



Garrett

CAMPUS SAFETY

CAMPUS SAFETY AND SECURITY POLICIES AND PROCEDURES

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Introduction

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

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

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. You can easily obtain this report in the “Campus Safety” section of myGETS: [Annual Security and Fire Safety Reports](#).

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.

Seminary Priorities in Emergencies

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

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. To find the contact information for the Seminary's Title IX Coordinator, please visit [Title IX Coordinator Contact Information](#).

Visitors

Visitors, vendors, and 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

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

The 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 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 people 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. The person sees violence as 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. Presence of unstable 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, call the Evanston Police Department at 911.

Discrimination, Harassment, and Hate Crimes and Bias Incidents

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 seminary 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 any individual who commits crimes against another person because of a 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 Students, another member of the Office of Student Affairs

, or the Human Resources Office. Faculty should report to the Academic Dean, 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® a 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

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 [Sexual Misconduct Policy](#).

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

Carine Lopez Velazquez

Assoc. VP of Human Resources & Employee Engagement, Title IX Coordinator

2121 Sheridan Road, -Schaffer 712

Evanston, IL 60201

847-866-3918

titlenine@garrett.edu

Staff Complaints: Title IX Coordinator, -Carine Lopez Velazquez, Assoc. VP for Human Resources and Employee Engagement, Schaffer, room 712, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3918, or email titlenine@garrett.edu.

Faculty Complaints: Title IX Deputy Coordinator, Whitney Harris, Assoc. Vice President for Academic Affairs, Main, 202, 2121 Sheridan Road Evanston, IL 60201, 847-866-3969, or email whitney.harris@garrett.edu.

Student Complaints: Title IX Deputy Coordinator, Thehil Russelliah Singh, Dean of Students, Main building in room 106, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3945, or email thehil.russelliahsingh@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 confidential resources are available for students:

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 see the Pastoral Care and Counseling page on mygets here:

[https://mygets.garrett.edu/ICS/Community_Life/Wellness_and_Health_Care/Pastoral_Care_and_Counseling.jnz?portlet=Free-form_ContentPastoral Care, Counseling, and Spiritual Direction](https://mygets.garrett.edu/ICS/Community_Life/Wellness_and_Health_Care/Pastoral_Care_and_Counseling.jnz?portlet=Free-form_ContentPastoral_Care,_Counseling,_and_Spiritual_Direction).

For further information regarding the Seminary counseling program, please contact Thehil Russelliah Singh, Dean of Students, located in the Main building in room 106, 847-866-3945, via email thehilrusselliahsingh@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

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.

Electronic resources include the Seminary's network, internet access, email systems, learning platforms, cloud services, data systems, and any other technology infrastructure operated by or on behalf of the Seminary.

Prohibited Activity

Electronic resources cannot be used to knowingly transmit, receive, retrieve, store, or distribute any communication or content that is:

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

Details are included in the Seminary's Information Technology Policies and Agreement on the Use of Technology. [Acceptable Use of Technology Policy](#). This is the student and staff 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:

Carine LopezVelazquez, Assoc. VP for Human Resources and Employee Engagement and Title IX Coordinator, Shaffer room -712, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3918, or email carine.lopez@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 Northwestern'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

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-Evangelical Theological Seminary prohibits all faculty, staff, students, and visitors from the unlawful manufacture, possession, use, distribution, sale, or purchase of alcohol and illicit drugs on Seminary-owned or controlled property or at Seminary-sponsored activities. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), applicable federal, state, and local laws, and the principles of The United Methodist Church, violations of this policy may result in disciplinary action and, when appropriate, referral to law enforcement. The Seminary also provides education, prevention resources, and information on legal sanctions and available support services as required by federal law.

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 may 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, Thehil Russelliah Singh, located in room 106 of the Main Building, via email at thehil.russelliahsingh@garrett.edu, or via phone at 847-866-3945. Dean Thehil can help you determine what services and support are available to you.

Faculty and staff struggling with drug or alcohol dependency should contact the Assoc. Vice President for Human Resources and Employee Engagement, Carine Lopez Velazquez, located in room 712 of the Schaffer Building, via email at carine.lopez@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 or
- Visit <https://portal.allonehealth.com/> and enter the password Garrett.

Missing Student Policy and Procedure

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, Thehil Russelliah Singh**, located in room 106 of the Main Building, via email at thehil.russelliahsingh@garrett.edu, or via phone at 847-866-3945.

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 for all students can be filed with the Office of the Registrar. Additionally, the office of Student Affairs collects emergency contact information for residential students.
- 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 is aware their whereabouts.
 - Contacts the student's instructors or faculty advisors to see if they have been attending class.
 - Determines if the student has an on- or off-campus job. If so, checks with their supervisor or 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 emergency contact, 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.

ACTIVE VIOLENCE & EMERGENCY PROCEDURES

Garrett-Evangelical Theological Seminary | Safety & Security Protocol

An active violence incident involves an individual actively engaged in killing or attempting to kill people in a confined and populated area. The perpetrator may be armed with a firearm, bladed weapon, or vehicle, or may engage in other violent acts. Victimized individuals may be targeted randomly or systematically. Understanding these protocols and responding decisively can save lives.

1. Before an Incident Occurs (Preparedness)

- **Maintain situational awareness:** Be attentive to your surroundings and immediately note unusual or suspicious activity.
- **Know your escape paths:** Identify at least two exit routes from your primary workspace and regular meeting areas.
- **Assess your room security:** Determine if doors lock from the inside, whether they open inward/outward, and identify heavy furniture for barricading.
- **Know your precise location:** Memorize your building name, street address, floor, and room number.
- **Save emergency contacts:** Pre-program the Northwestern University Police Department emergency line (847-491-3456) into your mobile phone.
- **Discuss team action plans:** Review response options with colleagues, including exit points, lockdown protocols, and designated assembly areas.

2. During an Active Violence Incident (Run, Hide, Fight)

RUN (Evacuate) — *First Priority — If an escape path is accessible*

- **Act immediately:** Take decisive action at the first sound of gunshots or indication of violence. Do not wait for consensus.
- **Leave belongings behind:** Focus strictly on escaping; your life is the priority.
- **Help others if possible:** Encourage others to join you, but do not let their hesitation delay your exit.
- **Prevent entry:** Warn incoming individuals from entering the active threat area.
- **Call 911 when safe:** Once clear of immediate danger, contact emergency dispatch.

HIDE (Lockdown) — *Second Priority — If escape routes are blocked*

- **Secure the space:** Lock doors, turn off lights, and close blinds or window coverings.
- **Barricade:** Wedge doors closed or stack heavy furniture (desks, cabinets) against inward-opening doors.
- **Concealment & Cover:** Move out of direct line of sight from door windows. Hide behind dense structures (concrete walls, steel file cabinets).
- **Spread out:** Do not huddle in groups; remain dispersed across the room to minimize target density.
- **Silence electronics:** Turn cell phones to complete silent (turn off vibrate mode). Silence

computers and monitors.

- **Remain quiet:** Maintain absolute silence until official law enforcement instructions are given.

FIGHT (Counter) — *Last Resort — Only when life is in imminent danger*

- **Commit fully:** Adopt an aggressive survival mindset. Decisive action is critical to survival.
- **Improvise weapons:** Grab heavy or sharp objects (fire extinguishers, heavy books, chairs, metal utensils, scissors).
- **Team action:** Coordinate with others in the room to overwhelm the intruder simultaneously from multiple angles.
- **Target vulnerabilities:** Aim aggressively for the attacker's eyes, throat, face, or arms to disarm them.

3. Contacting Emergency Dispatch (911)

CRITICAL LOCATION NOTE: Mobile 911 calls route to regional dispatch centers (Evanston, Chicago, or IL State Police). Immediately inform the dispatcher that you are located on the Garrett-Evangelical Theological Seminary campus (Northwestern University Evanston Campus).

Text-to-911 Option: Texting 911 is fully supported in both Evanston and Chicago. Enter '911' in the recipient field and text your precise location and emergency details if speaking aloud would reveal your location.

Essential Information to Provide:

- **Exact location of incident:** Building name, floor, specific room number, or landmark.
- **Attacker details:** Number of perpetrators and last known direction of movement.
- **Physical description:** Clothing, height, race, facial hair, or distinctive features.
- **Weapons details:** Number and type of weapons involved (handguns, long guns, edged weapons).
- **Casualty assessment:** Estimated number of injured individuals and severity of injuries.

4. Law Enforcement Arrival

- **Follow commands instantly:** Drop all items in your hands and raise your hands above your head, keeping fingers spread.
- **Keep hands visible at all times:** Do not make sudden movements or reach toward officers.
- **Avoid slowing officers down:** Responding officers' immediate priority is to neutralize the active threat, not to render first aid or evacuate. Secondary medical teams will follow.
- **Provide tactical details:** Briefly state suspect location, numbers, and weapons if known as officers pass.

5. Shelter-in-Place Procedure

A Shelter-in-Place directive is issued when hazardous conditions exist outdoors—such as severe weather (tornado, severe thunderstorm), atmospheric chemical spills, airborne hazardous releases, or nearby public safety incidents where outdoor movement presents higher risk than staying indoors.

Step	Directive	Specific Action Required
Step 1	Move Indoors	Immediately enter the nearest sturdy building. Do not attempt to travel across campus to your primary office or residence.
Step 2	Secure Openings	Close and lock all exterior doors and windows. Shut down localized air conditioning units or ventilation intakes if instructed.
Step 3	Relocate Safely	Move to interior rooms, hallways, or basements on lower floors. Stay completely clear of glass windows, skylights, and exterior doors.
Step 4	Monitor Alerts	Check official university communications, local emergency broadcasts, or safety alert apps for real-time status updates.
Step 5	Stand By	Maintain shelter until an official 'ALL CLEAR' message is issued by Campus Safety or local emergency services.

Bomb Threats and Suspicious Packages Procedures

All bomb threats and suspicious mail or packages must be treated as potential emergencies. Prompt notification, clear communication, and careful handling are critical to ensuring campus safety. The Evanston Police Department and responding emergency agencies will evaluate all reports and determine if evacuation or tactical response is necessary.

1. Telephoned Bomb Threat Protocol

- If you receive a telephoned threat, remain calm, maintain the line, and execute the following immediate actions:
- Maintain line and gather details: Keep the caller on the line as long as possible. Note the exact time of the call and record the caller's exact words.
- Signal a coworker: If possible, silently signal a nearby colleague and write a quick note explaining that you are receiving a bomb threat so they can alert emergency services immediately.
- Contact Police (911): Immediately report the call to the Evanston Police Department by dialing 9-1-1.
- Evaluate background & voice: Note caller background noise (traffic, music, machinery) and vocal traits (accent, tone, pitch, speech impediments).

CALLER CHECKLIST — QUESTIONS TO ASK:

- When is the bomb set to explode?
- Where is it located right now?
- What kind of bomb is it and what does it look like?
- What will cause it to explode?
- Who are you and why are you doing this?

2. Written Threat Handling

If a written bomb threat is received (handwritten, printed, or emailed):

- Minimize physical handling: Do not handle the document or container any more than necessary.
- Preserve evidence: Place physical notes inside a clear plastic sleeve or envelope to preserve fingerprints and forensic evidence.
- Preserve digital evidence: If received via email, do not delete the message; save and forward header details to law enforcement.

3. Identifying Suspicious Packages & Letters

A suspicious package is any bag, box, backpack, or letter that is unattended, out of place, or displays abnormal physical traits. Always evaluate item context—a package left on a mailroom counter is normal, whereas the same unattended item in a common hallway or public station requires police evaluation.

Visual & Exterior Indicators	Physical & Environmental Indicators
• Unexpected delivery / No return address	• Protruding wires or aluminum foil
• Misspelled words or bad typing/handwriting	• Strange odor or chemical smell
• Restrictive markings ('Personal' / 'Confidential')	• Powder-like residue or visible crystals
• Excessive postage, tape, or string binding	• Oily stains, crystallization, or discolored wrapping

4. Immediate Response Checklist

- Handle with extreme care: Do not shake, bump, open, smell, taste, or drop the item.
- Isolate the item: Leave the item exactly where found. Gently clear the immediate room or area of occupants.
- Notify Police: Call 9-1-1 immediately to report the package to Evanston Police. Follow dispatcher instructions.
- Decontaminate hygiene: Wash hands thoroughly with soap and warm water immediately after stepping away from the package.
- Await Law Enforcement: Prevent others from entering the isolated room until police officers arrive.

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.

Mail Bomb Recognition Checklist



Natural Disaster Procedures

Garrett-Evangelical Theological Seminary is committed to maintaining a safe campus environment during extreme severe weather and natural hazard events. This policy outlines emergency response protocols for tornadoes, floods, and earthquakes.

Tornado Procedures

- **Indoors — Lower Level Sheltering:** Seek shelter inside immediately. Move to the lowest level of the building.
- **Indoors — Interior Position:** If underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture.
- **Indoors — Avoid Wide-Span Roofs:** Stay completely away from windows and wide-span structures such as auditoriums, cafeterias, large hallways, or shopping areas.
- **Outdoors — Open Area Action:** 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 sturdy building.
- **Post-Tornado Alertness:** After the tornado passes, remain alert for signs of additional tornadoes, structural debris, and flash flooding.

Flood Procedures

- **Restricted Areas:** Do not enter any flooded area (e.g., basement, first floor water-logged area, vaulted space).
- **Reporting Leaks:** If the flooding is on campus and minor, call the Buildings & Grounds Office at 847-866-3941 to report the exact location and nature of the leak.

Earthquake Procedures

- **Take Cover:** Take cover under a sturdy desk or table, protecting as much of your body as possible, especially your head and neck.
- **Hazard Avoidance:** Stay clear of windows, heavy light fixtures, and overhead objects that may fall.
- **Indoors Action:** Do not run outside during active shaking.
- **Outdoors Action:** If outdoors, stay in an open area away from buildings, trees, streetlights, and utility wires.
- **Post-Shaking Evacuation:** After shaking stops, carefully evacuate the building to your designated campus assembly area.

Fire Safety Policies and Procedures

The Higher Education Opportunity Act (Public Law 110-315) requires 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. To minimize fire risks, Garrett-Evangelical enforces strict prevention standards and clear evacuation protocols. Annual Security and Fire Safety Reports.

1. Fire Prevention & Prohibited Items Policy

Prohibited Category	Specific Policy Directive
Major Appliances	Major appliances are not permitted in dormitories.
Unattended Small Cooking Items	Do not leave rice cookers, crock-pots, or other appliances plugged in if you are leaving your apartment or a community kitchen.
Heating & Lighting Equipment	Space heaters and halogen lamps are strictly prohibited on campus.
Open Flames & Candles	Candles and other open flames are not permitted in living spaces.
Smoking	Smoking is strictly prohibited in all campus buildings and residential apartments.

2. Emergency Fire Response Procedures

1. Stay calm & sound alarm: Always sound the building fire alarm immediately. If the alarm fails to operate, warn other occupants by knocking on doors and shouting warnings.
2. Contact Dispatch (911): Call 911 from a safely located phone. Give as much information as possible to the dispatcher. Do not assume someone else has notified police. Do not hang up until told to do so.
3. Check Door Heat: Before opening the door, feel it with the back of your hand. Proceed based on temperature condition:
 - **IF DOOR IS HOT (Trapped Procedure):** Do not open windows unless having trouble breathing. Seal cracks around the door with towels, tape, or bed clothing. Hang a sheet, jacket, or shirt out the window to attract attention. Call 911 to state your trapped location and wait calmly for firefighter rescue.
 - **IF DOOR IS COOL (Evacuation Procedure):** Leave immediately. Take your room key in case return is forced. Close all doors tightly behind you to retard fire spread. Use nearest stairwells—NEVER use elevators. If smoke/heat blocks exit, go to an alternate exit or return to your room.
4. Low Smoke Crawl: If smoke is present, keep low to the floor and take short breaths to avoid inhaling smoke.
5. Post-Evacuation: Leave the building immediately. Direct arriving emergency personnel to the fire. Do not congregate at building exits and do not reenter until declared safe by the fire department.

1. Student Housing Evacuation & Fire Drills

RESIDENTIAL HOUSING & DRILL DIRECTIVES:

- Immediate Alarm Evacuation: Evacuate immediately via nearest exit. Awaken roommates, put on shoes/coat, grab your key, feel the door, and close it tightly upon exiting.

- **RA Facilitation:** Residential Assistants present on their floors should assist evacuation by knocking on doors, shouting warnings, and directing residents out the building.
- **Smoky Corridor Navigation:** Keep your hand on the wall and crawl to the nearest exit. Know more than one exit path and the number of doors to the exit.
- **Elevator Prohibition:** Do not use elevators. Shafts fill with smoke and power may fail. Elevator recall features waste valuable time.
- **Fire Drills:** Drills feature phone sirens or verbal alerts. Leave quickly and calmly using stairwells, move away from the building, and re-enter only when advised by officials.

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

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 911

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 911. It's better to be safe and let the 911 dispatcher determine if you need emergency assistance.

When you call 911, calmly answer the 911 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 911 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 911 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 911 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.)

	<u>Office</u>	<u>Email</u>
1. Thehil Russelliah Singh	847-866-3945	Thehil.russelliahsingh@garrett.edu
2. Kristen Beck	847-866-3939	Kristen.beck@garrett.edu

Fire, Theft, Injuries, or Vandalism

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

	<u>Cell</u>	<u>Other</u>
1. Josten Berczy	847-691-4290	josten.berczy@garrett.edu

Subsequently, be sure that an **Incident Report** is registered to the appropriate offices, especially when the emergency involves any injuries or damage. The form and contact information can be found on myGETS under Campus Safety at [Campus Safety Emergency Information](#).

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. These phones provide direct access to Northwestern Police. 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. . Campus maps highlighting the locations of Blue Light Police Emergency Phones are available online at: [Blue Light Phone Locations](#).

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, or 2) contacting one of the following leadership team members based on whether you are a student, staff, or faculty member:

- Staff Reporting: Carine Lopez Velazquez, Assoc. VP for Human Resources and Employee Engagement and Title IX Coordinator, Schaffer in room 712, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3918, or email carine.lopez@garrett.edu.
- Faculty Reporting: Whitney Harris, Assoc. Vice President for Academic Affairs and Title IX Deputy Coordinator, Main Building in room 202, 2121 Sheridan Road Evanston, IL 60201, 847-866-3969, or email whitney.harris@garrett.edu.
- Student Reporting: Thehil Russelliah Singh, Dean of Students and Title IX Deputy Coordinator, Main Building in room 106, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3945, or email thehil.russelliahsingh@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 Clery Act.)

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: [Counseling Resources](#). 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 Tehil Russelliah Singh, Dean of Students, located in room 106 of the Main Building, 847-866-3945, via email tehil.russelliahsingh@garrett.edu.

Campus Conduct Hotline®

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, do not use the Campus Conduct Hotline® but use the reporting structures identified in that policy including the capability to submit a report online at: [Reporting Sexual Misconduct](#).

Once you have dialed Campus Conduct Hotline®, 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 ([Sexual Misconduct Policy](#)) 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 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

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 Title IX Policy and the Clery Act. They also learn about the additional training resources listed in this section.

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. Always 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 that have been propped open—they increase vulnerability to crime. If you find an exterior dorm door propped open, close the door and call a resident assistant.
- 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 your phone, 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

Timely Warnings (called a Crime Alert) 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 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 considering 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

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: Northwestern Alerts Notification System

Since we are in the middle of Northwestern University's campus, we highly recommend that all Garrett faculty, staff, and students register for the Northwestern University Alerts system.

We are actively working to operationalize a seamless and automatic process for your garrett.edu email account to receive NU's alert notifications via email.

To set up SMS alert notifications, you will need to follow the step-by-step instructions provided below:

- Text “**AlertNU**” to 226787.
- You will receive a confirmation text indicating that you have successfully subscribed. (To be removed from the system, simply text "stop" to the same number.)
- NU’s alert notifications to your SMS expire in 365 days from the day you sign up; however, upon expiration, you will receive a notification on how to resubscribe.