



**Garrett**

**2020 ANNUAL  
SECURITY  
AND FIRE SAFETY  
REPORT**

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## Introduction

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**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 typically by October 1 of each year; however, in 2020 all higher education institutions were granted an extension to December 31 due to COVID-19. 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](mailto:campussafety@garrett.edu).

## **Reporting Crimes and Other Emergencies**

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**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 | <a href="mailto:cheryl.larsen@garrett.edu">cheryl.larsen@garrett.edu</a> |
| 2. Josten Berczy | C. 847.691.4290 | <a href="mailto:josten.berczy@garrett.edu">josten.berczy@garrett.edu</a> |
| 3. Zac Grahovac  | C. 847.800.9450 | <a href="mailto:zac.grahovac@garrett.edu">zac.grahovac@garrett.edu</a>   |

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](http://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](mailto:erin.moore@garrett.edu) or [titlenine@garrett.edu](mailto: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](mailto: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](mailto: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](mailto: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 Community Life. Click on Community Life. Then select the button for “Healthcare and Wellness.” On the left side of the screen a list of subtopics will appear, click on the “Pastoral Care, Counseling, and Spiritual Direction” link. This will take you to the 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](mailto: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**

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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. This training was not provided in 2020 due to COVID-19, but we hope to resume it when we are back on campus in 2021.

### **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. This training was not provided in 2020 due to COVID-19, but we hope to resume it when we are back on campus in 2021.

### **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. This training was not provided in 2020 due to COVID-19, but we hope Northwestern University will resume it in 2021.

### **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

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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 with 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**

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### **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](http://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](http://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**

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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](mailto: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](mailto: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 800-456-6327 or visit [www.perspectivesltd.com](http://www.perspectivesltd.com). The username is Garrett and the password is perspectives.

## Sexual Misconduct Policies and Procedures

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

The Seminary prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual exploitation, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the Seminary’s values and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. 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>.

These policies apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. The following is a summary of these policies.

It is the policy of the Seminary to comply with Title IX of the Education Amendments of 1972 and its implementing regulations (and all other applicable laws regarding unlawful discrimination and harassment including, but not limited to, Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act), which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the Seminary’s educational programs and activities. It is also the Seminary’s policy to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA). The Seminary has designated the Title IX Coordinator, with assistance of the Deputy Title IX Coordinators, to coordinate compliance with Title IX and VAWA and to respond to reports of violations.

### **DEFINITIONS**

The following is a list of definitions, which were drafted in accordance with Illinois law.

#### **Title IX Sexual Harassment**

***Quid Pro Quo Sexual Harassment:*** An employee of the Seminary conditioning the provision of an aid, benefit, or service of the Seminary on an individual’s participation in unwelcome sexual conduct.

***Hostile Environment Sexual Harassment:*** Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Seminary’s Education Program or Activity.

***Title IX Sexual Assault:*** Title IX Sexual Assault as defined in 20 U.S.C. 1092(f)(6)(A)(v). Under 20 U.S.C. 1092(f)(6)(A) (v), the term “sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The Uniform Crime Reporting System includes the following seven offenses as forcible or nonforcible sex offenses:

- ***Rape:*** The penetration, no matter how slight, of the vagina or anus with any body part or object or instrument, or oral penetration by a sex organ of another person, without the consent of the victim or where the victim is incapable of giving consent, including



instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. Attempted rape is included. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.

- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Title IX Dating Violence:** “dating violence” as defined in 34 U.S.C. 12291(a)(10). Under 34 U.S.C. 12291(a)(10), the term “dating violence” means violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.
- **Title IX Domestic Violence:** “domestic violence” as defined in 34 U.S.C. 12291(a)(8). Under 34 U.S.C. 12291(a)(8), the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Title IX Stalking:** “stalking” as defined in 34 U.S.C. 12291(a)(30). Under 34 U.S.C. 12291(a)(30), the term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress

### **Sexual Assault**

**Sexual penetration without consent:** Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

**Sexual contact without consent:** Knowingly touching or fondling a person’s genitals, breasts, or anus, or knowingly touching a person with one’s own genitals or breasts, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

**Statutory rape:** Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred. In Illinois, the age of consent is 17 years old. However, if the offender is in a position of authority or trust over the victim, the age of consent is 18.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### **Stalking**

Knowingly engaging in a course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress. “Substantial emotional distress” means significant mental suffering, anxiety, or alarm. Conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means, e.g. cyberstalking), including but not limited to

- following a person;
- being or remaining in close proximity to a person;
- entering or remaining on or near a person’s property, residence, or place of employment;
- monitoring, observing, or conducting surveillance of a person;
- threatening (directly or indirectly) a person;
- communicating to a person;
- giving gifts or objects to, or leaving items for, a person;
- interfering with or damaging a person’s property (including pets); or
- engaging in other unwelcome contact.

### **Dating/Domestic Violence**

Dating violence is any violence (including but not limited to emotional, physical, sexual, and financial abuse or threat of abuse) between two people who are or have been in a social relationship of a romantic or intimate nature. The existence of such a relationship will depend on the length and type of the relationship and the frequency of interactions between the persons involved.

Domestic violence is violence between two people who are or have been in an intimate or romantic relationship, who share a child in common, or who live or have lived together as spouses or intimate partners. Violence against any person by that person’s caretaker or guardian (such as abuse against an elderly, young, or disabled person) may also be considered domestic violence. Examples of domestic violence include but are not limited to physical, emotional, sexual, and financial abuse or threat of abuse.

### **Consent**

Consent represents the cornerstone of respectful and healthy intimate relationships. The Seminary expects its community members to communicate—openly, honestly, and clearly—about their actions, wishes, and intentions when it comes to sexual behavior and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact or initiating a new type of sexual activity within an encounter to ensure that

consent is present before acting and that consent is ongoing during sexual activity. Consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate contact. Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (generally, the age of consent is 17 in Illinois), physical condition, or disability that impairs the individual's ability to give consent. When determining whether a person has the capacity to provide consent, the Seminary will consider whether a sober, reasonable person in the same position knew or should have known whether the other party could or could not consent to the sexual activity.

### **Reporting to the Seminary**

The Seminary encourages reporting of sexual misconduct. Members of the Seminary community who believe they have experienced sexual misconduct have the right to choose whether to report the incident to the Seminary or law enforcement and have the right to choose whether to engage with the Seminary once the Seminary receives a report. The information below is for individuals who wish to report incidents of sexual misconduct.

An individual who has experienced sexual misconduct may choose to report the incident to the Title IX Coordinator. Anyone wishing to make a report of sexual misconduct to the Title IX Coordinator may do so in person, by email, by regular mail, by phone, or electronically as explained below. While anonymous reports will be reviewed by the Title IX Coordinator, the Seminary's ability to address alleged misconduct reported by anonymous sources is significantly limited. Individuals impacted by sexual misconduct may contact the Title IX Coordinator to receive support, resources, and information even if they do not wish to move forward with pursuing a complaint.

The Title IX Coordinator and Deputy Coordinators identified below work with individuals who report or are accused of sexual misconduct and have knowledge about on- and off-campus resources, services, and options—including the availability of Supportive Measures.

Upon receipt of a report, a Title IX Coordinator or Deputy Coordinator will contact the person who may have experienced sexual misconduct and provide written notification of rights and options. The outreach from the Coordinator or Deputy Coordinators will generally include information about medical and confidential counseling and support resources; options for pursuing a complaint and/or reporting the incident to law enforcement; how to request a protective order or no-contact directive; how to request supportive measures from the Seminary; how to preserve evidence; and where to access more information. The outreach will also include an invitation to meet with or provide additional information to the Title IX Coordinator.

### **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](mailto:titlenine@garrett.edu)

**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 [titenine@garrett.edu](mailto:titenine@garrett.edu).

**Faculty Complaints: Title IX Deputy Coordinator,** Mai-Anh Le Tran, Academic Dean, Pfeiffer Hall in room 333, 2121 Sheridan Road Evanston, IL 60201, 847-866-3863, or email [maianh.tran@garrett.edu](mailto: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](mailto:benjamin.reynolds@garrett.edu).

**A report may also be submitted online at**  
<https://www.garrett.edu/sexual-misconduct-and-title-ix>.

### **Local Law Enforcement**

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. The Seminary encourages individuals to report incidents of sexual misconduct to local law enforcement. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of the perpetrator. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence.

The Title IX Coordinator provides information on contacting local law enforcement and will assist an individual in doing so. However, the Title IX Coordinator will not compel an individual to go to law enforcement. The Evanston Police Department will also assist victims in the following ways:

- Crisis Intervention Counseling, Information and Resources for Crime Victims and Witnesses.
- Medical Advocacy for Sexual Assaults, Domestic Violence and Physical Abuse cases.
- Referrals or Assistance in obtaining Orders of Protection.
- Assist Domestic Violence Victims with Warning Signs of Domestic Violence, Safety Planning and provide Shelter Referrals.
- Legal Resources and Referrals regarding Domestic Violence & Custody Issues.

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>

## **Supportive Measures**

Supportive Measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the Seminary's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Seminary's educational environment, or deter sexual misconduct.

Supportive Measures may include counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or housing locations; leaves of absence; increased security and monitoring of certain areas of the campus; other changes to academic, living, dining, transportation, and working situations; honoring an order of protection or no contact order entered by a State civil or criminal court; and other similar measures. In providing Supportive Measures, the Title IX Coordinator will make every effort to avoid depriving any student of their education or access to the Seminary's program or activities. The Supportive Measures needed by each party may change over time, and the Title IX Coordinator will communicate with parties to ensure that any Supportive Measures in place are necessary and effective based on the parties' evolving needs.

The Seminary will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the Seminary's ability to provide the Supportive Measures in question. An individual may request to receive support—including the Supportive Measures mentioned in this section—even if they do not choose to participate in the Seminary's Complaint Resolution Process.

## **Complaint Resolution Process**

All reports of sexual misconduct will be handled in a prompt, fair, and impartial manner following the procedures outlined in the policy under which the complaint was brought.

- The Seminary strives to resolve all cases in a prompt and timely manner, though the timeline varies based on the circumstances of the case.
- The Seminary will investigate complaints through a formal resolution process, involving one or more trained investigators.
- The resolution process will operate under a standard of fairness, including providing the complainant with the opportunity to describe their allegations and providing the respondent with notification of the alleged misconduct, the policy violations under consideration, and an opportunity to be heard.
- Both parties will have equal opportunities to share information and have their information considered.
- Both parties will have the opportunity to present names of witnesses they suggest the investigator(s) solicit information from and questions that they request that the investigator(s) ask the other party.
- In matters brought under the Policy on Title IX Sexual Harassment, a live hearing will be conducted and a decision maker will determine whether any policy violation

has occurred. In the event a policy violation is found, the decision maker will consult with the appropriate Seminary officials for sanctioning.

- Both parties will be notified simultaneously of the outcome and rationale of the investigation.
- Both parties will be simultaneously notified of any avenue for appeal and when results become final. Both parties may appeal the findings and, if sanctions are imposed, a determination of sanctions.

### **Standard of Proof**

The Seminary uses the preponderance of the evidence standard to determine responsibility of violations of the Policy on Title IX Sexual Harassment.

### **Sanctions**

Violations of the Seminary's Policy on Title IX Sexual Harassment may result in sanctions and corrective actions, which can include, but are not limited to

- verbal warning
- written warning
- advisory letter
- conduct review
- disciplinary hold on academic and/or financial records
- performance improvement/management process
- required counseling or coaching
- required training or education
- campus access restrictions
- no trespass order issued by the Evanston Police Department (with respect to campus locations)
- no contact directive (with respect to an individual)
- loss of privileges
- loss of title and/or honors
- loss of oversight, teaching, or supervisory responsibility
- probation
- demotion
- loss of pay increase
- decrease in pay
- transfer (employment)
- revocation of offer (employment or admissions)
- disciplinary suspension
- suspension with pay
- suspension without pay
- expulsion
- termination of employment
- revocation of tenure
- termination of contract (for contractors)

The Seminary may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies

and/or procedures and other requirements set forth in the applicable Employee Handbook, Faculty Handbook, Student Handbook, other policies or handbooks that may be developed over time, or contracts. In addition to imposing sanctions, the Seminary may take steps to remediate the effects of a violation on the impacted parties and others.

### **Privacy and Sharing of Information**

The Seminary considers reports and investigations to be private matters for the parties involved. All participants in an investigation will be informed that privacy helps enhance the integrity of the investigation, protect the privacy interests of the parties, and protect the participants from statements that might be interpreted to be retaliatory or defamatory. Witnesses and advisors will be asked to keep any information learned in an investigation meeting confidential, to the extent consistent with applicable law.

While the Seminary will maintain confidentiality as specified, the Seminary will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about, or discuss a particular case, may constitute Title IX Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy. Note that certain types of sexual misconduct are considered crimes for which the Seminary must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

### **Confidential Resources**

Confidential resources are not obligated to disclose reports of sexual misconduct to the Title IX Coordinator (under any circumstance) or law enforcement (except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law). Confidential resources can provide support services and other options. A person consulting with a confidential resource may later decide to make a report to the Seminary or law enforcement. The following is a list of confidential resources are available:

#### ***On-Campus Student Chaplain***

Garrett-Evangelical has a full-time student chaplain, Rev. Dr. Karen Mosby. Rev. Dr. Mosby is located in Stead Hall in room 307, 847-866-3982, via email at [karen.mosby@garrett.edu](mailto: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 Community Life. Then select the button for “Wellness and Healthcare.” On the left side of the screen a list of subtopics will appear, click on the “Pastoral Care, Counseling, and Spiritual Direction” link. This will take you to the 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 the Main building in room 306, 847-866-3936, via email [benjamin.reynolds@garrett.edu](mailto: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)  
773-750-7077  
<http://www.porchlightcounseling.org>

### **Preserving Evidence and Legal Remedies**

Many sexual misconduct offenses are also crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. For example, a survivor may seek a protective order from a court against the perpetrator(s), pursue a civil action against the perpetrator(s), and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s).

Regardless of whether an incident of sexual misconduct is reported to the police or the Seminary, Garrett-Evangelical strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best preserve all legal options for them in the future. Additionally, such evidence may be helpful in pursuing a complaint with the Seminary. While the Seminary does not conduct forensic tests for parties involved in a complaint of sexual misconduct, results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in a Seminary investigation or proceeding, provided they are available at the time of the investigation or proceeding.

### **Bystander Intervention**

Bystander intervention may be carried out by an individual to prevent harm or intervene when there is a risk of sexual misconduct against another person. Bystanders are



individuals who observe violence or witness the conditions that perpetuate violence, and they can play a critical role in the prevention of sexual and relationship violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. Education about sexual and relationship violence can help bystanders recognize the conditions and circumstances and provide suggestions on how to intervene. The basic tenets of the “Step Up” bystander intervention are:

- Notice the event—pay attention
- Interpret as a problem—learn more
- Assume responsibility—get involved
- Know what to do—learn more
- Do something—Step Up!

While bystander intervention can take many forms, The Rape, Abuse, and Incest National Network (RAINN) ([www.rainn.org](http://www.rainn.org)) suggests the following bystander intervention actions:

- Create a distraction. Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- Ask directly. Talk directly to the person who might be in trouble and ask questions like “Who did you come here with?” or “Would you like me to stay with you?”
- Refer to an authority. Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard.
- Call 911 if you are concerned for someone else’s safety.
- Enlist others to support you.

### **Risk Reduction**

Education about sexual violence, domestic violence, and stalking helps change behaviors and attitudes about sexual assault and creates a culture of consent. Training helps people recognize potentially harmful situations and identify safe and effective options to address those situations. Abusers are responsible for their abusive behaviors and victims are never at fault for another’s abusive actions. However, if you find yourself in a situation where someone is pressuring you or making you uncomfortable, RAINN ([www.rainn.org](http://www.rainn.org)) suggests some potential strategies:

- Remind yourself this isn’t your fault. You did not do anything wrong. It is the person who is pressuring you who is responsible.
- Trust your gut. Don’t feel obligated to do anything you don’t want to do. It doesn’t matter why you don’t want to do something. Simply not being interested is reason enough.
- Have a code word. Develop a code with friends or family that means “I’m uncomfortable” or “I need help.”
- It’s okay to lie. If you are concerned about angering or upsetting this person, you can lie or make an excuse to create an exit.
- Think of an escape route. If you had to leave quickly, how would you do it? Locate the windows, doors, and any others means of exiting the situation.

### **Campus Sex Crimes Prevention Act (Sex Offender Registration)**

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning

registered sex offenders may be obtained. Persons convicted of certain sex offenses are required by law to register with the State. A current listing of registered sex offenders is available at:

National: [www.nsopw.gov](http://www.nsopw.gov)

Illinois: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

## **Orders of Protection**

### ***What is an Order of Protection?***

A civil order of protection is a court order issued by a judge and designed to provide protection from certain behaviors, including sexual assault, dating violence, domestic violence, and stalking. An order of protection directs the individual engaging in such behavior to do something or stop doing something. For example, an order of protection can order someone to stay away from another person, stop contacting them, or provide other forms of safety and relief.

### ***Obtaining an Order of Protection***

As feasible, the Seminary will honor orders of protection entered by a court if the Seminary has been notified of the existence of the order and its terms. Please contact the Title IX Coordinator if you have received an order of protection from a court or are interested in obtaining an order of protection through the court system.

If you are interested in obtaining an order of protection and would prefer to go directly to the relevant court where you are located, please visit:

### **EVANSTON AND CHICAGO**

Domestic Violence Court Facility

555 West Harrison Street Chicago, IL 60607

Criminal 312-325-9500

Civil 312-325-9006 or 9037

## Missing Student

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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](mailto: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**

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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**