



Campus Security & Safety

Garrett-Evangelical Theological Seminary

I. Campus Safety and Disclosure of Clery Act Crime Statistics

The safety and wellbeing of all members of our community is of great concern to Garrett-Evangelical Theological Seminary. The Seminary is dedicated to maintaining a safe and secure environment for learning and working. While we are happy to report that Garrett-Evangelical 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 Policy as a guide for safe practices, on and off campus.

The Seminary prepares and publishes an annual report to comply with the Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), as part of the Higher Education Act of 1965, is a federal law that requires institutions of higher education that participate in federal student aid programs to disclose information about crime on and around their campuses. The Clery Act is enforced by the United States Department of Education.

The Seminary's Annual Security & Fire Safety Report contains information to aid in the cooperative effort of creating a safer campus. It contains specific information on safety and security including fire safety, policies relating to reporting crime, and crime statistics for the three previous calendar years. These statistics include incidents that occurred on campus, in any off-campus buildings or property owned or controlled by the Seminary, and on public property that is immediately adjacent to and accessible from the campus.

The Office of Community life relies on members of the community to report any criminal activity that they witness or of which they are victims to the Community Life Office or to any seminary campus official (including but not limited to directors, deans, department heads, resident managers, advisors to students and student organizations and administrators). These reports are combined with information from the Evanston Police Department and the Northwestern University Police to compile the information provided in the Seminary's Annual Security & Fire Safety Reports, in compliance with the Clery Act. The Annual Security & Fire Safety Report is posted on the Seminary's website by October 1 each year. We notify all students, staff, and faculty of the website via email which includes links directly to the Report, as well as through informational postings throughout the campus. You can obtain this report easily by scrolling below, or by requesting a printed report.

All current or prospective faculty, staff, and students can obtain a paper copy of the Seminary's Annual Security & Fire Safety Report by calling 847-866-3952, visiting the office of the Vice President for Administration or by writing to:

Annual Security Report Request

*Vice President for Administration
Garrett-Evangelical Theological Seminary
2121 Sheridan Road
Evanston, IL 60201 campussafety@garrett.edu*

II. Maintaining a Safe Campus

A safe environment depends on the cooperation and involvement of individuals in safeguarding themselves and others. The Office of Community Life relies on members of the community to report any criminal activity that they witness, or of which they are victims, to the Community Life Office or to any seminary campus official (including but not limited to directors, deans, department heads, resident managers, advisors to students and student organizations and administrators).

Report Suspicious Activity or Persons

Members of the community are strongly encouraged to report suspicious incidents, activities, or persons to resident assistants, seminary campus officials, and/or the Northwestern University Campus police. Reporting suspicious behavior as soon as possible is essential in reducing campus crime and maintaining a safe environment for everyone.

General Safety Tips

- Be aware of your surroundings.
- Travel in groups at night whenever possible, especially when walking.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings.
- Keep purses, backpacks, and money belts close to the body, and do not leave them unattended.
- Do not struggle if someone attempts to take your property.
- If traveling between the hours of 7PM and 3AM, consider calling for a SafeRide at 847-491-7000.

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 manager 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.

Evacuation Procedures for 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 official 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.

Other Policies

- Firearms, ammunition, and any and all assault weapons are strictly prohibited.
- 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.
- 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.
- Alcohol possession and consumption is prohibited on campus.
- Space heaters & 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.

III. Campus Safety – Timely Warnings and Emergency Alerts

In the event of an urgent threat to the health or safety of persons on campus (for example an immediate environmental health risk or a gunman on campus) the Seminary initiates an emergency alert system, which incorporates "garrett.edu" email messages, "866" exchange telephone messages and text messages to personal cell phones. By incorporating these various methods, the Seminary strives to be in contact with every member of the community under extreme circumstances. For more information about the Seminar's emergency alert system, please contact Campussaftey@garrett.edu.

Crime Alert Posts

Crime alerts give timely warnings to the campus community. They are issued at the direction of the Administration to inform the campus community of crimes that have already been committed but which are considered by the institution to represent a serious or continuing threat to students and employees. Crime alerts are provided in a timely manner to aid in the prevention of similar occurrences. Note that crime alerts will withhold the names

and other identifying information about a victim as confidential. Crime alerts may be sent to students via Seminary email or via the seminary's emergency alert system.

Emergency Notifications

Garrett-Evangelical has an emergency notification system to alert the campus community regarding immediate safety and security situations, crime alerts, closings due to inclement weather, or other unplanned reasons.

Send Word Now (SWN), an emergency alert service, sends a message to members of the community when campus safety or security is at risk. The message will be in the form of an SMS text message to your telephone or SMS enabled device, or will be in the form of an automated telephone call to that number.

The Seminary will automatically add your mobile contact information to the database for SMS text information. You may elect to have an automated voice message instead of the SMS text message, or you may elect to opt-out of the alert system entirely. Even if you elect to opt out of the secondary alert system program, you will still receive a listserv notification of urgent messages.

August 24, 2015