



CAMPUS SAFETY

# **CAMPUS SAFETY AND SECURITY POLICIES AND PROCEDURES**

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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.**

To that end, these Campus Safety and Security Policies specifically address the Seminary’s policies and programs dedicated to the prevention and response to emergency situations. This document is founded on principles of early intervention and proactive engagement to prevent violence and provide supportive services.

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)—we create an “Annual Security and Fire Safety Report” (“Report”) containing statistics for the past three years of crimes reported in certain locations on or near campus as specified by the Clery Act. That Report also contains some of the Seminary’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 annually compile the 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 the Annual Security and Fire Safety Report by emailing [campussafety@garrett.edu](mailto:campussafety@garrett.edu).

\* For the 2020-21 academic year, due to the COVID-19 pandemic, all higher education institutions have been given until December 2020 to post their reports.

## Seminary Priorities in Emergencies

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In the event of an emergency, the Seminary has established this order of priorities:

1. **People:** The highest priority is the safety of those who live, study, and work within the Garrett community.
2. **Property:** Our property collectively constitutes an extraordinarily important resource. As it is intended to support the academic mission of the institution, it must be protected and preserved by any means that do not require our people to assume undue risks.
3. **Business Continuity:** Beyond the more quantifiable priorities discussed above, there are values, rights, processes, and operations that are essential to the identity, reputation, and sustainability of the Seminary. That is, the elements of who we are, how we fulfill our responsibilities to each other, and the appropriate means to our common goals.

## **Civility, Mutual Respect, and Unacceptability of Violence on Campus**

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**These policies reflect an expectation of civility, honor, respect, and nonviolence for all members of the Garrett community and encourage behaviors that build a sense of community.**

### **Expected Behavior**

Each community member is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

### **Unacceptable Behavior**

Demeaning, intimidating, threatening, or violent behaviors that affect the ability to learn, work, or live in the Seminary environment depart from the standard for civility and respect. These behaviors have no place in the academic community.

### **Violence**

Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the Garrett community.

### **Weapons**

Weapons of any kind are prohibited on campus except for those carried by sworn police officers.

### **Responsibility to Act**

A member of the community who is involved in or witnesses behavior on campus that poses imminent danger should immediately contact the Evanston Police Department by dialing 911.

In situations that do not involve imminent danger or for advice on the appropriate course of action, a member of the community should refer to the options provided in the "Reporting Crimes and Other Emergencies" section below.

### **Orders of Protection**

Community members who have obtained restraining or personal protection orders are encouraged to provide a copy of the order to the Seminary's Title IX Coordinator who will share it with the Northwestern University and Evanston Police Departments for enforcement on campus.

### **Visitors**

Visitors, vendors, and the families of members of the community are expected to comply with the provisions of this policy. Noncompliant behavior leads to removal from the campus.

**Violation**

A community member who has violated any policy related to violence protection is subject to disciplinary action, which may include separation of the offending party from the Seminary, consistent with established disciplinary procedures outlined in Faculty, Employee, Student, Academic, and degree program handbooks.

## Conduct or Behavior that May Pose a Threat

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**The Seminary believes in early intervention and proactive engagement to prevent violence and provide supportive services.**

Following are some general principles and a description of the kinds of behavior that members of the Garrett community should report.

### General Principles

- Targeted violence is neither random nor spontaneous. Targeted violence, rather, is seen as a result of an understandable, and often discernible, pattern of thinking and behavior.
- There is no profile or single “type” of a perpetrator of targeted violence. The threat assessment process is about behaviors, not profiling.
- Unusual or aberrant behaviors or interests are not necessarily the hallmarks of a person destined to become violent.
- There is a distinction between making a threat (expressing intent to harm) and posing a threat (engaging in behaviors that further a plan to harm).
- Many persons who pose a serious risk of harm will not issue direct threats prior to an attack.

### Potential Warning Signs and Violence-Related Behaviors

#### *Potential Imminent Warning Signs and Violence-Related Behaviors*

1. Threat is present.
2. Seriously disruptive or intimidating behavior.
3. Suicide threats, gestures, or statements.
4. Detailed plausible threats of violence (time, place, target, method).
5. Indications the person has undertaken planning or rehearsals to carry out an act of harm or violence.
6. Acts of rage, harm, violence, or destruction of property.
7. Recent weapon-seeking behavior linked to ideas or interests in harm or violence.
8. Communications indicating the person has a worrisome interest in violence or is considering violence.
9. Surveillance of sites or persons linked to ideas or interests in harm or violence.

#### *Potential Early Warning Signs and Risk Factors*

1. Disruptive, intimidating, or concerning behavior.
2. Social withdrawal or isolation.
3. Threat is made, but is vague or indirect. Threat lacks realism.
4. Desire to kill, die, or be killed.
5. Does the person see violence as the acceptable, desirable, or only way to solve problems?
6. Excessive feelings of rejection.
7. Excessive feelings of victimization.
8. Expressions of harm or violence.
9. Uncontrolled anger.
10. Prejudicial attitudes.
11. History of discipline problems or poor work/academic performance.

12. Drug or alcohol abuse.
13. Obsession with perceived injustices.
14. Obsession with violent acts or weapons.
15. Excessive feelings of desperation or despair.

*Precipitating Events, Pre-Disposing Factors, and Current Life Information*

1. Relationship difficulties or conflict.
2. Death, loss, or other traumatic event.
3. Recent failure or loss of status.
4. Inappropriate desire for attention, recognition, or notoriety.
5. Obsessive pursuit, stalking, monitoring, or undesired communications with others.
6. Are other people concerned about the person's potential for harm or violence?
7. Present stability of living and home situations.
8. Current grievances or grudges.
9. Known difficulty dealing with a stressful event.
10. Downward progression in social, academic, behavioral, employment, or psychological functioning.
11. School or other agency involvement.
  - a. Law enforcement, court, probation services
  - b. Discipline
  - c. Mental health
  - d. Social Service

**Always if there is an immediate threat, you should call the Evanston Police Department at 9-1-1.**

## **Discrimination, Harassment, and Hate Crimes and Bias Incidents**

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**Garrett is committed to providing a respectful, accessible, and inclusive environment for all members of its community. An inclusive community increases effectiveness and efficiency in the way we work and learn, promotes the development of new ideas, and enhances the Seminary's ability to continue to be innovative in an increasingly complex, competitive, and diverse world. The following behaviors are absolutely prohibited in the Seminary community (as well as situations in which employees represent the Seminary in the church and the broader community).**

### **Discrimination**

Prohibited discrimination is treating someone differently because of their race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law (referred to as "protected classes") in matters of admissions, employment, housing, or services, or in the educational programs or activities Garrett operates.

In determining whether discrimination occurred, the Human Resources Office or Title IX Coordinator examines the following:

- whether there was an adverse impact on the individual's work or education environment; and
- whether individuals outside of the protected class received more favorable treatment.

If the first two conditions are met, the Human Resources Office or Title IX Coordinator will consider whether there is a legitimate, non-discriminatory reason for the action.

Examples of discrimination can include:

- Refusing to hire or promote someone because of their membership in a protected class;
- Denying someone a raise or employment benefit because of their membership in a protected class;
- Reducing someone's job responsibilities because of their membership in a protected class;
- Denying someone access to an educational program based on their membership in a protected class; or
- Denying someone access to a University facility based on their membership in a protected class.

### **Harassment**

Prohibited harassment is verbal or physical conduct or conduct using technology directed toward someone because of their membership (or perceived membership) in a protected class that has the purpose or effect of:

- Substantially interfering with, limiting or depriving a member of the community from accessing or participating in the academic or employment environment, and/or

substantially interfering with an individual's academic performance or work performance; or

- Creating an academic or working environment that a reasonable person would consider to be intimidating, hostile, or offensive.

In determining whether the conduct is sufficiently severe or pervasive so as to meet the above standards, Human Resources Office or Title IX Coordinator examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior prohibited harassment under this Policy. The behavior must create a hostile environment and/or substantially interfere with access to a Seminary program or activity from an objective perspective.

Examples of harassment include

- offensive jokes related to a protected class;
- the use of slurs and stereotypes related to a protected class;
- name calling related to a protected class;
- intimidation, ridicule, or mockery connected to a protected class;
- displaying or circulating offensive objects and pictures that are based on a protected class

### **Hate Crimes and Bias Incidents**

Illinois law provides for criminal and civil penalties against an individual who commits crimes against another person because of such person's race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin (hate crimes). A bias incident is an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor (regardless of whether the act is criminal). Sanctions may be imposed for faculty, staff, and students found to have committed hate crimes and for bias incidents that involve conduct that violates laws or Seminary policies, specifically including the Seminary's Discrimination and Harassment Policy. Therefore, the Seminary expects all community members who witness or experience an act of bias, hate, discrimination, or harassment to report these incidents to the Seminary.

When an incident is reported, the Seminary will take reasonable steps to address the situation, such as

- Investigate and document the incident
- Provide resources and support to individuals affected by such incidents, and
- Take appropriate remedial and corrective actions to address the incident.

The related conduct that is classified as a bias incident is defined as an act of conduct, speech, or expression to which a bias motive is evident as contributing factor (regardless of whether the act is criminal). A hate crime is a bias incident that has risen to the level of a crime. All hate crimes are bias incidents, but not all bias incidents are hate crimes.

### **Reporting Discrimination, Harassment, and Hate Crimes and Bias Incidents**

Any person of the Seminary community who believes they have been subjected to discrimination, harassment, hate crimes, or bias incidents should immediately report the situation. Students report to the Dean of Student Life, another member of the Student Services

Office Staff, or the Human Resources Office. Faculty should report to the Academic Dean, a member of the Academic Affairs Office Staff, or the Human Resources Office. Staff should report to their supervisor, the Human Resources Office, or a member of the Leadership Team. Alternatively, the report can be made through the Campus Conduct Hotline® at 866-943-5787 (more instructions on the Campus Conduct Hotline® can be found on page 30).

Complaints should be in writing and include details of the incident, names of the individuals involved, and names of any witnesses. The Seminary promptly undertakes an investigation of the allegations, and all such complaints are treated as confidential.

If it is determined, after investigation, that a member of the Seminary community has violated one of these policies, that individual is subject to appropriate disciplinary action up to and including suspension or termination from the Seminary. The Seminary does not retaliate against an employee (faculty and staff) or student for cooperating in an investigation or making a good-faith complaint.

## Sexual Misconduct

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### **Sexual misconduct is unacceptable and will not be tolerated at Garrett-Evangelical Theological 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.

#### **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**

Erin Moore

Title IX Coordinator and 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 [titlenine@garrett.edu](mailto:titlenine@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,** Karen Mosby, Dean of Student Life, Main building in room 202, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3936, or email [karen.mosby@garrett.edu](mailto:karen.mosby@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>

### **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. Dr. Karen Mosby, Dean of Student Life, located in the Main building in room 202, 847-866-3936, via email [karen.mosby@garrett.edu](mailto:karen.mosby@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>

## Prohibited Use of Electronic Resources for Threats, Harassment, and Pornography

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Use of the Seminary's Electronic Resources by any System User to send threatening or harassing content or messages or to view, download, retransmit, distribute, or otherwise communicate content or messages that may violate the Seminary's Policy on Discrimination and Harassment and/or Policy on Sexual Harassment, is prohibited.

### Prohibited Activity

Electronic media cannot be used for knowingly transmitting, receiving, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to the Seminary's business interests or policy.

For the full document outlining the Seminary's Information Technology Policies and Agreement on the Use of Technology, visit:

[https://mygets.garrett.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=e630d0df-9a70-4ec5-a276-be94bb21a827](https://mygets.garrett.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=e630d0df-9a70-4ec5-a276-be94bb21a827) This is the student and guest version of the policy. A similar version of this policy exists for faculty and staff. To retrieve a copy of the faculty and staff version, please contact:

Erin Moore, Asst. VP 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).

### Compliance with Northwestern University Policies

The Seminary relies on a partnership with Northwestern University to provide access to the Internet, libraries, email, and other services. The Seminary also relies on the University's IT system to provide the first line of security to the Seminary's network and its operation. It is the responsibility of all Seminary faculty, staff, students, and guests to respect the University's policies and utilize the system in a manner that contributes to the safe and secure operation of the system, maintaining the integrity of the Seminary's policies.

Additional information regarding Northwestern University's policies, practices and procedures is located at <http://www.it.northwestern.edu/policies/index.html>

## Alcohol and Other Drug Policies

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The Seminary 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 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 their supervisor.

All members of the Seminary 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 their 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 Student Life, Rev. Dr. Karen Mosby, located in room 202 of the Main Building, via email at [karen.mosby@garrett.edu](mailto:karen.mosby@garrett.edu), or via phone at 847-866-3936. Dean Mosby can help you determine what services and support are available to you.

Faculty and staff struggling with drug or alcohol dependencies, should contact the Asst. Vice President for Human Resources and Employee Engagement, 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, staff, and student workers can also contact our Employee Assistance Program, Perspectives, for confidential help.

- Call 800-456-6327
- Visit [www.perspectivesltd.com](http://www.perspectivesltd.com) and enter the username Garrett and the password perspectives

## Missing Student Policy and Procedure

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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 Student Life**, Rev. Dr. Karen Mosby, located in room 202 of the Main Building, via email at [karen.mosby@garrett.edu](mailto:karen.mosby@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 Student Life 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.
  - 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 Student Life, the Dean of Student Life 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 Student Life 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 Student Life coordinates follow-up by the appropriate staff to the living group unit or other faculty, staff, or students affected by the incident.

## Active Violence Procedures

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**An active violence incident involves an individual actively engaged in killing or attempting to kill people in a confined and populated area. The individual may be armed with a firearm or bladed weapon or may engage in other violent acts such as driving a vehicle into a crowd. There may or may not be a pattern or method to their selection of victims.**

In addition to the procedures below, watch this [video from the U.S. Department of Homeland Security](#) with information on how to respond to an active shooter situation.

### **Before an Incident Occurs**

- Don't assume it will never happen.
- Be aware of your surroundings at all times along with any possible dangers.
- Know where all of the exits in your area are located.
- Determine whether the space you are in can be locked.
- Know your exact workplace address including the office number.
- Have an escape plan, same as in a fire.

Discuss with colleagues the plan you would enact in an incident (exits, sheltering in place, securing doors, assembly points, etc.) The phrase Run, Hide, Fight ® is a registered trademark of the City of Houston. Training concept is used by special permission.

### **When an Incident Occurs**

#### ***Run***

- Take decisive action if you hear gunshots—don't wait until others tell you to act.
- Know your surroundings, have an escape route and plan in mind.
- Run and call 911 from a cell or campus phone when it's safe to do so.
- Help others if you can, but keep moving.
- When calling 911, be sure to provide an exact location—don't assume a dispatcher knows where you are located.

#### ***Hide***

- If you can't run, hide as a second option.
- Do not huddle together as it makes one easy target.
- Lock and/or use items to barricade doors, shut off lights.
- Put your cell phone on silent and call 911, but do not speak loudly to avoid being heard.
- Keep others calm around you.

#### ***Fight***

- As a last resort, when running and hiding are not an option, fight when your life is in imminent danger.
- Assume a survival mindset and know that often times active violence situations are over in a few minutes.
- Find an object to use as a weapon—fire extinguisher, chair, book bag, letter opener, etc.

- Develop a plan with others to take out a potential shooter, be decisive and commit to action. Keep others calm around you.

### **What Should I Tell the 911 Operator?**

Don't assume someone else is calling 911. If you have specific information and have made it out safely, call the police. 911 calls from your cell phone will go to either the Chicago Police Department, the Evanston Police Department, or Illinois State Police dispatch centers. Be sure to tell them you are on the campus of Garrett-Evangelical located on the Northwestern University Evanston Campus. Texting 911 is an option in both Chicago and the City of Evanston. Simply place "911" in the to line from your mobile phone and enter the details into the message field.

- Be specific about the location where the incident is occurring. (e.g., "There is an active shooter on the campus of Garrett-Evangelical, first floor of the Main Building.")
- Provide a specific description of those involved, including clothing and weapons.
- Pre-program your cell phone with the Northwestern University Police Department emergency number: 847-491-3456.

### **What Should I Expect When Police Officers Arrive?**

- Remain calm and be prepared to show your hands to arriving police officers.
- Do not slow down responding officers, follow their instructions, and keep moving. Do advise them where the suspects may be in the building.

## **Bomb Threats and Suspicious Packages Procedures**

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### **Bomb Threat**

Immediately call the Evanston Police Department at 9-1-1 after receiving a bomb threat. In most cases, bomb threats will be received by telephone. Evanston Police will determine if evacuation or other action is necessary.

#### ***If You Receive a Telephoned Threat:***

- Remain calm and get as much information as possible.
- If possible, signal another person and write a note explaining that the call is a bomb threat. The other person should then alert the Evanston Police.
- Note the exact time of the call and attempt to write down the exact words of the caller.

#### ***Ask the Caller:***

- When is the bomb set to explode?
- What kind of bomb is it?
- Where is it located?
- What does it look like?
- Who are you?
- Why are you doing this?

If you receive a written bomb threat, do not handle it any more than necessary. Place it in an envelope to preserve possible fingerprints.

### **Suspicious Packages**

Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package, or other item left unattended or that otherwise seems out of place. For example, a package on a mailroom counter is not necessarily suspicious. But place that same unattended package on a train station platform, it becomes suspicious.

Suspicious packages should be immediately reported to the Evanston Police. They will determine if evacuation or other action is necessary.

#### ***Characteristics of Suspicious Letters and Packages***

- Misspelled words.
- Unexpected.
- Restrictive markings such as "Personal" or "Confidential".
- Postmark does not match return address.
- Badly typed or written.
- Excessive postage.
- No return address.
- Wrong title or name in address.
- Excessive tape or string.
- Protruding wires.
- Strange odor.
- Crystals or powder-like residue.
- Oily stains, discolorations, or crystallization on wrapping.

- Lopsided, rigid, or bulky package.
- Ticking sounds.



#### ***What to Do if You Receive a Suspicious Letter or Package***

- Handle it with care. Don't shake or bump it.
- Isolate it immediately.
- Don't open, smell, or taste.
- Call 9-1-1 and follow police directives.
- Wash your hands with soap and water.

## Natural Disaster Procedures

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### **Tornado**

1. Seek shelter inside.
2. Move to lowest level of the building. If any underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways, or shopping malls.
3. Stay away from windows.

### **If outdoors:**

1. If shelter is not available, or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a building.
2. After tornado passes, remain alert for signs of additional tornadoes and/or flash flooding.

### **Flood**

1. Do not enter any flooded area, i.e., basement, first floor, vaulted area, etc.
2. If the flooding is on campus and minor, call the Buildings & Grounds Office at 847-866-3994 to report the location and nature of leak.

### **Earthquake**

1. Take cover under a desk or table, protecting as much of your body as possible, especially your head and neck.
2. Stay away from windows and objects that may fall.
3. Do not run outside.
4. If outdoors, stay in an open area.
5. After shaking stops, evacuate to your designated evacuation area.

## **Fire Safety Policies and Procedures**

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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. This report is part of the Annual Security and Fire Safety Report described on page 4.

To further minimize the potential for fires, it is the policy of the Seminary 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.
9. 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.

## Procedures for 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.

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

**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 you speak with someone based in 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. 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.)*

	<b><u>Office</u></b>	<b><u>Cell</u></b>
1. Karen Mosby	847-866-3936	224.656.4608
2. Tulani Myers	847-866-3939	262-885-2642

### **Fire, Theft, Injuries, or Vandalism**

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

	<b><u>Cell</u></b>	<b><u>Other</u></b>
1. Josten Berczy	847-691-4290	josten.berczy@garrett.edu
2. Zak Grahovac	847-800-9450	847-492-0502

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 at [https://mygets.garrett.edu/ICS/Campus\\_Safety/](https://mygets.garrett.edu/ICS/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:

[https://www.northwestern.edu/up/your-safety/blue\\_light\\_telephones.html](https://www.northwestern.edu/up/your-safety/blue_light_telephones.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 leadership team members based on whether you are a student, staff, or faculty member:

- Staff Reporting: Erin Moore, Asst. VP 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).
- Faculty Reporting: Mai-Anh Le Tran, Academic Dean and Title IX Deputy Coordinator, Main Building in room 212, 2121 Sheridan Road Evanston, IL 60201, 847-866-3863, or email [Maianh.tran@garrett.edu](mailto:Maianh.tran@garrett.edu).
- Student Reporting: Karen Mosby, Dean of Student Life and Title IX Deputy Coordinator, Main Building in room 202, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3936, or email [karen.mosby@garrett.edu](mailto:karen.mosby@garrett.edu).

### **Confidential Resources**

Despite the Seminary’s strong interest in having individuals report crimes or other misconduct, the Seminary realizes that not every individual who experiences 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 of this policy to the Title IX Coordinator or the Human Resources Office for purposes of legally required statistical reporting under the Clergy Act.)

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

Garrett 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 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 visit the Pastoral Care, Counseling, and Spiritual Direction page in the Community Life section of myGETS found here:

[https://mygets.garrett.edu/ICS/Community\\_Life/Wellness\\_and\\_Health\\_Care/Pastoral\\_Care\\_and\\_Counseling.jnz](https://mygets.garrett.edu/ICS/Community_Life/Wellness_and_Health_Care/Pastoral_Care_and_Counseling.jnz). You will need to be logged in to view this content. This page will provide you with additional information regarding counselors and their locations, how to apply for counseling, and counseling guidelines.

For further information regarding the Seminary counseling program, please contact Rev. Dr. Karen Mosby, Dean of Student Life, located in room 202 of the Main Building, 847-866-3936, via email [karen.mosby@garrett.edu](mailto:karen.mosby@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 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 the “Sexual Misconduct” section earlier in this document.

### **Reporting Conduct by Visitors or Others Who Are Not Garrett 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 the Seminary or a person who is not a Garrett 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 policy prohibits the taking of any retaliatory action for reporting or inquiring about alleged improper or wrongful activity.

Garrett 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.

The Seminary 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 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, the Seminary partners with Northwestern University and SafeColleges to provide a variety of educational programs.

### **New Student Orientation**

This program orients new students to campus safety at the Seminary. During this presentation, new students are shown where to access campus safety policies, resources, and information on myGETS. They receive a brief introduction to the Seminary's Interim Title IX Policy and the Clery Act. They also learn about the additional training resources listed in this section.

### **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. The Seminary 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. The Seminary 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 the Seminary. 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 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.

**\* Due to COVID-19, the Seminary is not certain the training typically provided by Northwestern University will be available for the 2021-22 academic year.**

## **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.

## Procedure for Timely Warnings—Crime Alerts

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Timely Warnings, in the form of Crime Alerts, are issued by the Seminary 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 the Seminary 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 36). 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

The Seminary 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.