emergency Notifications System: Everbridge | 13 |
| ALCOHOL AND OTHER DRUG POLICIES | 15 |
| Help with Drug or Alcohol Dependencies | 15 |
| SEXUAL MISCONDUCT | 16 |
| Consent | 16 |
| Definitions of Prohibited Sexual Misconduct | 17 |
| Gender-Based Harassment | 18 |
| Sexual Orientation-Based Harassment | 18 |
| Sexual Assault | 18 |
| Sexual Exploitation | 18 |
| Stalking | 18 |
| Relationship Violence | 19 |
| Reporting Violations | 19 |

| | |
|--|-----------|
| Confidential Resources | 20 |
| <i>On-Campus Student Chaplain</i> | 20 |
| <i>Off-Campus Counseling</i> | 20 |
| <i>Additional Off-Campus Resources</i> | 20 |
| Local Law Enforcement | 21 |
| Investigation Process | 22 |
| Interim Measures | 22 |
| Investigation Procedures and Timeline | 23 |
| MISSING STUDENT | 26 |
| FIRE SAFETY | 27 |
| Procedures for Students, Faculty, and Staff to Follow in Case of Fire | 27 |
| Student Housing Evacuation Procedures | 28 |
| Fire Drills | 28 |
| CRIME DATA AND FIRES IN SEMINARY RESIDENTIAL FACILITIES | 29 |

Introduction

The safety and wellbeing of all members of our community is of great concern to Garrett- Evangelical Theological Seminary (“Seminary”). The Seminary is dedicated to maintaining a safe and secure environment for learning and working.

While we are happy to report that the Seminary is an infrequent location for many crimes, the Seminary wants students, faculty, and staff to be aware of any crimes on campus and the area surrounding campus. We encourage all members of the Seminary community to use this document as a guide for safe practices both on and off campus.

In compliance with federal laws and regulations—including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Act (VAWA), (collectively referred to as the “Clery Act”) and the Higher Education Opportunity Act (HEOA)—this Annual Security and Fire Safety Report (“Report”) contains statistics for the past three years of crimes reported in certain locations on or near campus as specified by the Clery Act. This Report also contains some of Garrett-Evangelical’s policies relating to safety and security, including sexual misconduct, alcohol and drugs, and fire prevention practices and systems, as well as fire-related statistics.

The Seminary uses incidents reported via the methods noted in “Reporting Crimes and Other Emergencies” combined with information from the Evanston Police Department and the Northwestern University Police to compile the information provided in the Seminary’s Annual Security and Fire Safety Report. This Report is posted on the Seminary’s website by October 1 each year. We notify all students, staff, and faculty of the report via email. You can obtain this report easily by accessing it in the “Campus Safety” section of myGETS or by visiting our public website: <https://www.garrett.edu/about-us/policies-and-consumer-information-your-right-know>.

All current or prospective faculty, staff, and students can obtain a paper copy of this Annual Security and Fire Safety Report by emailing campussafety@garrett.edu.

Reporting Crimes and Other Emergencies

The Seminary strongly encourages students, staff, and faculty to immediately report suspicious incidents, activities, and any criminal activity that they witness or of which they are victims.

Reporting Crimes and Other Emergencies

For an emergency, immediately call the Evanston Police Department at 9-1-1

An emergency is any situation that requires immediate assistance from the police/sheriff, the fire department, or an ambulance. If you are ever in doubt of whether a situation is an emergency, you should call 9-1-1. It's better to be safe and let the 9-1-1 dispatcher determine if you need emergency assistance.

When you call 9-1-1, calmly answer the 9-1-1 dispatcher's questions. Be prepared to provide:

- Your name
- The building and location of the emergency
- The nature of the emergency (sickness, bodily injury, fire, chemical spill, etc.)
- Any hazards present that may impact the emergency responders
- A phone number where you can be reached
- Wait in a place the 9-1-1 dispatcher and you agree is safe for you to be so the emergency responders (police department, fire department, and/or ambulance) will know where to find you when they arrive

After you dial and complete the call with 9-1-1 and are safe and able to do so, seek another trusted person to call the following numbers, listed in order of succession, until they speak with someone from Garrett-Evangelical based on the type of incident. This will enable one person to be available to emergency responders and the other to relay or accept additional information from Garrett-Evangelical. If there is no one else with you, then after you dial and complete the call with 9-1-1 and are safe and able to do so, you can call the following numbers. Remember to leave a message if there is no answer at each number so your call can be returned.

Day and Evening Contacts for Personal Concerns

(student issues, hospitalizations, emergency notifications, etc.)

- | | | |
|----------------------|-----------------|-----------------|
| 1. Benjamin Reynolds | 0. 847.866.3936 | C. 312.780.9228 |
| 2. Tulani Myers | 0. 847.866.3939 | C. 262.885.2642 |
| 3. Cheryl Larsen | 0. 847.866.3994 | C. 773.930.5220 |

Fire, Theft, Injuries, or Vandalism

(after 4:30 p.m. Monday through Friday or anytime Saturday or Sunday)

- | | | |
|------------------|-----------------|--|
| 1. Cheryl Larsen | C. 773.930.5220 | cheryl.larsen@garrett.edu |
| 2. Josten Berczy | C. 847.691.4290 | josten.berczy@garrett.edu |
| 3. Zac Grahovac | C. 847.800.9450 | zac.grahovac@garrett.edu |

When emergency responders arrive, follow the instructions you receive from them. In the case of evacuation, do not re-enter the building until you are told it is safe to do so.

Subsequently, be sure that an **Incident Report** is registered with the Buildings and Grounds Office, especially when the emergency involved any injuries or damage. The form can be found on myGETS under Campus Safety.

Blue Light Phones

Emergency Police “Blue Light” telephones (call boxes) are situated in strategic locations on the Northwestern University campus and provide another way for Seminary faculty, staff, and students to quickly reach Northwestern Police to report crimes, suspicious activity, medical emergencies, or concerns about personal safety. When a person activates an emergency telephone, the location of the emergency telephone is displayed to the Northwestern Police Communications Officer and a police officer is dispatched to that location. The phones are housed in bright yellow boxes or black towers with a blue light overhead. When activated these phones provide direct access to Northwestern Police. Campus maps highlighting the locations of Blue Light Police Emergency Phones are available online at www.northwestern.edu/campus-life/visiting-campus/maps.html

Reporting Non-Emergencies

If there **is not an immediate threat** and you want to report conduct or behavior of a student faculty, or staff member that may pose a threat, incidents can be reported by 1) calling the Northwestern University non-emergency number 847-491-3254, 2) contacting one of the following staff or leadership team members based on whether you are a student, staff, or faculty member:

- Staff Reporting: Erin Moore, Assistant Vice President for Human Resources and Employee Engagement and Title IX Coordinator, Main building in room 118, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3918, or email erin.moore@garrett.edu or titlenine@garrett.edu.
- Faculty Reporting: Mai-Anh Le-Tran, Vice President for Academic Affairs and Academic Dean and Title IX Deputy Coordinator, Pfeiffer 333, 2121 Sheridan Road Evanston, IL 60201, 847-866-3863, or email maianh.tran@garrett.edu.
- Student Reporting: Benjamin Reynolds, Dean of Students and Title IX Deputy Coordinator, Main building in room 306, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3936, or email benjamin.reynolds@garrett.edu.

Confidential Reporting

Despite the Seminary’s strong interest in having individuals report incidents, the Seminary realizes that not every individual involved in an incident is prepared to make a report to the Seminary. Certain persons have a recognized confidentiality privilege (e.g., certified counselors, a chaplain serving in that capacity, and/or off-campus mental health or rape crisis providers) and will not tell anyone your private, personally identifiable information without your permission, unless there is cause for fear for your safety, or the safety of others. (Confidential resources may submit non-identifying anonymous information about violations to the Human Resources Office or Title IX Coordinator for purposes of legally required statistical reporting under the Clery Act.)

On-Campus Student Chaplain

Garrett-Evangelical has a full-time student chaplain, Rev. Dr. Karen Mosby. Rev. Mosby is located in Stead Hall Office 307, 847-866-3982, via email at karen.mosby@garrett.edu.

Off-Campus Counseling (Chicagoland Area)

Garrett-Evangelical offers several free counseling sessions to current students who may be in emotional crisis. For more information about seeing a pastoral counselor, located throughout the Chicagoland area, please log into myGETS at <https://mygets.garrett.edu/ics/>. Click on Student Services, located at the bar on the top of the page. On the left hand side a list of offices will appear, click on the Office of Student Life. Then on the left hand side of the page, click on the Pastoral Care and Counseling link. This will take you to the Pastoral Care and Counseling page where additional information may be found regarding counselors and their locations, how to apply for counseling, and counseling guidelines.

For further information regarding the Seminary counseling program, please contact Rev. Benjamin Reynolds, Dean of Students, located in room 306 of the Main Building, 847-866-3936, via email benjamin.reynolds@garrett.edu.

Campus Conduct Hotline[®]

Only for non-emergency reporting of conduct or behaviors of faculty, staff, or students, you have the option of reporting a concern on an anonymous basis by dialing toll-free a third party administered by **Campus Conduct Hotline**[®] at **866.943.5787**. This system **cannot** be used to report conduct by visitors or others who are not Garrett-Evangelical students, faculty, or staff members.

Translation services are available should you need them. Responses from this system can take up to five days or longer depending on if additional information is requested, **so only use this system if there is no immediate threat.**

Please see the section below on “Reporting Sexual Misconduct,” which includes a link to the Seminary’s Sexual Misconduct and Title IX Policy. If the report is specific to sexual misconduct, then please do not use the Campus Conduct Hotline[®], but instead use the reporting structures identified in that policy including the capability to submit a report online at: <http://www.garrett.edu/sexual-misconduct-and-title-ix>.

Once you have dialed Campus Conduct Hotline[®] toll-free number, the reporting and follow-up process is as follows:

- Your call is greeted promptly and courteously by a person who makes certain you understand the Campus Conduct Hotline[®] program and how it functions. If you prefer to make your report in a language other than English, tell the person who answers and they will arrange for a translator to participate in the call.
- At the beginning of the interview, you are provided with a randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and keep it in a secure place.

- You then are interviewed about your question or concern.
- Your interview is not recorded. Instead, the interviewer types notes of your conversation. Whether or not you choose to provide your name is completely up to you.
- It is important that you try to be as specific as possible about the information you provide, especially names, dates, and places if possible.
- Within one business day of your call, a summary of the interview is forwarded to the Seminary. The goal is to respond to you in five business days. In some cases, the response may be a request for additional information.
- To receive your response, you need to call back and provide the case number assigned to you. At that time, you might be asked to call back at a later date. You will be able to keep checking back for updates.

Please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you may leave your name along with a phone number where and when you would prefer to be called. At no time are you required to identify yourself. All information provided is completely confidential and anonymous.

Reporting of Sexual Misconduct

For incidents specific to sexual misconduct, please reference our Sexual Misconduct and Title IX Policy (<https://www.garrett.edu/sexual-misconduct-and-title-ix>) for instructions on how to report. More information about reporting sexual misconduct can be found in this document beginning on page 14.

Reporting Conduct by Visitors or Others Who Are Not Garrett-Evangelical Students, Faculty, or Staff Members

If there **is not an immediate threat** and you want to report conduct or behavior that may pose a threat by a person visiting Garrett-Evangelical or a person who is not a Garrett-Evangelical student, faculty, or staff member, you must call Northwestern University Police's Non-Emergency number at 847-491-3254. If the report is related to sexual misconduct, then please use the reporting structures identified in the Sexual Misconduct and Title IX Policy provided above.

Encouragement of Reporting

Garrett-Evangelical policy prohibits the taking of any retaliatory action for reporting or inquiring about alleged improper or wrongful activity.

Garrett-Evangelical students, faculty, and staff are encouraged to report in good faith all information regarding alleged improper or wrongful activity that may constitute:

- Discrimination or harassment;
- Fraud;

- Unethical or unprofessional business conduct;
- Academic or research misconduct
- Noncompliance with the Seminary's policies/procedures;
- Circumstances of substantial, specific or imminent danger to a student, faculty, or staff member, or the public's health and/or safety;
- Violations of local, state, or federal laws and regulations; or
- Other illegal or improper practices or policies.

Garrett-Evangelical is firmly committed to a policy that encourages timely disclosure of such concerns and prohibits retribution or retaliation against any student, faculty, or staff members who, in good faith, report such concerns. No student, faculty, or staff member will be exempt from the consequences of misconduct or inadequate performance by reporting his or her own misconduct or inadequate performance.

Crime Prevention and Safety Awareness

Garrett-Evangelical believes that safety is everyone's responsibility. In an effort to provide our students, faculty, and staff with information about the campus security procedures and practices and with the tools they need to help keep themselves and others safe, Garrett-Evangelical partners with Northwestern University and SafeColleges to provide a variety of educational programs.

Active Violence Awareness Training

This program is offered by Northwestern University to faculty, staff, and students and includes an overview of efforts surrounding prevention, response, and recovery to an active violence situation affecting the community. The program includes video presentations and provides guidance and options to students, faculty, and staff who may find themselves in an active violence situation. Garrett-Evangelical partners with Northwestern University to offer this training program at least once each semester.

Personal Safety and Security Presentation

This program is offered by Northwestern University Police to faculty, staff, and students and includes topics on how to stay safe on and off campus. The training is tailored to the needs of the audience and provides information on how to deal with conflict and avoid violence through knowledge, awareness, avoidance, and escape techniques. Garrett-Evangelical combines this training with the Active Violence Awareness Training above and offers this training program at least once each semester.

Rape Aggression and Defense Training

Northwestern University also provides Rape Aggression Defense (RAD) training to Garrett-Evangelical. It is a fundamental, hands-on training that teaches people how to defend themselves in the event of an attack. It combines classroom instruction on awareness, prevention, risk reduction, and avoidance with basic hands-on defense tactics. Certified Northwestern Police RAD instructors teach the course. The 10-hour, two-day courses are offered 3–4 times a year and are free for interested Garrett-Evangelical students, faculty, and staff.

Active Shooter Online Training from SafeColleges

This mandatory online course intends to prepare students, faculty, and staff for "active shooter" situations by providing information on how they occur and how they may be more effectively prevented. The course will review facts and history, prevention strategies, preparedness, and what to do if an "active shooter" incident happens.

Safety Tips

General Safety Tips

1. Be aware of your surroundings.
2. If you need to travel at night, travel in groups whenever possible, especially when walking or if traveling between the hours of 7PM and 3AM. You can also sign up for Northwestern University's Safe Ride service provided by Via. To do this, click this link to learn more, download the application, and register:
<https://www.northwestern.edu/saferide/>.
3. Use lighted walkways and thoroughfares, even if it means going out of your way.

4. Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings.
5. Keep purses, backpacks, and money close to the body, and do not leave them unattended.
6. Do not struggle if someone attempts to take your property.

Safety in the Residence Halls

- Lock your room door at all times, whether the room is occupied or not, including while you are sleeping.
- Report and close exterior doors propped open—they increase vulnerability to crime. If you find an exterior dorm door propped open, call a resident assistant and close the door.
- Lock cash, credit cards, jewelry, and other valuables in a safe place. Take these valuables with you during school breaks. Be careful not to leave clothing and other property unattended in lounges, kitchens, or laundry rooms.

Safety when Coming and Going

- Lock your bicycle with a high-security lock. We recommend a U-Lock, and that you lock both the front tire and the bicycle frame to the rack.
- Park your vehicle in a well-lit and populated area. If this is impossible, scan the area before getting into or out of your vehicle. Know your surroundings!
- Get into your vehicle briskly, quickly, and confidently.
- Avoid becoming too absorbed with the task at hand, such as keeping your head down at the key lock or occupying yourself with bags, books, or keys; staying alert can help prevent your becoming a target for crime.
- Keep keys in hand to avoid unnecessary delay upon reaching your car.
- Always plan ahead, even if you are late or in a rush.
- Travel in groups or by public transportation instead of walking in unpopulated areas.

Other Related Seminary Policies

- Firearms, ammunition, and any and all assault weapons are strictly prohibited.
- Personal property, including bicycles, strollers, children's toys, and/or any other items may not be left at any time in hallways, stairways, or lobbies.
- Door locks may not be changed or installed without prior permission of the Seminary.

Timely Warnings—Crime Alerts

Timely Warnings, in the form of Crime Alerts, are issued by Garrett-Evangelical in a timely manner to members of the affected campus community. Crime Alerts are issued for Clery Act reportable crimes when it is determined there is a serious or continued threat to the campus community. The Seminary works with appropriate local law enforcement agencies to ensure these agencies inform us when they learn of a reported incident that may necessitate a Crime Alert. The purpose of issuing a Crime Alert is to give members of the campus community information that will allow them to protect their personal safety and aid in the prevention of similar crimes.

The Clery Act requires Garrett-Evangelical to issue a Timely Warning (called a Crime Alert) as soon as pertinent information is available. This means that a Crime Alert might be issued even if all facts surrounding an incident that represents a serious or continuing threat to the campus community are not available.

Additional information may be provided as it becomes available. Decisions regarding whether to issue a Crime Alert are made on a case by case basis by the Leadership Team in consultation local law enforcement taking into account the following:

- Whether the incident has been reported to local law enforcement in a timely manner;
- The nature of the crime reported;
- Whether the crime appears to be a one-time occurrence or part of a pattern of reported crimes;
- The location of the crime;
- The continuing danger to the campus community, including whether the perpetrator has been apprehended; and
- The possible risk of compromising law enforcement efforts.

Crime Alerts are sent to faculty, student, and staff garrett.edu email addresses, but they are not the same as emergency notifications (see page 12). Emergency notifications may also be sent via phone calls, text message, and other emergency notification mechanisms.

Crime Alerts will typically include the date, time, location of occurrence, and a description of the incident. They will also include additional information that could aid community members in altering their behavior to protect their personal safety and minimize additional incidents from occurring. Crime Alerts will not include the names and other personal identifying information of crime victims/survivors.

Responding to Emergencies and Emergency Preparedness

Emergency Notifications

Garrett-Evangelical is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the campus vicinity that poses an immediate threat to the health and safety of campus community members. Incidents such as fire, weather emergencies, criminal activity, or a hazardous materials spill could trigger an emergency notification.

Emergency Notifications System: Everbridge

Garrett Alerts are powered by Everbridge, the Seminary's alert notification system. This system sends emergency notifications to faculty, staff, and students in the following ascending order until the system receives confirmation that the message has been received:

1. Everbridge mobile phone application
2. SMS text message to cell phone
3. Garrett.edu email address
4. Second email address (if we have one on file)
5. Phone call to mobile phone and will leave voicemail message if phone is not answered
6. Phone call to work phone (for employees only) and will leave voicemail message if phone is not answered
7. Phone call to home phone and will leave voicemail message if phone is not answered

Everbridge will post emergency messages on the Seminary's social media accounts. Finally, emergency notifications will also be posted on the www.garrett.edu website.

For the purposes of providing these emergency notifications, the Seminary initially set up existing faculty, staff, and students in October 2018 and creates new records in Everbridge for new students, faculty, and staff when they start. The record is created with only the person's garrett.edu email address. Once added, the new students, faculty, or staff members will receive an email to complete their registration and add the information below to ensure they are notified in all of the ways they would like to be. Each quarter, the Seminary reminds students, faculty, and staff to review and update their information in Everbridge.

- First Name
- Last Name
- Suffix
- User ID
- Legal/Home/Permanent Address and Phone Number
- Person Work Address
- Local Address (for students only)
- Mobile Phone
- Work Phone (for faculty and staff only)
- Garrett.edu email address
- Second email address

This system will only be used for emergency notifications and as such faculty, staff, and students are automatically opted in. If the Seminary expands our use of the system to other

forms of campus messages, then students, faculty, and staff will have the opportunity to opt in to those types of messages.

Alcohol and Other Drug Policies

Garrett-Evangelical recognizes both alcohol and other drug abuse as potential health, safety, and security problems. The school expects everyone to assist in maintaining an environment free from the negative effects of alcohol and other drugs.

Garrett-Evangelical prohibits all faculty, staff, and students from the unlawful manufacture, possession, use, distribution, and sale or purchase of alcohol and illicit drugs in any area of the campus or at any function sponsored by the Seminary that takes place on campus. This practice is in accordance with principles set forth by The United Methodist Church.

Such functions must comply with all school guidelines. The Seminary fosters responsible behavior, quality of life, and ministry, and thereby expects drug and alcohol-free performance of duties by faculty, staff, and students. If an individual may be impaired by a medication taken according to a doctor's prescription or the medication's directions, they are expected to discuss it with their advisor or the appropriate leadership team member.

All members of the Garrett-Evangelical community are responsible for being fully aware of the requirements of federal and Illinois statutes and Chicago and Evanston ordinances concerning the consumption, possession, and use of alcohol and/or other drugs. The school holds each member of the community accountable for his or her own conduct and the consequences of that conduct. Various federal and state laws prohibit the possession, distribution, and use of controlled substances unless in compliance with licensing requirements or a doctor's prescription. Moreover, Illinois law prohibits the consumption and possession of alcohol by any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and/or a permanent criminal record. A violation may also result in school disciplinary action. Documentation of such behavior even without conviction in a court of law shall also be cause for disciplinary action for students or employees.

Help with Drug or Alcohol Dependencies

Students struggling with drug or alcohol dependencies, should contact the Dean of Students, Benjamin Reynolds, located in room 306 of the Main Building, via email at benjamin.reynolds@garrett.edu, or via phone at 847-866-3936. Dean Reynolds can help you determine what services and support are available to you.

Faculty and staff struggling with drug or alcohol dependencies, should contact the Assistant Vice President for Human Resources and Employee Engagement and Title IX Coordinator, Erin Moore, located in room 118 of the Main Building, via email at erin.moore@garrett.edu or via phone at 847-866-3918. Faculty and staff also can contact our Employee Assistance Program for confidential help. Call 800-292-2780 or visit their website at www.ers-eap.com. The username is garrett and password is eap.

Sexual Misconduct Policies and Procedures

Sexual misconduct is unacceptable and will not be tolerated at Garrett-Evangelical Theological Seminary (“Seminary”).

The Seminary prohibits discrimination based on sex in its educational programs and activities. Accordingly, the Seminary urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct. A report of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible. Individuals found responsible for violating this policy will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions, or any other means necessary to address the behavior. Prosecution by civil or criminal authorities may also occur. Garrett-Evangelical Theological Seminary’s Sexual Misconduct Policy and Title IX resources can be found online at, <http://www.garrett.edu/sexual-misconduct-and-title-ix>.

This policy applies to all members of the Garrett-Evangelical Theological Seminary community, including but not limited to students, faculty, adjunct faculty, staff, administrators, and independent contractors, as well as Seminary visitors, volunteers, guests, and third parties.

Consent

Sexual activity requires consent, which is defined as informed, voluntary, and a mutual agreement between the participants engaging in a specific sexual activity. Consent must be acquired prior to or contemporaneously with sexual activity and may be withdrawn at any time from any participant. A person who is not of legal age (17 years old in Illinois) cannot consent to sexual activity.

Consent must be all of the following:

- **Knowing:** Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. Silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- **Voluntary:** Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure), or fraud (misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity).

- Present and Ongoing: Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.

Definitions of Prohibited Sexual Misconduct

Sexual harassment is any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome sexual advances; the use or threatened use of sexual favors as a basis for academic or employment decisions (so called “quid pro quo harassment”); conduct of a sexual nature that creates a hostile, intimidating or offensive academic or working environment; conduct of a sexual nature that has the effect of unreasonably interfering with an individual’s academic or work performance; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense is an intimidating, hostile or offensive employment, educational or living environment.

Sexual harassment is distinguished from a voluntary sexual relationship by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature.

Examples of sexual harassment include:

- Unwelcome sexual flirtations, advances or propositions;
- Pressure for a dating, romantic, or intimate relationship;
- Pressure for sexual favors;
- Verbal abuse of a sexual nature, sexual innuendoes or humor, unnecessary references to parts of the body, off-color jokes, gossip about sexual relations, remarks about a person's gender, or sexual orientation;
- Visual conduct such as leering or making obscene gestures;
- Display of derogatory or sexually suggestive or explicit graffiti, pictures, or posters;
- Sexually explicit profanity;
- Stalking or cyber harassment that is based on gender or sex, including but not limited to disseminating information, photos, or video of a sexual nature without consent;
- Engaging in conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment;
- E-mail, texting (“sexting”) and Internet use that violates this policy; and
- Punishing or threatening to take adverse action against a subordinate or student for refusing to comply with sexual demands.

Sexual harassment can occur anywhere or anytime between and among students, faculty, staff and coworkers, in consensual and nonconsensual relationships. It can occur between members of the opposite or same sex. All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment. Sexual harassment does not include material or discussion that is appropriately related to course subject matter or academic curriculum, and this policy shall not abridge academic freedom.

Gender-Based Harassment

Gender-based harassment includes acts of verbal, nonverbal, physical aggression, intimidation, hostility based on gender, and sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Orientation-Based Harassment

Sexual orientation-based harassment includes verbal, non-verbal and physical acts of aggression, intimidation, hostility based on an individual's actual or perceived heterosexuality, homosexuality, bisexuality, transsexuality, or other sexual orientation.

Sexual Assault

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

- a. **Non-consensual sexual contact:** Any intentional physical contact of a sexual nature, however slight, with any object or body part, by a person(s) upon a person(s), and without effective consent.
- b. **Non-consensual sexual penetration (rape):** Any sexual penetration of any bodily opening, however slight, with any object or body part, by a person(s) upon a person(s), and without effective consent.

Sexual Exploitation

Taking sexual advantage of another person for the benefit of oneself or a third party. Examples include, but are not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Prostituting another individual;
- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing another person to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
- Distributing sexual or intimate information, images or recordings about another person without that person's consent.

Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. It may include harassing or threatening another person to the point where that individual fears for his/her safety or the safety of a third party or suffers substantial emotional distress. Stalking can occur in various forms including, but not limited to, in

person, through third parties, and electronically (phone, internet, etc.). Examples of prohibited stalking behavior includes but is not limited to:

- Nonconsensual repeated communication including in-person communication, telephone calls, messaging, social media postings, letters, gifts, or any other communication that is undesired;
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by the recipient of unwelcome conduct;
- Monitoring online activities, surveillance, and other types of observation, or attempting to gather information about the recipient of unwelcome conduct;
- Making physical and/or verbal threats (directly or indirectly) against a recipient of unwelcome conduct or a loved one of that person;
- Interfering with or damaging the property (including pets) of the recipient of unwelcome conduct; or
- Defamation or slander against the recipient of unwelcome conduct, posting false information about the recipient of unwelcome conduct, and/or encouraging others to harass the recipient of unwelcome conduct.

Relationship Violence

Relationship violence includes both domestic (usually between people who are married or who cohabitate and dating violence (usually between individuals engaged in a social relationship of a romantic or intimate nature).

Relationship violence is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner or another person. Relationship violence can be physical, sexual, mental or emotional abuse, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Individuals encompassed in this definition include, but are not limited to: persons who have or have had a dating or engagement relationship; persons who have or have had a social relationship of a romantic or intimate nature, including same sex couples; current or former spouses, domestic partners, parents, children, stepchildren and other persons related by blood or by current or prior marriage; persons who share or formerly shared a common dwelling; persons who have or allegedly have a child in common; persons who share or allegedly share a relationship through a child; and personal assistants and personal caregivers for the elderly or disabled.

Reporting Violations

The Seminary strongly encourages all individuals to report incidents of sexual misconduct to Seminary officials. All employees are considered “responsible employees” for Title IX purposes and are obligated to promptly report sexual misconduct of which they are aware of to the Title IX Coordinator, unless they have a recognized confidentiality privilege. Further, the Seminary encourages students and third parties who have observed or been made aware of sexual misconduct to report the incident to the Title IX Coordinator for investigation.

Confidential Reporting

Despite the Seminary's strong interest in having individuals report incidents, the Seminary realizes that not every individual involved in an incident is prepared to make a report to the Seminary. Certain persons have a recognized confidentiality privilege (e.g., certified counselors, a chaplain serving in that capacity, and/or off-campus mental health or rape crisis providers) and will not tell anyone your private, personally identifiable information without your permission, unless there is cause for fear for your safety, or the safety of others. (Confidential resources may submit non-identifying anonymous information about violations to the Human Resources Office or Title IX Coordinator for purposes of legally required statistical reporting under the Clery Act.)

On-Campus Student Chaplain

Garrett-Evangelical has a full-time student chaplain, Rev. Dr. Karen Mosby. Rev. Mosby is located in Stead Hall Office 307, 847-866-3982, via email at karen.mosby@garrett.edu.

Off-Campus Counseling (Chicagoland Area)

Garrett-Evangelical offers several free counseling sessions to current students who may be in emotional crisis. For more information about seeing a pastoral counselor, located throughout the Chicagoland area, please log into myGETS at <https://mygets.garrett.edu/ics/>. Click on Student Services, located at the bar on the top of the page. On the left hand side a list of offices will appear, click on the Office of Student Life. Then on the left hand side of the page, click on the Pastoral Care and Counseling link. This will take you to the Pastoral Care and Counseling page where additional information may be found regarding counselors and their locations, how to apply for counseling, and counseling guidelines.

For further information regarding the Seminary counseling program, please contact Rev. Benjamin Reynolds, Dean of Students, located in room 306 of the Main Building, 847-866-3936, via email benjamin.reynolds@garrett.edu.

Additional Off-Campus Confidential Resources

Evanston Hospital
2650 Ridge Ave
Evanston, IL 60201
847-570-2000

YWCA Evanston/North Shore
1215 Church Street
Evanston, IL 60201
847-864-8445
<https://www.ywca-ens.org/>

Rape Victims Advocates
180 N. Michigan Ave, Suite 600
Chicago, IL 60601
312-443-9603
<http://www.rapevictimadvocates.org>

Porchlight Counseling Services
(Free counseling for sexual and/or domestic/dating violence)
773750-7077
<http://www.porchlightcounseling.org>

Title IX Coordinator and Title IX Deputy Coordinators

All alleged violations of this Policy should be directed to one of the following:

Erin Moore

Asst. VP of Human Resources and Employee Engagement

2121 Sheridan Road, Room 118

Evanston, IL 60201

847-866-3918

titlenine@garrett.edu

The Title IX Coordinator is responsible for monitoring and oversight of overall implementation of Title IX compliance and the prevention of harassment and discrimination at the Seminary, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students, and other members of the Seminary community. If you have questions or concerns related to Title IX, you should contact the Seminary's Title IX Coordinator.

Staff Complaints: Title IX Coordinator, Erin Moore, Asst. VP for Human Resources and Employee Engagement, Main building in room 118, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3918, or email titlenine@garrett.edu.

Faculty Complaints: Title IX Deputy Coordinator, Mai-Anh Le Tran, Academic Dean, Pfeiffer 333, 2121 Sheridan Road Evanston, IL 60201, 847-866-3863, or email Maianh.tran@garrett.edu.

Student Complaints: Title IX Deputy Coordinator, Benjamin Reynolds, Dean of Students, Main building in room 306, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3936, or email Benjamin.reynolds@garrett.edu.

A report may also be submitted online at

<http://www.garrett.edu/sexual-misconduct-and-title-ix>.

Local Law Enforcement

Complainants are also encouraged to notify local law enforcement authorities of any criminal sexual misconduct. Individuals will be assisted, upon request, in notifying law enforcement by the Title IX Coordinator, Asst. VP for Human Resources and Employee Engagement, Academic Dean, or the Dean of Students. Law enforcement can assist you with making claims, petitioning for restraining orders, and/or advising on other options that may be available to you.

Dial 911 for an emergency.

Evanston Police Department
1454 Elmwood Ave
Evanston, IL 60201
847-866-5000

<https://www.cityofevanston.org/government/departments/police/victim-youth-services>

Life Span Center for Legal Services and Advocacy
70 E. Lake Street, Suite 700
Chicago, IL 60601
(312) 408-1210

<http://life-span.org/>

Email: life-span@life-span.org

847-866-5000

<https://www.cityofevanston.org/government/departments/police/victim-youth-services>

Life Span Center for Legal Services and Advocacy
70 E. Lake Street, Suite 700 Chicago, IL 60601

<http://life-span.org> / Email: life-span@life-span.org

Investigation Process

Complaints may be made by the person who believes their rights under the Seminary's Sexual Misconduct Policy have been violated, by a Seminary employee, any member of the Seminary, or a third party. Complaints may be made to the Title IX Coordinator, the Human Resources Office, the Academic Dean, the Dean of Students or any other employee of the Seminary. Any employee of the Seminary (other than a confidential source as described above) receiving a complaint has a mandated obligation to inform the Title IX Coordinator immediately. Complaints may also be made through the online form at

<http://www.garrett.edu/sexual-misconduct-and-title-ix> or via email at titlenine@garrett.edu.

As soon as the Seminary receives information alleging a violation under this policy, the representative receiving the concern must report the incident to the Title IX Coordinator within 2 business days. An investigation will begin within 3 business days after the Title IX Coordinator receives a formal complaint, unless unusual or complex circumstances exist. The investigation will be timely and impartial. Barring unforeseen circumstances, the investigation will be completed, including any formal proceedings that occur, within 60 calendar days from the time a formal complaint is initiated, not including any appeals. At the conclusion of the investigation and proceedings (if any), written notification about the outcome of the investigation and options for an appeal will be delivered concurrently to the complainant, the respondent, and any appropriate Seminary officials.

Interim Measures

Upon receiving a complaint of a potential violation of this policy, the Seminary may take appropriate interim measures to protect a complainant or to meet its obligations to maintain a safe, nondiscriminatory learning/working environment. The Seminary may take such steps even when a complainant asks that the Seminary keep a reported violation of this policy confidential and/or that it not investigate the matter. Such measures will vary based on the particular facts and circumstances and based on a complainant's confidentiality

preferences.

These measures include but are not limited to:

1. Establishing a “no contact” order between individuals;
2. Prohibiting an individual from being on campus or at Seminary events;
3. Changing a student’s or employee’s status, in consultation with appropriate administrator(s);
4. Changing living arrangements in the on-campus dorms or off-campus Seminary apartments;
5. Changing work, class, or other schedules, in consultation with appropriate administrator(s);
6. Changing academic requirements or providing assistance with academic issues;
7. Providing time off from class or work, or a leave of absence;
8. Issuing a timely warning of any substantial threat or danger to the community;
9. Making information about and providing assistance with respect to orders for protection and harassment restraining orders, including enforcement of such orders;
10. Transportation arrangements; and
11. Safety planning measurements.

To request an accommodation or protective measure, complainants should contact the Dean of Academic Affairs, the Dean of Students, Title IX Coordinator, or the Human Resources.

Investigation Procedures and Timeline

The Seminary will conduct a thorough, fair, impartial, and timely investigation and resolution process. Reports of all sexual misconduct made to any Seminary employee, outside of the Quasi Sanctuary Coordinator or other confidential resources, will automatically be referred to the Title IX Coordinator. Allegations are investigated by the administrator(s) or other trained investigator(s) designated by the Title IX Coordinator.

Barring unforeseen circumstances, the investigation process, including any formal proceedings that occur, shall take no more than 60 calendar days from the time a formal complaint is initiated, not including any appeals. If the investigation extends beyond 60 calendar days, the Seminary will explain the reason for the delay to both parties and keep them apprised of the modified timeline. The investigation process typically involves the following:

- The Seminary uses the preponderance of the evidence standard to determine responsibility of violations of its sexual misconduct policy (more likely than not to have occurred).
- The complainant and respondent each have access to the Title IX Coordinator who will serve as a resource to answer any questions about processes and resources.
- The Seminary will allow the complainant and respondent timely and equal access to each other’s statements and to any new information presented throughout the investigation.
- The complainant and respondent may not directly cross examine one another, but may, at the discretion and direction of the individual(s) resolving the complaint, suggest questions to be posed by the individual(s) resolving the complaint and

- respond to the other party.
- The complainant and respondent have the opportunity to request a substitution if the participation of the investigator or the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.
 - Following the filing of a complaint, the complainant and respondent will each receive notification in writing to attend a separate initial conference with the investigator assigned to the case. This initial conference will inform the complainant and the respondent of their rights, the Title IX process, and to gather initial statements.
 - The complainant and respondent must respond to the investigator within 3 calendar days (or the next weekday following a weekend or Seminary holiday) after the notice has been sent to set up an initial conference.
 - The complainant and respondent will be asked to make a preliminary formal statement at each of their respective initial conference.
 - Complainants and respondents may be accompanied by one advisor throughout the investigation and any hearing process. The investigator must be notified at least 72 hours prior that an advisor will be present and only one advisor may be present. An advisor may not speak, write, or otherwise communicate with an investigator or investigation panel on behalf of the complainant or respondent. While the advisor may be legal counsel by profession, the advisor may not function as legal counsel during any hearing process. Advisors who do not abide by these guidelines may be excluded from the process.
 - The investigator(s) may interview any witnesses who may have information of relevance to the alleged misconduct or any retaliation against witnesses for their participation in the investigation.
 - The investigator(s) may request and/or review any other evidence of relevance to the misconduct.
 - Following the period of fact finding, the complainant and the respondent will each receive notification in writing to attend separate formal Title IX hearings with the investigator assigned to the case. In this hearing the complainant and respondent will have the opportunity to review and comment on the evidence.
 - The complainant and respondent must respond to the investigator within 3 calendar days (or the next weekday following a weekend or Seminary holiday) after the notice has been sent to set up the formal Title IX hearing.
 - Complainant and respondent will be asked to make any final statements at each of their respective formal Title IX hearings. After the conclusion of the formal Title IX hearing, no additional evidence will be accepted by the investigator, unless it is done so during the appeal process (as described below).
 - Once the investigator determines she/he has enough information to write a Summary of Findings (this summary will include what more likely than not happened, findings, whether a policy violation occurred and so forth) the investigation process is complete.
 - The investigator will present the Summary of Findings to the Title IX Coordinator to finalize the outcome of the investigation and issue any consequent disciplinary sanctions.
 - The complainant and respondent will each be notified in writing of the outcome of

the investigation, any sanctions or remedies, and the appeals process, simultaneously or as close in time as possible, within 7 days of a decision. The respondent will be notified of any sanctions, and the complainant will be notified of any sanctions that affect the complainant. (Note that in cases involving sexual violence, the complainant will be notified of *any* disciplinary sanctions imposed on the respondent, not just those sanctions that directly relate to the complainant.)

- The Summary of Findings will be kept on file within the Title IX records, which the Title IX Coordinator is in charge of maintaining.

Missing Student

In accordance with the Higher Education Opportunity Act the following provisions are in place should a student be deemed missing. **Immediately notify the Dean of Students, Benjamin Reynolds**, located in room 306 of the Main Building, via email at benjamin.reynolds@garrett.edu, or via phone at 847-866-3936.

The seminary will:

- Notify the appropriate law enforcement agencies no later than 24 hours after a student is determined to be missing.
- Notify the emergency contact listed by the student no later than 24 hours after a student is determined to be missing.
- All students have the right and are strongly encouraged to identify an individual to be contacted within 24 hours, should such an event occur.
- Contact information can be filed with the Office of the Registrar
- Please note that for students who are under 18, the institution is required to notify a parent or guardian.
- If a student is reported missing, the Dean of Students takes the following action:
 - Talks with the missing student’s roommate, friends, or residents of the floor to find out if anyone has seen the student or knows of their whereabouts.
 - If the student lives in a residence hall, checks with Food For Thought to determine if the student has been eating their meals.
 - Contacts the student’s instructors to see if they have been attending class.
 - Determines if the student has an on- or off-campus job. If so, checks with their employer.
 - If the student has a car, requests that Northwestern University Police and Evanston Police look for the car.
 - Contacts the local hospitals to see if the student has been hospitalized.
 - If the initial information regarding the student’s whereabouts came from a source other than the student’s family or the Dean of Students, the Dean of Students may call the student’s emergency contact to determine if there has been any contact.

If after taking all of the above steps uncertainty still exists about the student’s whereabouts, the Dean of Students determines whether to notify local police and/or the student’s family. If the student cannot be located or is located and is injured or deceased, the Dean of Students coordinates follow-up by the appropriate staff to the living group unit or other faculty, staff or students affected by the incident.

Fire Safety

The Higher Education Opportunity Act (Public Law 110-315) became law in August of 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics for residential facilities. The following public disclosure report details all information required by this law as it relates to Garrett-Evangelical. Loder Hall and Old Dorm are the only on-campus dormitories for students.

To further minimize the potential for fires, it is the policy of Garrett-Evangelical to prohibit the indoor use of the following items:

- Major appliances are not permitted in dormitories.
- Do not leave rice cookers, crock-pots, or other appliances plugged in if you are leaving your apartment or a community kitchen.
- Space heaters and halogen lamps are not permitted on campus.
- Candles and other open flames are not permitted in living spaces.
- Smoking is not permitted in any campus buildings or apartments.

Procedures for Students, Faculty, and Staff to Follow in Case of Fire

1. Stay calm.
2. Always sound the building fire alarm immediately. If the alarm fails to operate, warn other occupants by knocking on doors and shouting warnings.
3. Call 911 from a safely located phone. Give as much information as possible to the dispatcher. Do not assume that someone else has already notified the police. The police will immediately notify the fire department and dispatch officers to the scene. Do not hang up until told to do so by the dispatcher.
4. Before opening the door, feel it with the back of your hand. If it is hot, do the following: (if it is not hot, go to step 5)
 - a. Do not open the windows, unless you are having trouble breathing.
 - b. Seal cracks around the door with towels, tape, bed clothing, or similar items to keep out the smoke.
 - c. If you are trapped, hang a sheet, jacket, shirt, or other object that will attract attention out the window. Shout for help. Call the police on the phone and tell them that you are unable to get out of your room. The police will be in direct radio contact with officers at the fire. Remain calm until firefighters reach you from the hallway or window. Their first duty upon arriving at a fire is to search for persons trapped in the burning building.
5. If you are able to leave the room, do so immediately and:
 - a. Take your key with you in case you are forced to return. Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
 - b. Go to the nearest exit or stairway. Do not use the elevator.
 - c. If smoke, heat, or fire blocks your exit, go to an alternate exit. If all exits from a floor are blocked, go back to your room and follow the procedures described above in 4.
6. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.

7. Leave the building immediately. When the police and/or firefighters arrive, direct them to the fire.
8. After exiting the building, do not congregate at or around the building exits. Follow the directions of the police and firefighters. *Do not reenter the building for any reason until the fire department has declared it safe.

Student Housing Evacuation Procedures

In Case of a Fire

- If you hear the fire alarm, immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.
- Awaken any sleeping roommates or suite-mates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly; if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Residential Assistants who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds, they should shout (example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Do not use elevators. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.

Fire Drills

On occasion, the Seminary will hold fire drills on campus. In the event of a fire drill, a siren or verbal message over the campus phone system will sound. Leave the building quickly and calmly using designated stairwells or walkways. Once outside, move away from the building and follow directions of any fire safety and/or campus officials who are overseeing the drill. You will be advised by a fire safety and/or campus official when you are able to return to the building.

CRIME DATA AND FIRES IN SEMINARY RESIDENTIAL FACILITIES