



NORTHERN *Seminary*

BIBLICAL • MISSIONAL • PERSONAL

Annual Security & Fire Safety Report

October 1, 2013 (DRAFT)

To be distributed via email notification and website

Northern Baptist Theological Seminary Phone Numbers

Emergencies

To contact Village of Lombard Police, Fire Department and Ambulance or Paramedics – 9-911

Emergency Phone Line – 630.705.8249

Campus Notification Phone Line – 630.620.2100 X7669

Maintenance and Building Related

Maintenance Work Orders – (maintworkorders@seminary.edu)

Campus housing problems: Plumbing, Appliances, Electrical which are emergency needs
(630.705.8249)

Personal or Student Emergencies

Student Affairs – (630.620.2196)

Human Resources – (630.620.2188) (staff may call Carly Garcia at 630.705.5005)

Crime Prevention and Counseling

Lombard Police Department – (630.873.4400)

Rockford Police Department – (815.987.5839)

Chicago Police Department – (312.744.4000)

Counseling Services – (630.620.2179)

EMERGENCY PROCEDURES AND REPORTING

A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY

Report Crime Promptly! Northern's security policies and procedures are aimed at your safety and welfare. You help maintain your own safety on campus by following all security policies, and by using common sense safety practices, such as walking in groups; reporting suspicious activities; not leaving books, computers, or backpacks unattended; etc. The following will provide you with an overview of security facts and crime statistics that will be helpful to you. Everyone on campus and each extension site should be safety conscious and follow security procedures. Remember: A Safe Campus is Everyone's Responsibility; Report all crimes promptly! NOTE: For the entirety of this document, "normal business hours" refers to Monday through Friday, 8:30 a.m. to 4:30 p.m.

CAMPUS SECURITY SERVICE

Village of Lombard Police patrols the main as well as public areas adjacent to the Lombard Campus. The Chicago Police Department patrols the main as well as public areas adjacent to the Chicago Campus. The Rockford Police Department patrols the main as well as the public areas adjacent to the Rockford Campus. In addition, students and staff on the Lombard campus may contact the Emergency Line if needed by dialing 630.705.8249. Personnel also rely on the entire Northern community to inform them of any suspicious behavior, vagrancy, or vandalism. Finally, Northern staff and the Maintenance Manager ensure that all doors are locked at the correct times.

WORKING RELATIONSHIP WITH LAW ENFORCEMENT AGENCIES

Northern Seminary has a working relationship with the Village of Lombard Police Department and reports all criminal acts to that department. Both organizations work cooperatively with other state and federal law enforcement agencies as needed.

CRIME REPORTING POLICY, PROCEDURES, AND REPONSES

When a crime occurs on the main campus during normal business hours, students and /or employees should immediately report it to the Business Manager's Office. In the case of an emergency, students and/or employees should dial 9-911 first and then contact the Business Manager's Office. For all other locations, students and employees should always contact the police first and then report it to the Business Manager's Office. After normal business hours, all emergency contact should be directed to the Emergency Contact line at 630.705.8249. Crimes that are not an emergency should be reported to the Business Manager's Office when normal business hours begin.

TO REPORT A CRIME IN PROGRESS

To report an emergency from campus, dial 9-911. State "This is an emergency."

Give the dispatcher:

- The nature of the emergency
- Your name

- The phone number from which you are calling
- Your location
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

After calling 9-911 (or 911), notify the Business Manager's Office at 630.620.2114 (between 8:30 a.m. and 4:30 p.m.) or the Emergency Line (outside of business hours).

Watch for the arrival of emergency personnel and assist in directing them to the appropriate location.

TO REPORT A CRIME WHICH HAS OCCURRED

Lombard: during normal business hours call the Business Manager's Office at 630.620.2114. After hours, call the Emergency line at 630.705.8249.

Give the following:

- The nature of the crime
- Your name
- The phone number from which you are calling
- Your location

Additional locations: contact the local police department.

Northern will publish and distribute this annual security report to all current students and employees. In addition, all applicants for admission or employment are provided upon request, a full copy of this report. This annual security report is also available on the World Wide Web from Northern's Emergency Information Page at www.seminary.edu/safety.

Northern will provide timely warnings to the campus community of serious crimes (murder, forcible and nonforcible sex offenses, rape, robbery, aggravated assault, burglary, and motor vehicle theft) reported to campus officials or local law enforcement, which may be considered a threat to other students and employees.

All crime and incident reports documented through the Business Manager's Office will be distributed to the campus through email as needed. When a report for major offenses, such as rape, forcible and nonforcible sex offenses, murder, aggravated assault, robbery, and auto theft, is made at the Lombard campus the seminary will issue timely warnings as necessary. The Seminary will cooperate fully with law enforcement agencies in the enforcement of criminal laws on campus.

The following statistics reflect crimes that occurred on the main Lombard campus and all additional eligible locations.

Table with crime stats for all Clery Geography: Nothing to Report

Table with Fire stats: Northing to report

There is currently one housing location that is completely alarmed (monitored). It is located at 650 E Butterfield Road, Lombard, IL 60148.

Upon discovering smoke, fire or flames in a non-residential campus building, building occupants should immediately evacuate the building and activate the fire alarm system if it is not already active by pulling the nearest fire alarm pull station. Do not use elevators as you are exiting. If it is safe to do so, close doors and windows and turn off lights as you are leaving. Exit the building and proceed at least 100 feet away. Call 911 if the Fire Department or Campus Safety is not already on scene.

Lindner Tower has manual-pull fire alarms installed in the hallways and an automated alarm system connected to the municipal alarm system notifying the Fire Department. Each apartment is equipped with a smoke alarm which is not connected to the automated alarm system. If your apartment smoke alarm sounds, but the Fire Department is not needed, open the windows in your apartment and turn on the fans until the smoke clears. If you open your door, smoke may go into the hallway and set off the building alarm. If the Fire Department is needed, pull the nearest manual alarm you can find, thus alerting the building occupants and the Fire Department. Immediately, evacuate the building. Do not use elevators as you are exiting. If it is safe to do so, close doors and windows and turn off lights as you are leaving. Exit the building and proceed at least 100 feet away. Once you are out of the building, please call (9)911 from the nearest phone to inform the Fire Department of the location and details of the fire. Then notify Student Services or the Maintenance Department (see Campus Security Requirements).

Parents are required to instruct their children that alarms are only to be pulled in the event of a fire.

Setting off a false fire alarm is an Illinois state offense, criminal code 720 ILCS Section 26-1 Disorderly Conduct. It is a Class 4 felony and carries the penalty of more than 365 days in jail and a fine, both of which are decided by the state court system. If the state offense is not sought, the Village of Lombard has a local ordinance against setting off false fire alarms, which includes a fine of up to \$750, decided by the judge. If you are caught setting off a false alarm, you will be prosecuted.

All units in Northern housing have smoke alarms per the Lombard and Illinois fire codes. All housing complexes have fire extinguishers per Lombard and Illinois fire codes.

There are currently no mandatory emergency evacuation drills (formerly known as fire drills) for on-campus housing. Evacuation paths are posted at all elevators in multistory buildings with elevators. Fire safety education is provided to Residential Floor Leaders each year by the Lombard Fire Department. An annual Safety and Security Night is provided for students, faculty and staff each fall quarter. Information provided at this event includes fire preparedness, orientation to fire extinguishers and gas shutoff procedures. There are restrictions on portable electrical appliances or open flames for on-campus housing and they are outlined in the

Student Housing Manual. Smoking is prohibited on the entire campus. The seminary currently has no plans for improving fire safety other than replacement of equipment as needed and continued training.

Notice Regarding Persons with Disabilities (To be implemented in Fall 2013): All non-residential seminary buildings have direct outside exits at each level of the building. In the event of an emergency evacuation, we encourage all building occupants with disabilities to proceed to the direct outside exit(s) on their level, should it be safe to do so. Such exits are marked on the evacuation plan maps located at each elevator. Multi-story residential buildings do not have direct outside exits on each level. Instead, occupants must proceed down the stairs in the event of a fire or an emergency. Therefore, when residents with disabilities apply for lodging in an on-campus residential building, they will be made aware of this circumstance in writing. We will require residents with disabilities to live on the second floor of Lindner Tower. Should they desire to live on another floor, their request must be in writing and must be made in light of the lack of direct outside exits. Should a resident with a disability desire to move beginning in Fall 2013, he or she may do so without fees.

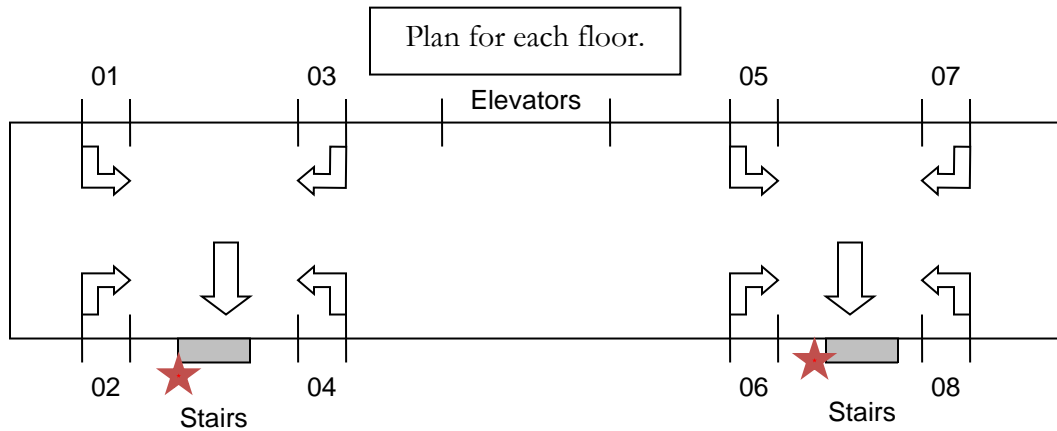
In order to properly serve students with disabilities, Northern Seminary has adopted the following anti-discrimination policy.

Northern Seminary Anti-Discrimination Policy

The policy of Northern Seminary is to welcome people with disabilities into the school's communal life and mission. Therefore, seminary policy is to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any seminary program or activity. In response to a request made by a qualified student with a documented disability, the seminary will provide reasonable accommodation and academic adjustments necessary to afford the student with the opportunity for full participation in seminary programs. Students should report their academic needs to the Registrar, who will communicate with faculty members regarding accommodations to be made. Students should report their general needs to the office of the Dean of Academic Programs.

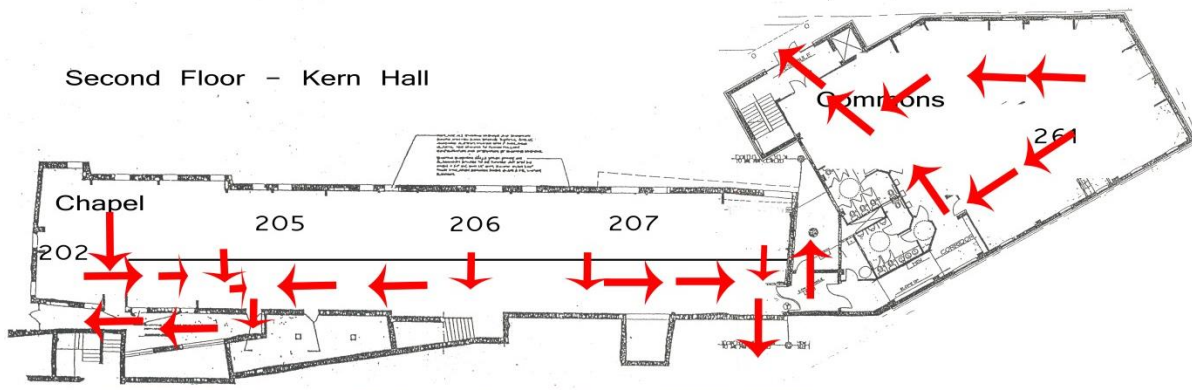
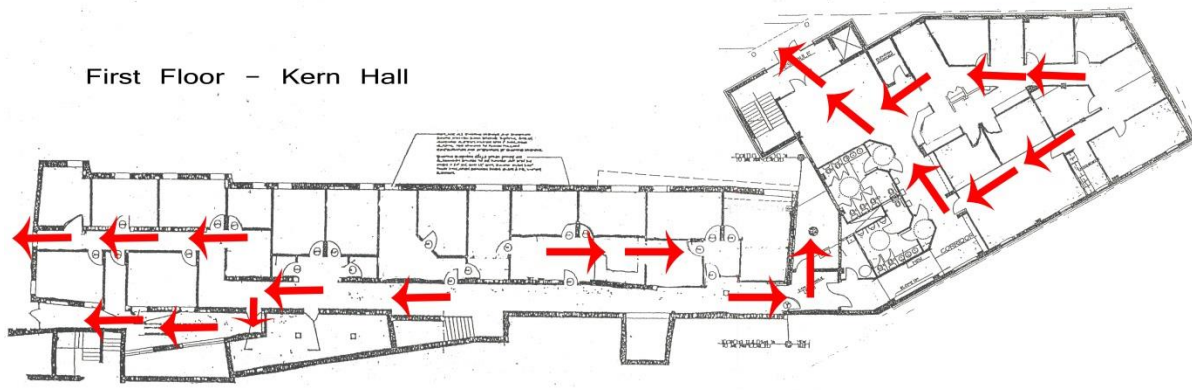
The persons responsible for complying with and carrying out the seminary's responsibilities under the above policy in general matters are the Academic Deans of the seminary.

Evacuation plan for Lindner Tower



★ Fire Extinguisher locations

Evacuation for Kern Hall



Emergency Communication

It is crucial that emergency situations involving the Northern community be reported in an accurate and timely manner to both emergency responders and members of the Northern community. During an emergency, please keep phone lines clear except when necessary to report serious hazards or injuries.

Reporting an Emergency

If you are at Northern when an emergency occurs, call 911 (9-911 from a campus phone). Notify the Maintenance Office at **630.705.8249** immediately after you have called 911, which will then contact the necessary members Northern's Emergency Management Team (members of the team are defined at the end of this document).

Determining an Emergency

When Northern's Emergency Management Team is made aware of a significant emergency or danger to the Northern community, notification will immediately be sent out. If the reported emergency is either not immediately identifiable as significant or not readily confirmed, the Emergency Management Team will first confirm the nature and details of the event before notifying the Northern community.

Northern's Emergency Management Team will make a decision regarding which members of the Northern community to notify by deciding which segments of the populations could be impacted by the emergency. It will notify the segments which will be impacted. If, for example, an emergency is happening near the Chicago location, the situation may or may not require notifying students and employees at other locations as well. The Emergency Management Team will determine the scope of the emergency before sending out notification. The default will be to notify all individuals in the emergency notification system's database whose profiles are active for the quarter during which the emergency happens.

How the Northern Community Receives Emergency Information

In appropriate circumstances, faculty, staff, and students will receive information sent directly to them via the emergency notification system, e-mail, communication from coworkers, supervisors, or Emergency Management Team members.

Explanation of Emergency Notification System (ENS)

The emergency notification system allows Northern to send messages directly to community members through e-mail, mobile phone, office phone, home telephone, and SMS/text message. Students provide this information during the application process and then, after enrolling in the school, by contacting the Registrar. Employees provide this information through TimeForce.

Emergency communication will have as much pertinent information as is known at the time and as much as can be communicated to a particular device (some, like SMS, are limited by character length). Because priority is given to notifying the Northern community as quickly as possible, subsequent communication will have additional information beyond the initial contact.

Emergency Information Web page

Northern's Emergency Information webpage functions as an informational blog for Northern during emergencies. The Emergency Management Team posts information and decisions affecting Northern's community on this site in real time.

Emergency Notification Number

A recorded message will also be available in the case of an emergency at **630.620.2100 X7669**. This phone number is dedicated exclusively to emergency information for the Northern community and will include information regarding when employees are to return to work or students are able to return to classes in the event the seminary has closed.

Northern will, without delay, initiate the notification system with necessary information in the event of significant emergency, unless issuing a notification will, in the professional judgment of the Emergency Management Team, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Information Dissemination Procedure to the Larger Community

Immediately following a disaster, Northern Seminary will be in contact with appropriate persons and offices in the Village of Lombard to seek help as needed, and to make a situation report regarding any deaths or injuries to persons; the level and extent of destruction or major damages to buildings and other structures; and existing and potential problems with utilities. A primary and initial contact at this point will be the Village of Lombard. Additional contacts may be appropriate with other Village offices, including the Police Department.

Secondly, we will also provide, in quick fashion, accurate information and communication with the media. Further, we will closely monitor all communications to ensure the accuracy of information presented to the public as well as our Northern community. Also, through Northern's Emergency Information webpage we will provide rapid and frequently updated disaster situation reports and updates, which will be immediately available to the public and to our Northern community including students, staff, faculty, alumni/ae, and friends.

Recognizing that rapid changes are endemic to disaster situations, we will be in ongoing communication with the Village, our neighboring businesses, the media, the public, and the Northern community to keep them accurately informed of activities, progress, and needs.

Members of Northern's Emergency Management Team

1. Alistair Brown, President and Emergency Management Team Leader
2. Rich Robotham, Director of IT
3. Blake Walter, VP of Academic Administration
4. Karen Walker Freeburg, VP of Academic Affairs
5. Greg Henson, VP of Institutional Advancement and Emergency Management Communication Leader

6. Carlos Rivera, Maintenance Manager
7. Robyn Marren, Business Manager

Communicating Information to the Public

When it is required for a period of time for the seminary to close its operations in whole, or in part, to ensure the safety of its employees, employees will be notified by management as soon as possible. Each supervisor is responsible for notifying each employee he or she supervises. Each supervisor should have a way to contact direct reports outside of the office via a home or cell phone number. This list of numbers should always be readily available. In the event that the Lombard campus must close, a recorded message will be provided on the campus notification line **(630.620.2100 x7669)** to notify students, employees, and the general public of the closure.

Testing and Announcing the Emergency Notification System

The emergency notification system is tested each quarter on the Friday of week two. This ensures all students (even those who registered late) are included in that quarter's test but are not interrupted during class. The test goes to all methods of communication that Northern has on record for each student in CAMS and for each employee in the employee database. These tests are announced in advance on Northern's student portal. The announcement includes links to Northern's emergency response and evacuation procedures. These tests are documented by Business Manager's Office and include a description of the exercise, date, time, and whether the test was announced.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

As a graduate level institution, the seminary recognizes that its adult students may or may not choose to live in seminary-owned housing. This policy primarily addresses the seminary's response to a concern about a student residing in seminary housing who, based on the facts and circumstances known at the time to seminary officials, is presumed to be missing.

For purposes of this policy, a student residing in seminary housing will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. Typically, a reasonable amount of time is 24 hours, but this may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. An individual will also be considered missing immediately by the seminary if their absence has occurred under circumstances that are suspicious or cause concern for his or her safety.

For purposes of this policy, a student residing in seminary housing may be considered to be a "missing student" if the person's absence is contrary to his or her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger his or her welfare.

To Report a Missing Student

Any member of the Seminary community who has reason to believe that a student residing in Northern housing has been missing for an unreasonable amount of time (usually at least 24 hours) should immediately contact the Director of Student Services at **630.620.2196**. If a call needs to be made outside of normal business hours, please call the Emergency Line at **630.705.8249**. Any member of the Seminary community who has reason to believe that a student NOT residing in Northern housing has been missing should immediately and directly contact the local law enforcement agency serving the student's area of residence.

Procedures the Seminary Will Follow Upon Receipt of a Missing Student Report

1. The receiving office will notify the President of the missing student report. The President, in collaboration with the Director of Student Services and the seminary's Emergency Management Committee, will make a determination as to whether or not the student residing in seminary housing is missing. This determination may involve entering the student's residence, as well as contacting known friends, classmates, and professors, for any information as to the student's whereabouts.
2. Within 24 hours of determining that a student who resides in seminary housing is a missing student:
 - a. The Director of Student Services (or designee) shall notify the student's designated emergency contact person, if there is one, that the student is missing.

- b. Director of Student Services (or designee) shall also notify local law enforcement that the student is missing, regardless of whether the student has identified a contact person.
3. The seminary will cooperate with and render requested assistance in the course of any investigation of a missing student by any law enforcement agency. This may include assisting with access to a missing student's emails.

Notification to Students of this Policy

Federal law requires the seminary as a student housing provider to establish a missing student notification policy. All seminary students, regardless of where they live, are requested at the time of initial registration to voluntarily provide the seminary with the name of an emergency contact person during the application process. It is the student's responsibility to ensure that the contact information is up to date and accurate. In addition, students residing in seminary housing will also be informed of the following:

1. The emergency contact person identified by the student will be the individual notified by the seminary in the event the student is missing.
2. The emergency contact information provided by the student on the application is designated as confidential. Only authorized administrators and law enforcement officers in furtherance of a missing person investigation will have access to this information, and it will only be used in emergency situations involving the student, including a missing person situation.

ACCESS TO CAMPUS

Any outside group must submit proper application materials to Business Manager's Office. On-campus groups and cosponsored requests must also have review and approval by Business Manager's Office and the Director of Student Services. Security considerations are reviewed prior to the approval of any request

Visitors, as a general rule, are not authorized in buildings after normal business or class hours unless faculty, employees or a seminary official escorts them. Students are admitted into buildings after normal business or class hours only when there is an authorized access list from the department head or his/her designee. Students may access portions of the buildings where access is permitted by use of a Student Access Card. Unauthorized access to campus facilities is a violation of local law.

ACCESS TO CAMPUS RESIDENCES

Access to campus housing is restricted to student residents, their friends and families, and seminary personnel as needed. The apartment complex has restricted access to all areas outside of the lobby on the first floor. Residential Floor Leaders are instructed and encouraged to organize a community watch program for the building.

Student residents are instructed not to invite street people into the complex or their apartment, to keep their apartments and valuables locked and secured, and are encouraged to call the Emergency Line at 630.705.8249 of any suspicious individual(s) or activity in their apartment complex.

NORTHERN HOUSING STUDENT RESIDENCE

Student Responsibility:

Residents are responsible for the reporting of criminal offenses occurring in their campus-housing complex. Crimes are to be reported to the organization/individual in the order listed:

Lombard Police Department

Director of Student Services

Residential Floor Leader

In the absence of the Residential Floor Leader or Director of Student Services, residents should report the criminal activity to maintenance department.

Students receive information at the time of entry to student housing on procedures to follow in reporting a crime or other suspicious activity that occurs in their apartment complex. This includes reporting the incident to the Lombard Police Department and the departments/people listed above.

SECURITY CONSIDERATIONS USED IN MAINTENANCE

All Maintenance Personnel have a written work authorization before entering any residence, there is an emergent situation which requires entrance, or there is concern for the safety and security of someone in the apartment.

HOW YOU CAN LEARN ABOUT CAMPUS SAFETY AND SECURITY

Students may obtain information about campus safety and security by reading this document which is published October 1 of each year and visiting the reports section of Northern's website at www.seminary.edu/safety. In addition, the academic catalog is distributed to all students via hard copy or email, and includes official statements from Northern and information regarding campus security, student resources, campus services, etc. Students who reside in Northern housing also receive additional security information as described in the Housing Manual.

CRIME PREVENTION AND SAFETY PROGRAMS

As requested by the community, the Lombard Police Department offers presentations on the following topics:

- Bicycle Safety
- Careers in Law Enforcement
- Prevention of Child Abuse
- Child Safety/Stranger Danger
- Elder Exploitation
- Financial Crimes/Identity Theft
- Gangs/Graffiti
- Police Station Tours
- Traffic/Pedestrian Safety
- Domestic Violence/Stalking
- Victims' Rights

For more information, contact the Lombard Village Hall number: (630) 620-5700.

TIPS FOR A SAFE CAMPUS

Learn and follow all seminary security policies. These policies were created out of a concern for your welfare and consideration for the rights of others.

When walking or jogging:

- Go with someone.
- Stay away from isolated areas.
- Try and stay near street lights.
- Hold your purse or briefcase tightly, close to your body
- A front pocket is safer for a wallet than a back one.

If you're being followed:

- Cross the street or change directions.
- Keep looking back so the person knows you can't be surprised.
- Go to a well-lit area. Enter a store, house or apartment, classroom, or library - anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description later.

If you're held up:

- Don't resist. No amount of money is worth taking chances with your life.
- Notify the security or local police immediately.

Where you live:

- Keep your doors and windows locked day and night.
- Don't let strangers in.
- Don't leave a door unlocked for someone planning to come back later.

Protect personal and seminary property:

- Lock your door every time you leave.
- Don't store your purse in an unlocked desk drawer.
- Don't leave your belongings unattended in libraries, hallways, or classrooms.

If you are working late:

- Keep your office door locked.
- Lock all doors behind you when entering or exiting at night.
- Inform the Maintenance Department?

In a car:

- Keep doors locked while driving.
- Don't pick up hitchhikers.
- Check the back seat before getting into a car.

Protect your car:

- Always lock your car and take the keys.
- Lock valuables in the trunk.
- Park in well lighted areas.

Please report suspicious activity and vandalism immediately.

INFORMATION ON SUBSTANCE ABUSE POLICIES AND PROCEDURES

SUBSTANCE ABUSE

Northern Seminary is committed to maintaining an alcohol and drug-free environment, one conducive to the promotion of wellness and positive self-development of all members of its community. In keeping with this objective, the seminary will ensure that all of its campuses and workplaces are safe and free from the problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of drugs.

Standards of conduct:

Out of respect for our bodies as temples of the Holy Spirit, as good stewards of our relationships with one another, and in relation to our individual and communal fitness for ministry, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or illicit drugs by any member of the Northern community on Northern property is prohibited.

While the use of alcohol by adults is lawful, alcohol use by adults is prohibited on Northern's main campus, outside of the privacy of an individual's housing. On extension campuses, such activity is prohibited in the rooms in which classes are held and/or as determined by the owner of the property.

Facts about drug and alcohol abuse:

Drug abuse has spread to every level of society in the United States. All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, depression, impotence, liver damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, and cancer of the esophagus, liver, bladder, and lungs.

Available assistance:

The good news is that alcoholism and drug abuse and addiction are treatable. Generally, a recovering alcoholic or drug abuser may never safely drink or use drugs again, but can lead a normal, productive life as long as he or she maintains total abstinence. Confidential counseling and treatment programs may be available to Northern students and employees. The costs of these programs are dependent upon the treatment necessary, with the individual's economic situation a recognized factor on a sliding payment scale. Students and employees should consult with their insurance carriers with individual questions regarding coverage of treatment.

Legal sanction:

Local, state, and federal laws establish a variety of penalties for the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, which includes alcohol as well as illicit drugs. Federal laws have increased the penalties for the illegal distribution of drugs to include life imprisonment and fines in excess of \$1,000,000.

Incidents on a Northern campus or incidents involving members of the Northern community may be reported to civil authorities for legal action.

Procedures:

A concern that any member of the community has failed to abide by this Community Standard on Substance Abuse should be reported promptly.

**INFORMATION ON SEXUAL ASSAULT/HARASSMENT OFFENSES
POLICIES AND PROCEDURES**

SEXUAL ASSAULT/HARASSMENT OFFENSES

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Educational Amendments of 1998, colleges and universities are

required to report statistics on crime and policies regarding campus security. In addition, the Department of Education now requires further specification regarding forcible and nonforcible sexual offenses as defined in the FBI Uniform Crime Reporting Handbook (National Incident-Based Reporting System Edition). Copies of these documents are on file in the Business Manager's Office and in Human Resources. The following mandated definitions are applicable:

- 1) Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of her/his temporary or permanent mental or physical incapacity (or because of her/his youth).
- 2) Statutory Rape is nonforcible sexual intercourse with a person who is under the statutory age of consent. (NOTE: If force was used or threatened, the offense should be classified as Forcible Rape, not Statutory Rape.)
- 3) A Forcible Sexual Offense is "any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
- 4) A Nonforcible Sexual Offense is an act of "unlawful, nonforcible sexual intercourse," and includes incest and statutory rape. Depending upon the circumstances, acquaintance rape could be included as either a forcible or nonforcible sexual offense.

Under seminary policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature up to and including sexual assault constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a condition of instruction, employment, or participation in other seminary activity;
- 2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making any academic or personnel decision affecting that individual; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in instructional, employment-related, or other seminary activity; or
- 4) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive academic or work environment from the standpoint of a reasonable person of the same sex as the individual affected.

Both men and women may be victims of sexual harassment. One person may be sexually harassing another person and not be aware of it. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the context in which the alleged conduct occurred.

RESPONSES TO INCIDENTS OF SEXUAL ASSAULT/SEXUAL HARASSMENT

To promote awareness of the incidence of sex offenses and to guide responses if a sex offense does occur, the seminary provides materials and administrative responses through the Departments of Student Services and Human Resources.

During orientation programs, incoming students, faculty, and staff are provided with the locations of information, including the Student Handbook, Faculty Handbook, and Human Resources Policy Manual, which describe seminary policies and procedures for dealing with reports of sexual assault and harassment. These procedures are presented in the seminary's Sexual Harassment Policy and Procedures which identify sexual assault as a specific kind of sexual harassment behavior that is subject to disciplinary action. In addition, the seminary's community standard regarding respect for persons and property identifies all forms of physical violence as unacceptable behaviors, which are subject to disciplinary action.

A designated individual may provide information about applicable seminary policies and procedures, outline available options for addressing a concern or complaint, and, if requested, attempt to resolve the matter through informal mediation. Designated individuals include: Executive Director of Information Technology, Human Resources Manager, and Business Manager. These individuals may be contacted in their offices on campus. Both informal and formal complaint resolution processes are available to students, faculty, administrators, and staff whenever there is an allegation of sexual assault and/or harassment. A trained representative of the seminary would routinely advise a victim of actions and resources available to alleviate any discomfort or harm, including direction and/or necessary assistance in notifying local law enforcement officials if requested by a victim.

In an emergency in which the health or well-being of a member of the seminary community is threatened, the person so threatened, a designated individual, a supervisor, or other knowledgeable person, should promptly inform the President. The President is authorized to take such action as is necessary and appropriate to ensure the well-being of the seminary community. Such action may include changes in a victim's academic and living conditions after the alleged sex offense and notice of the options for change, if changes are requested by the victim and are reasonably available. In addition, on request of a victim, the designated individual can provide a list of counseling options to a victim.

Confidential counseling and treatment programs are available for Northern students and employees at the individual's expense. The designated individual may also suggest, on request of a victim, alternate counseling and/or pastoral resources outside the seminary.

CONFIDENTIALITY

The seminary values responsible speech and seeks to create and maintain a redemptive environment. Therefore, in the informal and formal complaint resolution procedures, every reasonable effort is made to protect the privacy of all parties. Disclosure will be made only to those who need to know in order to carry out assigned seminary responsibilities, as determined in the sole discretion of the designated individual or designated administrator, and otherwise, only in accordance with applicable state and federal laws.

COMPLETE POLICY STATEMENTS

The seminary's community standards of conduct are presented on the seminary's website: CONDUCT STANDARDS WEBSITE, in the Employee Manual, and the Faculty Handbook.

Registered Sex Offender Information

Listed below is local law enforcement agency contact information. Students who wish to obtain information concerning registered sex offenders located in the general areas in which Northern classes are held may contact these agencies. This information is being provided by Northern Theological Seminary in accordance with the Higher Education Act of 1965, as amended, the Campus Sex Crimes Prevention Act and the Family Educational Rights and Privacy Act of 1974, as amended.

Main Illinois Site**Lombard Campus**

Lombard Police Department – (630.873.4400)

Chicago Campus

Chicago Police Department – (312.744.4000)

Rockford Campus

Rockford Police Department – (815.987.5839)