ANNUAL CAMPUS SECURITY
And FIRE SAFETY REPORT
(2023)
Table of Contents:

Reporting Crimes ......................................................... 3
Daily Crime Log ........................................................ 4
Timely Warnings .......................................................... 4
Emergency Response, Notification and Evacuation .................. 5
Missing person Policy ......................................................... 8
Building Access and Security ......................................... 10
Campus Security Authority ............................................. 11
Campus Geography ...................................................... 12
Alcoholic Beverages Policy ............................................. 13
Illegal Drug Policy .......................................................... 13
Drug-Free Schools and Campuses ..................................... 13
Drug and Alcohol Abuse Education .................................... 14
Dating/Domestic Violence, Sexual Assault and Stalking .......... 15
General Security and Safety Training ................................. 47
Personal Safety Tips ....................................................... 48
Sex Offender Registry ..................................................... 49
Notices and Distribution of Campus Security Report .............. 49
Crime Statistics ............................................................. 50
Annual Fire Safety Report ................................................ 56
CAMPUS SECURITY REPORT

Policy Statements

Reporting crimes

To help provide a safe and secure environment at Rosalind Franklin University of Medicine and Science, including all spaces, students, faculty and staff of DePaul University, all students and employees are encouraged and expected to report any criminal activity or emergency as promptly as possible to Campus Safety. These reports will be investigated, referred to appropriate authorities as needed, entered into our daily crime log, used to compile annual crime statistics, and will also be used to provide timely warnings to the University community. All incidents involving students are referred to the Division of Student Success and Wellness and/or Student Housing, and incidents involving employees are referred to the appropriate administrative unit.

Accurate and prompt reporting of all crimes should also be made to local law enforcement (North Chicago Police Department) when the victim of a crime elects or is unable (physically/mentally) to make such a report (University Campus Safety is comprised of non-sworn security officers).

The names of victims and alleged perpetrators of crimes will be kept confidential.

Campus Safety is staffed 24 hours a day and can be reached by dialing 3288 or 0 from any campus phone [from an off-campus phone, dial (847) 578-3288]. An officer will respond as quickly as possible, assess the situation, and take the appropriate action, including contacting local authorities when necessary. In emergency situations you should dial 911 first and speak with North Chicago Police and Fire Dispatchers. Campus Safety is automatically alerted anytime a 911 call is made from a university phone line, and we will respond to the area and/or call the phone number making the call to confirm that an emergency exists. Additionally, to contact Campus Safety there are four emergency call poles located outside: in the North Lot (on the drive), in the south lot (by the basketball court), in the parking lot East of Student Housing Bldg. 301, and behind student housing building 201 (next to the pavilion). In addition to crimes any suspicious activity or persons in any of the buildings or outside property should be immediately reported to Campus Safety.
Confidential Reporting
To report crimes anonymously you can visit rfu.ms/incidentreport. You do not need to leave your name.

Campus Safety does not seek crime report information directly from pastoral or professional counselors however we encourage professional counselors to inform those they counsel, of the ability to report crimes voluntarily and/or confidentially to Campus Safety, for inclusion in the Annual Security Report.

Daily Crime log

The daily crime log includes information relating to the nature and description of the crime, the date and time of the crime, the general location of the crime (within areas that are deemed on campus, non-campus building or property, public property, or the patrol jurisdiction of the Campus Safety), and disposition of the complaint, if known. Entries associated with a particular crime are recorded in the daily log that corresponds to the date the crime was first reported to Campus Safety. Entries (including subsequent entries) will be made within two business days of Campus Safety receiving the information. Crime log entries need not be made so long as disclosure of the information is prohibited by law, would jeopardize the confidentiality of the victim, would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. The most recent 60-day period must be open to public inspection during normal business hours and is accessible by stopping by the Campus Safety Office during normal working hours or viewing at: https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Security/Documents/CampusSecurityCrimeLog.pdf
Portions of the log older than 60 days will be made available within two business days of a request for public inspection.

Timely Warnings to the Campus policy

To aid in the prevention of similar crimes and for the safety of everyone on campus, Campus Safety will provide timely warnings to the campus community on certain crimes, that are reported or made known to Campus Safety, confirmed (by Campus Safety, first responders, medical professionals, or local authorities), and are considered by the University to represent an ongoing or continuing threat to students and employees. These warnings will be communicated by Campus Safety or other administrative units, after consulting with external and internal partners to
ensure that all relevant information is given and that any law enforcement efforts are not compromised, using one or more of the following; mass E-Mail, text message alerts, outdoor warning system, and/or posting on the university website. These systems will also be tested on a monthly or quarterly basis depending on the system.

**Emergency Response, Notification and Evacuation Procedures**

All members of the university are encouraged to immediately report any emergencies or incidents that may threaten the health or safety of others so that appropriate measures can be taken and emergency notifications can be made to the entire university. These warnings will be made without delay when Campus Safety confirms that an emergency or dangerous situation has occurred or is about to occur on the campus that involves an immediate threat to the health or safety of students or employees, or when notified by local emergency responders.

As soon as RFUMS Campus Safety has confirmed that a significant emergency or dangerous situation exists, we will take into account the safety of the campus community; determine what information to release about the situation; and begin the notification process. The only reason RFUMS Campus Safety would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

Campus Safety will also initiate the emergency response plans of the university contained within the Emergency Operations Plan (EOP). This may result in outside agencies being notified (police, fire, federal partners, etc..) and/or internal departments responsible for various emergency situations (Environmental Health and Safety, Facilities, etc.…)

Emergency notifications will be communicated by one or more of the following; mass E-Mail, Text message alerts, outdoor warning system, and/or posting on the university website.

The content of the notifications and warnings as well as follow up messaging will vary depending on the situation and the information needed to be disseminated, so members of the university can better protect themselves. Coordination for message content may take place between the Department of Campus Safety, Student Success and Wellness, Human Resources, Marketing, and in some cases departments that can provide updates from their area of responsibility (i.e…. Facilities, Environmental Health and Safety, etc….).
This table shows the various notification methods and the authority and process in using those methods:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Critical Incident</th>
<th>Updated Information</th>
<th>Other Information</th>
<th>Other Means</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Situation</strong></td>
<td><strong>Critical Incident</strong></td>
<td><strong>Updated Information</strong></td>
<td><strong>Other Information</strong></td>
<td><strong>Other Means</strong></td>
</tr>
<tr>
<td>Siren/ Voice</td>
<td>Siren/ Voice Modulator System</td>
<td>RFUMS E-mail</td>
<td>RFUMS Main Web Page</td>
<td>Fire Alarm System</td>
</tr>
<tr>
<td>Approver to</td>
<td>President or V.P. Finance &amp;</td>
<td>President or V.P. Finance &amp;</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>activate - Normal</td>
<td>Administration or Dir. Safety</td>
<td>Administration or Dir. Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approver to</td>
<td>AOC or V.P. Finance &amp;</td>
<td>AOC or V.P. Finance &amp;</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>activate - After</td>
<td>Administration or Dir. Safety</td>
<td>Administration or Dir. Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>System Activator:</strong></td>
<td><strong>Security officer can approve in active confirmed situation</strong></td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing &amp; Brand Management</td>
<td>All</td>
</tr>
<tr>
<td><strong>Armed and dangerous person</strong></td>
<td>Security officer can approve in active confirmed situation</td>
<td>Thru Text Message Alert SEED</td>
<td>Marketing &amp; Brand Management</td>
<td>All</td>
</tr>
<tr>
<td><strong>Fire</strong></td>
<td>Director Safety or A.S.</td>
<td>Thru Text Message Alert SEED</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td><strong>Chemical/ Radioactive</strong></td>
<td>Safety-need approval</td>
<td>Director Safety or A.S.</td>
<td>Thru Text Message Alert SEED</td>
<td>All</td>
</tr>
<tr>
<td><strong>Power Outage</strong></td>
<td>N/A</td>
<td>Thru Text Message Alert SEED</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Weather</strong></td>
<td>Security officer can approve in active confirmed tornado</td>
<td>Director Safety or A.S.</td>
<td>Thru Text Message Alert SEED</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Bomb</strong></td>
<td>Safety-need approval</td>
<td>Director Safety or A.S.</td>
<td>Thru Text Message Alert SEED</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Riot/ Civil Disorder</strong></td>
<td>Safety-need approval</td>
<td>Director Safety or A.S.</td>
<td>Thru Text Message Alert SEED</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Suspicious Package/ Letter/ Substance</strong></td>
<td>N/A</td>
<td>Director Safety or A.S.</td>
<td>Thru Text Message Alert SEED</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The University has an Emergency Operations Plan which outlines the procedures for many different disasters and emergencies. This manual can be found on the Campus Safety intranet site at: https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Security/Pages/Emergency-Management.aspx

The University conducts annual Fire Drill/Emergency Evacuation exercises as well as Table-top exercises in order to test the Emergency Operations Plan. Three unannounced exercises are conducted annually. These exercises are done at the Main Campus, Student Housing as well as the Health Clinic. During these Drills the Evacuation Team which is comprised of various staff and/or student members is also tested and they assist in evacuating students and employees from the buildings and/or property. The University has also developed a Threat Assessment and Behavioral Intervention Team which is comprised of members of Student Success and Wellness and other representatives as needed. This team would be called together in the event of a major incident and would provide after action counseling and communication resources. Recently a tabletop exercise was held with that team. On-going training will be offered to the entire university. We have also held an Active Shooter Awareness, Prevention and Response Presentation for the entire University and continue to communicate best practices for dealing with Active Shooter and/or other major incidents. In August of 2013 in coordination with North Chicago Fire Department all Safety radios were programmed to communicate directly with the fire department.

Evacuation versus Shelter in Place
In some events the order to “shelter in place” may be given rather than the order to evacuate. Shelter in Place means that everyone should remain where they are, close and lock all doors, and await further instruction. In the event of an active shooter situation each person should make the decision on whether they should Run (evacuate), Hide (shelter in place) or Fight (when no other options exist and the shooter is in the same room).

MISSING PERSON POLICY
PURPOSE

A. The purpose of this policy is to establish procedures for the university’s response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing as well as the Woodlands on Green Bay off campus housing.

B. For purposes of this policy, a student may be considered a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and 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 the student’s welfare.

PROCEDURES FOR DESIGNATION OF EMERGENCY CONTACT INFORMATION

A. Students will be given the opportunity during their enrollment process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

REPORTING A MISSING STUDENT

A. Any individual on campus who has information that a residential student may be a missing person must notify Campus Safety as soon as possible. Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Campus Safety will assist external authorities with these investigations as requested.

B. Campus Safety will gather all essential information about the residential student from the reporting person, the Division of Student Success and Wellness, The Woodlands Management Office (where applicable) and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

C. If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), Campus Safety or the Woodlands Management Office will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

D. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the student’s emergency contact that the student is believed to be missing.
CAMPUS COMMUNICATIONS REGARDING MISSING STUDENTS

A. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the university’s Office of Communications.

B. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to the Dean of Students, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the RFUMS community with any information about a missing student, the Office of Communications shall consult with the Dean of Students, Campus Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.

Building Access and Security
Access to all buildings including student housing is gained using your I.D. card. **DO NOT** use any of the doors marked emergency exits only unless there is an emergency evacuation in progress. These doors will send an alarm to the Campus Safety station. All key access to rooms including on-campus student housing is controlled by Campus Safety and only authorized individuals will be issued keys.

Campus Safety staff as well as Facilities staff routinely report lights that are out or other security/safety related needs. When the university is made aware of problem areas that involve the need for more lighting, more camera coverage, increased communication, or greater access restriction, steps will be taken to address these issues.

2007-The university added 4 more cameras to the parking lots; increased lighting in the north lot, as well as the walkway in between building 101 and 201; and the university also installed an outdoor warning address system and text messaging system.
2011-An additional security position was added for weeknight coverage, an additional emergency call pole with camera and 16 additional cameras were added.
2012-An additional security position was added for weekend coverage.
2014-Lighting was installed on the walkway leading to the Woodlands Apartments.
2016-An additional Security Officer position was created to increase patrols at both our Student Housing and the Woodlands student housing.
2017-An additional part-time officer position was created to allow more coverage on the weekends.
2019-An additional Security Officer position was approved.
2020-Two additional cameras were added for greater coverage of the expanded North lot.
2022-All emergency blue call poles were upgraded to cellular service to increase their reliability.
2023-We labeled all exit doors for expedited first responder directions. We also installed access boxes at primary entry doors for police to gain entry 24/7 in an emergency. And we installed panic buttons for key areas and upgraded our emergency notification to allow for panic and/or tips to be sent to Campus Safety.
**Campus Security Authority**

Campus Safety has the authority to enforce university policies, as well as ask persons for identification and determine whether individuals have a lawful reason to access our property. Violations of local, state, and federal laws will be referred to the appropriate authorities. Campus Safety does not have arrest authority however we may detain individuals when necessary to protect life or grievous bodily injury. The University encourages accurate and prompt reporting of all crimes, or the knowledge of potential crimes that may be committed, to Campus Safety and appropriate police agencies, so that crimes can be investigated and/or prevented and so that timely warning notices and disclosure of crime statistics can be made. Campus Safety cooperates with and has a good working relationship with all area law enforcement agencies. Campus Safety jurisdiction is all on-campus areas, which is defined as all university owned and controlled property.

**Off Campus student locations crime tracking**

The university does not currently have any off-campus locations of student organizations.
**Alcoholic beverages policy**

With the exception of student housing apartments, no person may possess, use, or sell alcoholic beverages on campus without permission from the Office of the President. All persons shall comply with all laws regarding the possession, use, and sale of alcoholic beverages on campus and during University activities, including underage laws (Illinois law is age 21). Violations of law will be referred to local law enforcement. Violations of university policy will be referred to Student Success and Wellness or Human Resources for possible disciplinary proceedings.

**IN ILLINOIS, THE LEGAL LIMIT IS .08**
**IF YOU DRINK, PLEASE DRINK RESPONSIBLY!**

**Illegal drug policy**

No person may possess, use, or sell illegal drugs on campus or at University activities. All persons shall comply with all federal and state drug laws. Violations of law will be referred to local law enforcement.

**Drug Free Schools and Campuses**

The university complies with the Federal Drug Free Schools and Campuses Regulations.

Information specific to employees can be found here:

Information specific to students can be found in the Student Handbook:
https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SAI/Pages/StudentHandbook.aspx
**Drug and Alcohol-abuse education**

The department of Human Resources has a drug and alcohol program with an Enhanced Employee Assistance program. Information can be found at: [https://insite.rosalindfranklin.edu/Working@RFU/HR/Benefits/MoO-EAP%20Brochure%205.25.17.pdf](https://insite.rosalindfranklin.edu/Working@RFU/HR/Benefits/MoO-EAP%20Brochure%205.25.17.pdf)

Student Success and Wellness also has a drug and alcohol program which can be accessed at their website address: [https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SAI/Pages/StudentHandbook.aspx](https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SAI/Pages/StudentHandbook.aspx)

As well as services offered by the Student Counseling Center. More information can be found at: [https://rosalindfranklin.edu/campus-life/student-counseling-service/](https://rosalindfranklin.edu/campus-life/student-counseling-service/)

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the following information serves as a notification to RFUMS students that the university Drug and Alcohol policies comply with Federal Law. Though the State of Illinois legalized recreational marijuana in January 2020, Federal Law still prohibits the use and possession of marijuana which is applicable to RFUMS.
Dating Violence, Domestic Violence, Sexual Assault and Stalking Procedures and Resources

Title IX Policy:

I. PURPOSE

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. notes: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This policy is primarily designed and intended to comply with the requirements of Title IX yet also comply with other applicable federal and Illinois laws that prohibit discrimination based on sex, including Title VII of the Civil Rights Act of 1964, 110 ILCS 155, and 775 ILCS 5/5A. Acts amounting to discrimination based on sex are sometimes termed "sexual misconduct or sexual violence."

II. SCOPE

This policy applies to all of the educational programs and activities that the University offers. This policy therefore applies to all university faculty, staff, and students, and the behavior addressed in this policy includes that which might be exhibited by other parties. Should the University become aware that any contractor, vendor, partner or other affiliate engages in behavior that is prohibited by this policy, it will take appropriate action.

III. POLICY STATEMENTS

Amnesty Statement: The University provides immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or through any other established reporting mechanism of the University for reports of discrimination based on sex, so that the reporting student will not receive a disciplinary sanction by the University for a student conduct violation, such as underage drinking or possession or use of a controlled substance, that is revealed in the course of such a report, unless the University determines that the violation was egregious, including without limitation an action that places the health or safety of any other person at risk.

Non-Discrimination Statement: The University does not engage in or tolerate discrimination on the basis of sex (which includes sexual harassment and sexual violence) in its educational or employment programs and activities, including admission, and such behavior is prohibited. Such behaviors are forms of unlawful sex discrimination under Title IX and other federal and state laws. Through a thorough and impartial investigation, the University is committed to responding to any instance of such discrimination by taking prompt and effective steps to end the discrimination and address its effects.
Pregnancy/ Parenting Statement: The University prohibits discrimination against students, faculty and staff based on pregnancy, false pregnancy, termination of pregnancy, childbirth, or recovery from any of these conditions.
Retaliation Statement: The University prohibits retaliation against any individual who, in good faith, reports or discloses an alleged violation of this policy, files a complaint, or otherwise participates in the complaint resolution procedure. Any person, who is found to have retaliated in violation of this policy, will be subject to sanctions up to and including termination of employment or dismissal from the education program, as applicable.

IV. DESIGNATION OF TITLE IX COORDINATOR

The institutional official responsible for coordinating and overseeing university efforts to comply with the requirements of Title IX and this policy is called the Title IX Coordinator. This policy serves as the primary governing document for the Title IX Coordinator regarding investigations of sex discrimination involving employees and students. Questions or concerns regarding Title IX, this policy, or other aspects of the University's commitment to sex non-discrimination may be directed to the Title IX Coordinator:

Allena Barbato, JD LMFT
Director of Title IX Compliance and Equity Officer
Title IX Coordinator
224-570-7314
TitleIX.Coordinator@rosalindfranklin.edu and Allena.barbato@rosalindfranklin.edu

V. NOTIFICATIONS ABOUT POLICY AND TITLE IX COORDINATOR

A notice shall be made on the university website and made in student and employee recruitment materials of the substance of Sections III and IV of this policy.

VI. EXAMPLES OF SPECIFIC PROHIBITIONS

A. In determining whether a person satisfies any policy or criterion for admission, or in making any offer of admission, the University shall not, on the basis of sex, give preference, apply numerical limitations, or otherwise treat one individual differently from another.

B. In providing any aid, benefit, or service to a student, the University shall not, on the basis of sex, provide different aid, benefits, or services or provide them in a different manner, subject any person to separate or different rules of behavior, sanctions, or other treatment, such that it limits any person in the enjoyment of any right, privilege, advantage, or opportunity.
C. Regarding full-time or part-time employment, the University shall not, on the basis of sex, exclude from participation in, deny benefits of, or otherwise discriminate in its recruitment, application process, hiring, promotion, termination, compensation, assignments, fringe benefits, or any other term, condition, or privilege of employment.

D. Regarding the learning environment or working environment, unwelcome conduct of a sexual nature that is sufficiently severe, pervasive and persistent so as to interfere with or limit a student’s or employee’s ability to participate in or benefit from the services, activities or opportunities offered by the University. Such prohibited conduct might include making sexual propositions or pressuring for sexual favors; touching of a sexual nature; writing graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures, or written materials; performing sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating students as to sexual activity or performance; or circulating or showing emails or web sites of a sexual nature. Such prohibited conduct might be exhibited by University employees, students, or other third parties, such as a visiting speaker or independent contractor. Such prohibited conduct might include verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Such prohibited conduct need not include intent to harm, need not be directed at a specific target, and need not involve repeated incidents.

E. Regarding the learning environment or working environment, engaging in acts of sexual violence.

F. Regarding the learning environment, engaging in acts which a person repeatedly directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

VII. DEFINITIONS

The policy against sex discrimination includes sexual violence within its scope of prohibited conduct. This section addresses the additional provisions applicable to instances of sexual violence.

A. Definitions

1. Consent: (i) consent is a freely given agreement to sexual activity, (ii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force or any form of coercion does not constitute consent, (iii) a person's manner of dress does not constitute consent, (iv) a person's consent to past sexual activity does not constitute consent to future sexual activity, (v) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw consent at any time, and (vii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (A) the person is incapacitated due to the use of influence of alcohol or drugs; (B) the person is asleep or unconscious;
(C) the person is under age; or (D) the person is incapacitated due to a mental disability. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

2. Domestic violence includes acts of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

3. Dating violence means violence committed by a person—
   a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
      i. The length of the relationship.
      ii. The type of relationship.
      iii. The frequency of interaction between the persons involved in the relationship.

4. Sexual Misconduct: One or more acts of sex discrimination. Such misconduct can occur among, between or to heterosexual, lesbian, gay, bisexual and transgender individuals.

5. Sexual Assault: Any sexual act including rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

6. Sexual Violence: Physical sexual acts attempted or perpetrated against a person’s will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion, dating violence, domestic violence, and stalking.

7. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
   a. fear for his or her safety or the safety of others; or
   b. suffer substantial emotional distress.

B. Available Assistance

1. Law Enforcement
   • Police (Emergency): 911
   • Campus Security: 847-578-3288
   • Police (non-emergency)
2. Medical Care
   • RFU Student Health: 224.570.7201
   • Lake Forest Hospital Emergency Room: 847-535-6150
   • Highland Park Hospital Emergency Room: 847-480-3751
   • Advocate Condell Medical Center: 847-362-2900
   • Centegra Hospital - Huntley: 224-654-0000

3. Counseling and Advocates
   • Lake County Council Against Sexual Assault (LACASA): 847-872-7799
   • Zacharias Sexual Abuse Center in Gurnee: 847-872-7799
   • Chicago Rape Crisis Hotline: 888-293-2080
   • Student Counseling Services: 847-578-8723
   • Student Affairs and Inclusion: 847-578-8354
   • Employee Assistance Program

       Mutual of Omaha, Employee Assistance Program (EAP)
       Toll-free: 800.316.2796
       https://www.mutualofomaha.com/eap/
       Group Number: G000AH8M

4. Title IX Coordinator
   • Allena Barbato 224-570-7314

5. TITLE IX TEAM
The Title IX Team acts to ensure that the University 1) maintains an education and employment environment that is free from unlawful discrimination and harassment based on sex (2) provides a prompt and equitable resolution in instances in which it is alleged and identified and (3) promotes compliance with the various laws applicable to the University environments. The Title IX Team consists of the Director of Title IX Compliance/Title IX Coordinator, all Deputy Title IX Coordinators, Investigators, Advisors and any other function necessary to fulfill all applicable discrimination and harassment policies as deemed necessary and proper.

6. TITLE IX ADVISORY COMMITTEE

Title IX Advisory Committee meets quarterly or as needed to discuss developments in Title IX laws as they apply to the University. The committee provides input into the optimal implementation of Title IX laws, overseeing the operation of the applicable policies. The committee consists of the Director of Title IX Compliance/Title IX Coordinator, all Deputy Title IX Coordinators, designees from the departments of Human Resources, Student Affairs, Academic and Faculty Affairs.

VIII. REPORTING.

A. Any University employee or student who believes that discrimination on the basis of sex, which includes sexual harassment and sexual violence, has occurred or is occurring in any of the University's employment or education programs or activities shall promptly make a report to the Director of Title IX Compliance/Title IX Coordinator or Associate Vice President of Human Resources. An exception to this mandatory reporting obligation is when the information was acquired within the provider/patient relationship such that there is a legally recognized provider/patient privilege.

B. Any University employee or student who believes to have been subjected to discrimination on the basis of sex, which includes sexual harassment and sexual violence, in any of the University's employment or education programs or activities is encouraged to make a report to the Director of Title Compliance/Title IX Coordinator or Associate Vice President of Human Resources in order to enable the University to provide a prompt and equitable resolution.

C. An available alternative method of reporting is to make the report to the Office of Compliance directly or through the use of the EthicsPoint system (which allows anonymity) by calling 800-254-0460 or navigating to the webpage:
D. Upon receipt of a report of an allegation of discrimination based on sex, the recipient shall notify the Director of Title IX Compliance/Title IX Coordinator, which shall perform its functions as described in this policy. In addition, proper notifications of rights and options shall be provided in accordance with 110 ILCS 155/15.

IX. PRIMARY OVERSIGHT

A. In all situations, the Director of Title IX Compliance/Title IX Coordinator has primary oversight and for assigning roles and responsibilities of the Deputy Coordinators depending on the roles of individuals in each reported incident.

B. If the allegation involves a student as the individual alleged to have engaged in the behavior and a student alleged to have been subjected to the behavior, then a Deputy Coordinator with responsibility for students shall be involved in the matter.

C. If the allegation involves an employee as the individual alleged to have engaged in the behavior and an employee alleged to have been subjected to the behavior, then the Deputy Coordinator with responsibility for human resources and/or faculty affairs shall be involved in the matter.

X. SUPPORTIVE MEASURES

A. Upon awareness of a report of discrimination based on sex, supportive measures for the complainant and respondent shall be considered and implemented as deemed appropriate and reasonably available.

B. The complainant shall be promptly contacted to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process of this policy and the Title IX Regulatory process for filing a formal complaint. This step shall include providing copies of this policy and of the provisions of the University Code of Conduct and Student Code of Conduct.

C. Supportive measures are non-disciplinary, non-punitive individualized services offered, as appropriate and as reasonably available, and without fee or charge to the complainant or the respondent regardless of whether a formal complaint has been or will be filed. Such measures are designed to restore or preserve equal access to the relevant education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university’s...
educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The university must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

XI APPLICABLE PROCESS

A. In situations, and only in situations, where there is a "formal complaint" (as defined in this section), the University shall implement the policy "Title IX Regulatory Investigation Policy". A "formal complaint" is:

1. a document filed by a complainant with the Title IX Coordinator or signed by the Title IX Coordinator;
   
   Note: As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the recipient) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. The document must have been filed with the Title IX Coordinator.

   Note: "Complainant", for purposes of this section, means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, as defined in this section. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant.

   Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of this University.

2. alleging sexual harassment (as defined in this section);

   Note: “Sexual harassment”, for purposes of this section, means conduct on the basis of sex that satisfies one or more of the following:
   (a) A University employee conditioning the provision of an aid, benefit, or service of the university on an individual’s participation in unwelcome sexual conduct;
   (b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university’s education program or activity; or
   (c) Sexual assault, dating violence, domestic violence, or stalking as defined in Section VII of this policy.

3. that occurred in an education program or activity of the University against the complainant while physically present in the United States;

   Note: The University's education programs or activities are locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the University.
4. that was perpetrated by a respondent;
5. and expressly requesting that the University investigate the allegation of sexual harassment.

B. Except as provided in XII.A, in situations where a student or employee is alleged to have engaged in discrimination based on sex against a student or employee the University shall respond in manner such that provides a prompt and equitable resolution that includes, when such discrimination has been found to have occurred, a resolution that properly addresses any adverse consequences of the discrimination, if any, and restores the environment to one that is free from unlawful discrimination. Matters of accountability of the offending student or employee shall be handled in accordance with existing University policies addressing student behavior. Any hearings shall be subject to the following requirements:

1. the preponderance of the evidence standard shall be used;
2. the parties shall be able to challenge decision-maker(s) for conflict of interest;
3. each party shall have opportunity to present evidence;
4. neither party may directly cross-examine the other party;
5. the parties may have advisors present to assist the party so long as the advisor complies with University policies and does not harass, abuse, or intimidate either party, a witness, or an individual resolving the complaint;
6. the parties may attend the hearing and provide testimony in separate physical locations;
7. notifications to parties are prompt, equal in content, and simultaneous;

B. Employee - Employee. Except as provided in XII.A, in situations where an employee is alleged to have engaged in discrimination based on sex against another employee, the University shall respond in manner such that provides a prompt and equitable resolution that includes, when such discrimination has been found to have occurred, a resolution that properly addresses any adverse consequences of the discrimination, if any, and restores the environment to one that is free from unlawful discrimination. Matters of accountability of the offending employee, if any, shall be handled in accordance with existing University policies addressing employee behavior and, if applicable, faculty behavior.

XII. PRIVACY AND CONFIDENTIALITY

A. Privacy
The University shall protect the privacy of individuals involved in a report of sex discrimination to the extent allowed by law and University policy. A report of sexual assault or harassment may result in the gathering of extremely sensitive information about individuals in the University community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual
assault or harassment when explicitly called for under the law. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual assault and/or harassment may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). However, information regarding disciplinary action taken against the accused shall not be disclosed without the accused’s consent, unless it is necessary to ensure compliance with the action or the safety of individuals.

B. Confidentiality
Confidential offices for information regarding resources, options for reports of sexual assault or harassment or how to file a complaint of sexual harassment include the licensed counselors in the Employee Assistance Program for employees and/or licensed counselors at Student Counseling Services and Student Health Center for students. These resources provide individuals who may be interested in bringing a report of sexual assault and/or harassment with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. Individuals who consult with these confidential resources shall be advised that (a) their confidential consultations in those settings are not considered reports of sexual assault or harassment and that (b) without additional action by the individual, such as reporting to the Title IX Coordinator, Student Affairs, Campus Safety or other University Official, those confidential consultations will not result in any action by the University to resolve their concerns.

If a University employee believes that discrimination on the basis of sex (which includes sexual harassment and sexual violence) has occurred or is occurring in any of the University’s employment or education programs or activities, that employee is required to promptly report that to the Title IX Coordinator or Associate Vice President of Human Resources, even if the individual making the report requests that no action be taken. An individual’s request regarding the confidentiality of reports of discrimination based on sex (including sexual harassment and sexual violence) will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University’s legal obligation to ensure a working and learning environment free from discrimination based on sex and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the University will comply with requests for confidentiality to the extent possible.

XIII REFERENCES AND RELATED POLICIES

Title IX Investigation and Hearing Policy
Title IX Informal Resolution Policy

XIV. POINTS OF CONTACT:
XV. EDUCATION AND TRAINING

In compliance with the Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 155) and IL Human Rights Act, prevention and awareness programming and/or training will be provided to all members of the university community both in written format and through active means appropriate to the status of the participants. Each community member will receive notice of the university’s policies regarding discrimination annually. Flyers, brochures and other information will be distributed throughout campus regularly to ensure up to date information.

This training is in addition to the required training as articulated in the following policies:

Title IX Investigation and Hearing Policy
Title IX Policy

XVI. University’s Prevention and Awareness Measures to Promote the Awareness of Dating Violence, Domestic Violence, Sexual Assault and Stalking

Rosalind Franklin University of Medicine and Science prohibit the crimes of dating violence, domestic violence, sexual assault and stalking.

The University requires all new students, faculty, and staff to complete an online Title IX training within 90 days of their arrival at the institution. Further, new students complete in-person review during orientation. The University also provides and disseminates information on the Title IX Sexual Misconduct Policy and Title IX Resources and provides information on its webpage.

Training and educational programs are developed to meet the needs of the Rosalind Franklin University community and to foster a campus environment where everyone feels valued, validated, and respected, regardless: of ethnicity, religion, socioeconomic status, mental or physical ability, sexual orientation or gender identity or expression.

Risk Reduction and Bystander Intervention
Supporting a friend

What should I do if a friend was assaulted?

- Educate yourself about sexual assault and the healing process.
- Listen to and validate any feelings the survivor may be experiencing.
- Listen to and express your own feelings regarding the assault.
- Don’t ignore what happened or try to smooth it over and “make it better.”
- Respect the time and space it takes to heal. Patience and acceptance are essential.
- Ask the survivor what he/she wants and needs and follow through.

Encourage the survivor to seek support, and provide unconditional support for the decisions she/he makes. You can always encourage the survivor to call any of the phone numbers listed above to receive additional support. You, too, might benefit from seeking support resources as you assist your friend.

Being an Active Bystander
RAINN (the Rape, Abuse & Incest National Network) identifies the following actions that a bystander can take to prevent a sexual assault:

Create a distraction

- Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

Ask directly

- Talk directly to the person who might be in trouble.
- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

Refer to an authority

- Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard.
- Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don’t hesitate to call 911 if you are concerned for someone else’s safety.
Enlist others

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

RAINN, “Steps You Can Take to Prevent Sexual Assault.” Rain.org/articles/steps-you-can-take-prevent-sexual-assault

Although RAINN provides the following helpful information that may help individuals reduce their risk of sexual violence, **the responsibility for sexual violence and misconduct solely falls upon the perpetrator.**

Staying Safe on Campus

College campuses can give you a sense of security—a feeling that everyone knows each other and watches out for one another. There are perpetrators who take advantage of this feeling of safety and security to commit acts of sexual violence.

We can all take steps to increase safety on college campuses. As bystanders, students can learn ways of stepping in to prevent crimes like sexual assault from occurring. When it comes to personal safety, there are steps you can take as well, and some of those tips are outlined below.

No tips can absolutely guarantee safety—sexual violence can happen to anyone, and it’s not the only crime that can occur on a college campus. It’s important to remember that if you are sexually assaulted on campus it is not your fault—help and support are available.

Increasing on-campus safety

The following tips may reduce your risk for many different types of crimes, including sexual violence.

**Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
Stay alert. When you’re moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you’re alone, only use headphones in one ear to stay aware of your surroundings.

Be careful about posting your location. Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.

Make others earn your trust. A college environment can foster a false sense of security. They may feel like fast friends, but give people time earn your trust before relying on them.

Think about Plan B. Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can’t use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

Be secure. Lock your door and windows when you’re asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

Safety in social settings
It’s possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

Make a plan. If you’re going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don’t leave someone stranded in an unfamiliar or unsafe situation.

Protect your drink. Don’t leave your drink unattended, and watch out for your friends’ drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It’s not always possible to know if something has been added to someone’s drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.

Know your limits. Keep track of how many drinks you’ve had, and be aware of your friends’ behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.

It’s okay to lie. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it’s okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a
situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

**Be a good friend.** Trust your instincts. If you notice something that doesn’t feel right, it probably isn’t. Learn more about how to keep your friends safe in social settings.

RAINN. “Staying Safe on Campus” www.rainn.org/articles/staying-safe-campus

**Evidence Preservation**

The university strongly encourages victims of dating violence, domestic violence, sexual assault and stalking to retain all evidence that may be helpful for an investigation, whether or not the victim initially elects to make a police report. In the case of sexual assault this may mean going to a hospital to have a forensic examination. More specific information on evidence preservation can be received anonymously by using the resources listed in the Title IX policy under the Counselling and Advocates section.

**Options for Involving Law Enforcement and Campus Authorities**

Those that have experienced sexual misconduct/violence are not required to file a complaint; however, you are **encouraged to** do so immediately. Regardless if the person elects to file a complaint, reasonable accommodations or protective measures can be provided to the person who has experienced sexual misconduct/violence upon request.

Campus Safety can provide escort (upon request) for employee and students and assistance with enforcing campus/state orders of protection/no-contact orders Campus Safety is available 24 hours a day and can be reached at 847-578-3288. Law enforcement is an option open to all victims and the university will assist the victim in filing a police report if requested. The university can assist with obtaining and enforcing no contact directives, and honoring an order of protection or no contact order entered by a state civil or criminal court.

*Lake County Illinois Court Advocacy Program:*
About the Program
Located in the Annex of the Lake County Courthouse, A Safe Place will provide you an advocate who will be there to help you complete the paperwork and take you through the process of obtaining an Order of Protection.

A Safe Place's Court Advocacy Program has assisted victims of domestic violence in the Lake County Courthouse since 1984.

Court advocates, including some bilingual, bicultural staff and trained volunteers, assist victims in a safe room within the courthouse as they prepare to seek Orders of Protection. These court advocates offer support to victims in the domestic violence courtroom and also will assist victims who choose to be witnesses during the criminal prosecution of abusers.

Referrals & Networking
We also offer extensive referral and information systems to all clients through networks with numerous service providers, members of legal and medical communities, schools, churches, and local businesses.

For More Information
If you would like more information about A Safe Place's Court Advocacy Program and the other domestic violence assistance services and programs they provide, please call 847-249-4450, email the program, or visit their website.

Resources for Victims
Rosalind Franklin University will provide written resources to its students and employees who may become victims of dating violence, domestic violence, sexual assault and stalking whether a crime occurred on or off-campus. These resources provide information regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration, student financial aid, and other available rights and options for victims, both within the University and the community. Examples of available resources include:

Employee Assistance Program
mutualofomaha.com/eap
800-316-2796

Student Counseling Services
3333 Green Bay Road, Room L.057
North Chicago, IL 60064
847-578-8723
scs@rosalindfranklin.edu

Student Health Center
Lower Level of the RWCLC (near Fitness Center)
North Chicago, IL 60064
224.570.7201

Other Counselors and Advocates

Lake County Council Against Sexual Assault (LACASA)/Zacharias Sexual Abuse Center in Gurnee:
4275 Old Grand Avenue
Gurnee, IL 60031
https://zcenter.org/
847-872-7799

Chicago Rape Crisis Hotline
https://ywcachicago.org/our-work/sexual-violence-support-services/rape-crisis-hotline/
888-293-2080

Medical Resources

Student Health Center
Lower Level of the RWCLC (near Fitness Center)
North Chicago, IL 60064
224.570.7201

Northwestern Medical Lake Forest Hospital Emergency Department
1000 N. Westmoreland Rd.
South Entrance
Lake Forest, IL 60045
847-535-6150

Highland Park Hospital Emergency Department
Law Enforcement

Police (North Chicago)
1850 Lewis Avenue
North Chicago, Illinois 60064
847-596-8774
Emergency – 911

Campus Safety
Basic Sciences Building, L.357
847-578-3288

Victim Advocacy

Lake County State’s Attorney Victim Assistance
18 N. County Street
Waukegan, Il 60085
847-377-3000

Our Resilience
180 N. Michigan Ave.
Suite 600
Chicago, IL 60601
(312) 443-9603

Student Financial Aid
International Student Assistance

The Division of Diversity, Equity and Inclusion (DDEI) Office of Diversity and Inclusion (ODI) provides International Student service and support as well as information and programs to further International understanding and appreciation on campus. For assistance contact Heather Kind-Keppel at heather.kindkeppel@rosalindfranklin.edu or internationalstudents@rosalindfranklin.edu (847) 578-3431

Accommodations and Protective Measures

Accommodations are reasonable measures the University can put in place for an individual who reports having experienced dating violence, domestic violence, sexual misconduct or assault and stalking. Interim measures and accommodations can provide immediate support and help protect the individual's safety and ability to access their education and employment, at no cost to that individual. Examples of accommodation measures include, but are not limited to: modifications in schedules relating to course activities, modifications in housing, modifications to work environment, modifications to dining, modifications in transportation.

Reasonable accommodations for students and employees will be given when available, regardless of whether the victim chooses to report an offense to law enforcement or not. These accommodations can be made for not only sex offenses, stalking, domestic or dating violence but any other offenses that would lead a reasonable person to fear for their safety.

Students requesting accommodations may do so through the the Title IX Coordinator and employees may request accommodations for work or transportation requests through Human Resources.

Title IX Investigation and Hearing Process

1. **Purpose and Scope.** Rosalind Franklin’s Title IX policy is implemented in order to describe the investigation and hearing process that is applicable to investigations and hearings conducted pursuant to the regulations promulgated by the U.S. Department of Education, published at 34 CFR Part 106 commonly known as Title IX.
2. **Formal Complaint and Process.** An incident report or other written report, documenting the basis for a Title IX complaint must be filed in order to begin the Title IX investigation process. An initial inquiry will then be made, either establishing the necessity of an investigation or a dismissal of the Formal Complaint. Once the necessity of an investigation of a Formal Complaint has been established, the University will then:

a. assign investigator(s), who are then required to provide a written investigation report to both parties, the Title IX Coordinator, and the decision makers;
b. offer informal resolution at any time to both parties unless the case involves a student as a complainant and University faculty or staff as a respondent;
c. upon completion of the investigation of the Formal Complaint, a hearing will then be conducted on the merits of the Formal Complaint.

3. **Dismissal of Formal Complaint.** After receiving the Formal Complaint and establishing the necessity of an investigation, the University may dismiss the Formal Complaint without prejudice subject to the subsections below. In the event of a dismissal, the complainant may also file a report or grievance through other channels such as student conduct or professionalism if the complaint does not rise to a Title IX violation. Occasions for dismissal are:

a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein. The University will continue to pursue any allegations that are not withdrawn. In addition, the University may pursue a Title IX complaint if it is in the best interest of the University, the complainant or as required by law;
b. the conduct alleged in the formal complaint would not constitute sexual misconduct as defined in the University's Title IX Policy, even if proved;
c. the conduct did not occur in the University’s education program or activity keeping in mind that the definition of “occurrence in a University’s education program or activity” includes interference with or limit of a student’s or employee’s ability to participate in or benefit from the services, activities or opportunities offered by the University;
d. the conduct did not occur against a person in the United States-this does not preclude the ability to file a report or grievance in another channel such as student conduct or professionalism;
e. the University may pursue the Title IX grievance process if the complainant or respondent has withdrawn, has graduated, is on a leave of absence, is not enrolled, or is no longer an employee.
f. specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
g. the Title IX Coordinator shall send written notice of the dismissal and reason(s) therefore simultaneously to the parties, along with appeal rights for the following bases:
   i. procedural irregularity that affected the outcome of the matter;
   ii. new evidence that was not reasonably available at the time the dismissal was made, that could affect the outcome of the matter; and
   iii. the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter, and consistent with appeal procedures described in this policy (an allegation of conflict of interest will be handled pursuant to University policy).

h. The dismissal of the complaint will be with regard to conduct that is a violation under Title IX. Such a dismissal does not preclude action under other provisions of the University's code of conduct or other policies. The University may pursue allegations in the complaint if in the best interests of the University.

4. Delays. The University may temporarily delay the investigation for good cause.

a. Good cause may include considerations such as insufficient time for the party to prepare to participate in the investigation; the unavailability of a party or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities, addition of new allegations and/or consolidation of existing grievances. Whether to approve a delay and the duration of any delay shall include considerations of foreseeable adverse impact on fairness and the education or employment environment caused by a delay.

b. Each party shall be provided written notice of any delay and the reasons therefore.

5. Investigators.
a. The Title IX Coordinator shall assign investigator(s) to begin interviews in a timely manner with the complainant, respondent, and all other parties or witnesses pertinent to the case.

b. The investigators shall:
   i. have received training in: Title IX investigations, the definitions of prohibited behavior outlined in the Title IX policy, the scope of the University’s education program or activity, how to serve impartially, issues of relevance and evidence, especially on the exclusion of evidence as it pertains to the complainant’s sexual predisposition or prior sexual behavior on the basis that it is not relevant;
   ii. not have a conflict of interest with either of the parties or a bias for or against complainants or respondents generally;
   iii. document and gather all evidence discovered during the interviews;
   iv. The investigator may seek and obtain legal advice from University employed or retained counsel regarding matters of interpretation of this policy and applicable laws.
   v. Either party may request a change in investigator upon a showing of a conflict of interest.


a. Complainants and respondents shall be treated equitably.

b. All relevant evidence (inculpatory and exculpatory) shall undergo objective evaluation.

c. Credibility determinations shall not be based on a person’s status as a complainant, respondent, or witness.

d. There shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the hearing process. Providing supportive measures to either party, including No Contact Orders is not an indication of bias, inequity or in any way reduce the presumption that the respondent is not responsible for the alleged conduct.

e. Each party has equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
Neither party may be restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence to the investigator.

6. Interview of Each Party.

a. Notice. Each party shall be given written notice of the date, time, location, attendees, and purpose of their respective investigative interview, with sufficient time for the party to prepare to participate.

b. May Have Another Person Present. Each party may have another person, of that party’s choice, present during any interview with the investigator, if reasonably available. The role of that other person is to assist that party, which may include, for example, providing advice, comfort, or support to that party. "Reasonably available" means the individual is willing and able to accompany that party and the person is available to attend the entire scheduled interview, subject to a reasonable temporary delay to accommodate a brief period of unavailability.

7. Gathering Relevant Evidence. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the investigator(s), not the parties. Accordingly, the investigator(s) shall gather evidence that is considered relevant and not otherwise impermissible under this policy. This evidence may be in the form of witness statements, documents, and other information.

a. Written Consent Required for Party's Health Records. Investigators must obtain the party’s voluntary written consent in advance of obtaining, as part of their investigation records, documents that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigator obtains that party’s voluntary, written consent to do so for the investigation and potential hearing process.

b. Relevant. Evidence is relevant if either it assists the investigator or decision makers to determine whether a matter of fact exists or not as it relates to

i. the determination of responsibility for any pending allegation or
ii. the credibility of any witness.

c. Impermissible Evidence. The following evidence is defined as not permissible:

   i. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior, unless:

      (a) such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than
          the respondent committed the conduct alleged by the complainant, or
      (b) the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the
          respondent and are offered to prove consent.

   ii. Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the
       person holding such privilege has waived the privilege. Information protected under a legally recognized privilege is the content of
       confidential communications between attorney/client, healthcare provider/patient, clergy/penitent, or spouses.

8. Review and Respond to Evidence Gathered. At the conclusion of gathering evidence, the investigator or Title IX Coordinator shall
   provide to each party (and a party's advisor, a copy of evidence gathered consistent with this policy. Each party has 10 days in which to
   inspect and review that evidence and provide to the investigator or Title IX Coordinator a written response, which the investigator will
   consider prior to completion of the investigative report.

9. Investigation Report. The investigator shall create a report that fairly summarizes the information gathered consistent with this
   policy and deliver it to the Title IX Coordinator, each party, and party's advisor for their review and written response. The Investigation
   Report will be sent along with the Notice of Hearing to the party and party's advisor at least 10 days prior to the hearing date.

10. Notice of Hearing. Each party shall be provided written notice of the date, time, location, participants, and purpose of hearing. The
    scheduled date of the hearing shall be no earlier than 10 calendar days after the investigation report has been sent to each party and
    the party's advisor in an electronic format or a hard copy, for their review and written response.
11. Hearing Decision-Maker(s).

a. Appointment. The Title IX Coordinator shall appoint one or more University employees or designees to be the decision-maker(s) for a case. the event there are more than one decision-maker, then there shall be an odd number of decision-makers, with one identified as the Chair. The decision-maker(s) shall:

   i. have received training, prior to performing the functions of this role, on the following, as defined by the Title IX regulations: the definition of sexual harassment, the scope of the University's education program or activity, how to conduct an investigation and grievance process, how to serve impartially, and on issues of relevance of questions and evidence (including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant). ii. have received training, prior to performing the functions of this role, on technology to be used at living hearings, and

   iii. not have a conflict of interest with the complainant or respondent. Either party may request a change of decision-maker(s) upon a showing of a conflict of interest.

b. Authority.

   i. The decision-maker(s) have authority to act on matters of determining responsibility, as described in this policy.

   ii. In addition, the decision-maker (or Chair, if more than one decision-maker, who would then, if challenged, be subject to overrule by a majority of decision-makers) has authority to implement and make decisions regarding administrative and procedural matters on behalf of the university such as providing notice, scheduling hearing, approving and denying delays, determining admissibility of evidence, timing and order of witnesses, and determining and enforcing the general conduct and decorum of the hearing.

c. Obtaining Legal Advice from Counsel. The decision maker(s) may seek and obtain legal advice from University employed or retained legal counsel regarding matters of interpretation of this policy and applicable laws.
12. **Party's Advisor.** Each party attending a hearing shall have an advisor present during the hearing. A party's advisor may not participate in the hearing procedures except to, on behalf of that party, pose questions to the other party and witnesses during the hearing. If a party's advisor has been found to have violated university policies or to have engaged in behavior deemed by the university to amount to harassment, abuse, or intimidation of any party, witness, investigator, decision-maker, appeal authority, or any other person involved in the resolution of the matter, then that individual may be prohibited from further participation in the role as a party's advisor.
   a. a party's advisor shall be an individual of the party's choice.
   b. If a party, for whatever reason, including unavailability, appears at the hearing without an advisor, the university shall appoint an advisor for that party.

13. **General Rules of the Hearing.**

   a. Pre-Hearing Meeting. Prior to the hearing, the decision makers will meet with the party and their advisor to discuss their intended questions, order of the proceedings, and to make preliminary rulings on relevancy.

   b. The decision makers will make an opening statement to both parties and advisors at the outset of the hearing regarding the order of the proceedings, the conduct and expectations of the parties and their advisors.
   c. If the decision makers decide that a party or their advisors have become abusive, disrespectful, repetitive or otherwise inappropriate, they may terminate that individual’s further participation in the proceedings.
   d. Complainants and respondents shall be treated equitably.
   e. All relevant evidence, inculpatory and exculpatory shall undergo objective evaluation.
   f. Credibility determinations shall not be based on a person’s status as a complainant, respondent, or witness.
   g. There shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the hearing process.
   h. No adverse inference shall be drawn based solely on a party's absence or witness's refusal to submit to cross-examination.
At the request of either party, the hearing shall be conducted with the parties physically located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

The university may determine that any or all parties, witnesses, and/or other participants will appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

The university shall create an audio or audiovisual recording, or transcript, of the live hearing and make it available to the parties for inspection and review.

**14. Rules Regarding Evidence.**

a. Burden to Overcome Presumption. The burden of proof and the burden of gathering evidence sufficient for the decision-maker(s) to overcome the presumption that a respondent is not responsible rests on the university, not the parties. Witnesses and documents identified in the investigation report are normally used, when determined to be proper evidence, to fulfill this burden.

b. Posing Questions of Witnesses: Only questions that have been ruled by the decision-maker(s) to be relevant, including questions from the pre-hearing meeting, and not otherwise defined as impermissible under this policy may be posed to a witness. The decision makers have the ability to ask relevant questions of either party or any witness that they believe will assist them in their fact-finding and decision making. This includes requests for documents, further inquiry into facts presented in the Investigative report or testimony, and anything else that will aid the decision makers in fulfilling their duties.

i. If a question is asked during the hearing that the decision makers rule as irrelevant, abusive, repetitive, or otherwise impermissible during the hearing, that decision shall be explained during the hearing which is documented by virtue of transcription and/or recording of the proceedings.

ii. A party is not permitted to directly pose questions of any witness.

iii. Questions shall be posed by the party’s advisor or decision-maker directly, orally, and in real time at the hearing.

c. Relevant. Evidence is relevant if either it assists the decision-maker to determine whether a matter of fact exists or not as it relates to:

i. the determination of responsibility for any pending allegation or

ii. the credibility of that witness or another witness.

d. Impermissible Evidence. The following evidence is defined as not permissible:

i. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior, unless:
(a) such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or

(b) such questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. ii. Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Information protected under a legally recognized privilege is the content of confidential communications between attorney/client, healthcare provider/patient, clergy/penitent, or spouses.

15. Deliberation by Decision-Maker(s). At the conclusion of the hearing, the decision-maker(s) shall deliberate in order to make a determination for each pending allegation. This will normally occur within three working days of completion of the hearing.
   a. During deliberation, the decision-maker(s) remain subject to the paragraphs describing the General Rules of the Hearing and the Rules Regarding Evidence.
   b. During deliberation, no person shall be present with the decision-makers. In the event the decision-maker(s) seek legal advice, then the decision-makers shall pause deliberating, seek and obtain the legal advice, and then resume deliberation after the departure of the person who provided the legal advice.
   c. For each allegation in which the respondent was determined to be responsible or not responsible, the decision-makers shall articulate findings of fact that support that determination. These findings must be based on a preponderance of the evidence, meaning that, based on the greater weight of the evidence, an asserted fact is more probable to be true than not. Weight of evidence is not quantitative or amount of evidence; rather, it is a qualitative assessment of the persuasive nature of the evidence.

16. Hearing Report. The decision-maker(s) shall create a report and deliver it simultaneously to the complainant and respondent. This step will normally occur within 10 working days from the date determinations are completed by the decision-maker(s). The report shall include the following:
   a. The allegations.
   b. The procedural history from the receipt of the complaint to the hearing.
   c. The decision-maker(s)'s findings of fact that support its determination for each allegation.
   d. The decision-maker(s) determination regarding responsibility for each allegation.
   e. The university determination regarding sanctions, if any, and its rationale.
   f. The steps taken, if any, by the university designed to restore or preserve the complainant's equal access to the education program or activity and its rationale.
g. The right of each party to appeal the determination of responsibility, only if done so in writing, submitted to the appeal authority within seven calendar days of receiving the report, and identifies a proper basis or bases and contains a clear explanation of the reasoning for one or more proper basis for appeal, which are only:
   i. Procedural irregularity that affected the outcome of the matter;
   ii. New evidence that was not reasonably available at the time the determination regarding responsibility that could affect the outcome of the matter; and
   iii. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

h. If the decision-maker(s) conclude that other provisions of applicable policies should be addressed, then the decision-maker(s) shall include a recommendation by identifying the relevant facts and other policies in the documentation.

17. Effective Date of Determination of Responsibility. The determination regarding responsibility becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

18. Qualifications and Procedures of the Appeal Authority.
a. The appeal authority shall:
   i. have received training, prior to performing the functions of this role, on the following, as defined by the Title IX regulations: the definition of sexual harassment, the scope of the university's education program or activity, how to conduct an investigation and grievance process, how to serve impartially, and on issues of relevance of questions and evidence (including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant).
   
   ii. have received training, prior to performing the functions of this role, on technology to be used at living hearings, and
   
   iii. not have a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent.

b. Upon receipt of the appeal, the appeal authority shall review the appeal to determine compliance with the criteria for the right of appeal described in this policy. If any of the criteria are not met, then the appeal shall be dismissed for failure to meet criteria for appeal.
c. If the criteria for filing an appeal are met, then the appeal authority shall provide a copy of the appeal to each party and provide each party seven days to submit to the appeal authority a written statement in support of or challenging the determination of responsibility.

d. Upon expiration of the time for parties to submit statements, the appeal authority shall decide the appeal. This normally will occur within 10 working days from the expiration of the time to submit statements.

e. The appeal authority shall issue and deliver, to each party simultaneously, a written decision that includes the following:
   i. written appeal
   ii. notice of appeal to all parties
   iii. written statements of parties, if any
   iv. appeal decision and the rationale for the result

19. Record Keeping. A copy of the Investigation Report and any written responses received by a party shall be delivered to the Title IX Coordinator, who shall retain those records for seven years.

20. Confidentiality. The identities of complainants, respondents, witnesses, and individuals accusing and being accused of misconduct pursuant to regulations promulgated by the U.S. Department of Education, published at 34 CFR Part 106 and commonly referred to as Title IX, are generally kept in confidence. The identities of the individuals in a Title IX case may be disclosed to those in leadership in the students’ department and those who can assist with carrying out No Contact Orders, other related Supportive Measures, and in order to further the academic and research purposes of the parties and the department. Information may be released internally only on a need-to-know basis and may be disclosed outside of the university only in accordance with FERPA or as required by applicable law.

21. REFERENCES AND RELATED POLICIES
   Title IX Policy
   Title IX Investigation and Hearing Policy

22. POINTS OF CONTACT:
   Allena Barbato, JD LMFT, Director of Title IX Compliance and Equity Officer and Title IX Coordinator
   Heather Kind-Keppel, EdD, MS, Med, Executive Director of Equity, Education, and Outreach and Deputy Title IX Coordinator
   Sally Madden, MBA, SPHR Associate Vice President of Human Resources and Deputy Title IX Coordinator
Finding of Responsibility and Possible Sanctions

1. Student Sanctions

Upon a finding of responsibility, and sanctions have been decided by the decision makers and upheld by the appeals decision maker, the following are examples possible sanctions that could be imposed on the student respondent as a result of violating Title IX prohibitions:

a. Warning. A written warning is an official notice to the student that his/her behavior has violated the Standards of Student Conduct. A letter of warning serves as a notification to the student that further misconduct could result in additional disciplinary action.

b. Developmental Sanction. An assigned task or tasks intended to involve the student in a positive learning experience appropriate to the violation. Sanctions of this type include, but are not limited to, service to the community, involvement with a university program or committee (e.g. student leadership training, alcohol education seminar, ethics training workshop), or a writing assignment.

c. Mandated Counseling and/or Training. A requirement that a student participate in personal counseling or training sessions. These sessions may be provided by either the Student Counseling Service or by a non-university affiliated counselor of the student's choosing, but should be outlined by the requirement description. The student can facilitate communication between the counselor and the Associate Vice President for Student Affairs when appropriate. Any communications of this sort will not occur without the student's prior written consent. The number of counseling sessions in which the student participates may be predetermined via sanction or may be at the discretion of the student's counselor. Any payment for sessions held outside of the Student Counseling Center will be the student's responsibility.

d. Restitution and Fines. A payment required to obtain reimbursement for costs associated with or resulting from damage, destruction, loss or theft of property belonging to the University and/or others or increased maintenance or repair costs for the university and/or others. In the case of injury to any person, payment of all medical, hospital and other expenses of the injured person may be required. Proof of full payment shall be required to fulfill the sanction and failure to make payment may result in further disciplinary action.

e. University Probation. University probation is a formal notice to the student that his/her behavior is unacceptable within the university community. University probation requires that the student demonstrate during the probationary period that he/she is capable of functioning in a way which does not violate the Standards of Student Conduct. University probation covers a specified period and includes stated requirements. At the end of the specified period, a determination will be made as to whether the student has met the stated requirements or should be subject to further disciplinary action due to failure to meet those requirements. The terms of the probation may include any or all of the following: a requirement that the student report regularly to a member of the administration or faculty; a restriction on participation in co-curricular student activities; a denial of access to university facilities and grounds; or the imposition of other appropriate conditions. A member of the faculty or administration may be named to supervise the terms of the probation. If the student violates the terms of probation, the responsible committee will meet to impose further disciplinary action, which could include an extension of the probation. The responsible committee may also choose to outline, in the letter describing the details of the probation, the consequences for non-compliance. Probation will be noted on the disciplinary record and may be noted on the transcript.
f. Administrative Leave of Absence. Exclusion from academic coursework at RFUMS for a specified period. A student may be required to fulfill one or more conditions during the Leave of Absence in order to be afforded the privilege of re-entering coursework at the specified date or upon meeting the specified conditions of the leave. Some students on Leave of Absence may be afforded some privileges of enrolled students excluding participation in coursework.

g. Suspension. Exclusion from RFUMS for a specified period. A student may be required to fulfill one or more conditions during his/her suspension in order to be readmitted. This action may also include the suspension of graduation privileges and the issuance of diplomas. The student has the right to re-enter the university or to have his/her privileges reinstated after the specified period only if he/she provides the required verification that the conditions of suspension, if any, have been met. In those circumstances, the student need not re-apply for admission unless otherwise stated as a term for the suspension. The suspension will be noted on the student's disciplinary record and may be noted on the student's transcript at the discretion of the responsible committee.

h. Expulsion. Permanent exclusion from the University as a whole and termination of all rights and privileges associated with student status. The student shall not be re-admitted to any college of RFUMS. This action may include the cancellation of graduation privileges and the withdrawal of, or refusal to award, diplomas. Expulsion will be noted permanently on the student's transcript and disciplinary record.

2. Employee sanctions may include; essentially all the same sanctions as above including warnings, developmental sanctions, training requirements, specific action that would put the complainant in the same position they would be in if it were not for the behavior described in the complaint, apologies, any other steps fitting as a sanction for the complaint, suspension with or without pay, and termination from the university, in addition to any criminal charges filed.

3. Students in Campus Housing
In addition to the disciplinary actions listed above, students living in campus housing facilities may be subject to Contract Action as defined by the Student Housing Contract.

4. Student Organizations
In addition to the disciplinary sanctions listed, student organizations may be subject to sanctions in accordance with the Student Leadership Handbook.

5. Records Encumbrance
The Executive Director of Campus Life along with the Registrar may encumber student records until the student has successfully complied with and completed all requirements stated in the written notice containing the hearing outcome and the disciplinary sanctions imposed. In addition, student records may be encumbered for failure to cooperate with the student disciplinary procedures.
General Security and Safety Training

All employees and students will be given information during orientation which addresses security policies, rules, and regulations and also encourages all university members to be responsible for their own and others safety. During new employee orientation, all new employees are shown a Power Point presentation addressing security issues and policies here on campus. During new student orientation, new students are advised of the Campus Safety website, which also addresses security issues and policies here on campus, given safety related materials, given the opportunity to attend a Campus Safety presentation, and all students are given the instructions for signing up for emergency text alert app. Incoming Student Housing residents are briefed by Campus Safety on issues relating to personal safety, security and fire safety. In addition; we do occasionally e-mail all university members after an incident has occurred or a community alert is issued (including in Chicago for students doing rotations), which also addresses the need for everyone to assist in their own and others safety and security.

Campus Safety will continue to share resources that will help everyone assist us in making this a safe and secure environment.

Examples include: DHS Active Shooter booklet, Run-Hide-Fight video, FEMA Training for Workplace Violence and materials from FEMA and IEMA related to weather safety such as tornadoes and winter weather.

Campus Safety has also developed a guide called Personal Safety Practices which is communicated to all students. https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Security/Documents/Personal%20Safety%20Practices.pdf
Personal Safety Tips

1. **Make the call.** Program the number of your college or university’s police or public safety department into your cell phone so you have it at your fingertips in the event of an emergency on campus. If you see a crime in progress or even something suspicious, don’t hesitate, make the call. Campus Security 847-578-3288

2. **Empower yourself.** Enroll in a self-defense course. If your college or university offers a sexual assault defense program such as R.A.D., sign up with a friend and empower yourself. These courses are designed to give you the tools that may help save your life.

3. **Don’t walk alone.** Take advantage of your college or university’s safety escort services (Call Security at 847-578-3288 or stop by the Security window) or walk with friends or classmates.

4. **Protect your property.** Never leave items like your backpack, laptop or cell phone unattended—even if it’s just for a minute. Make it a habit to take these valuables with you.

5. **Report solicitors.** Magazine subscriptions, donation requests, spa packages and “earn money now” schemes are some of the common methods criminals use to take your money. Avoid solicitors’ scams by politely saying no and immediately notifying university police. Never provide a solicitor with your personal information.

6. **On the bus (or train).** Stay awake and keep your personal belongings close to you. Sit near the door or the driver and stay awake. If someone’s harassing you, don’t hesitate; ask the driver to let you off at a populated bus stop or a well-lit area like a gas station.

7. **Grab it. Close it. Lock it.** College and university parking lots and structures are common targets for thieves. Never leave valuables in your car or items in plain view. Take items like GPS devices, removable stereo faceplates, and electronics with you. Make sure your windows are up and the doors are locked. Apply a security device or set the alarm.

8. **Keep personal information private.** Avoid becoming a victim of identity theft by carrying only the necessary items in your wallet or purse. Don’t give personal information to solicitors. Don’t carry all of your credit cards on you.

9. **Keep your dorm locked.** Even if you’re going next door to a friend’s room, always grab your keys and lock the door. A propped open door is a perfect target for would-be thieves and allows them quick and easy access to your belongings. If your room has additional doors and windows, always be sure they are closed and locked as well.

10. **Protect your wheels.** If you ride a bike, find out if your university offers free registration. Registering your bike helps improve the likelihood of recovery if stolen. Invest in a high-quality, hardened steel “U” lock. For optimum security, lock both the front and frame to the bike rack. We do not register bikes at this time. Make sure you write down the Make, Model and Serial number of your bike and keep in a secure place. All bike racks on campus are monitored by surveillance cameras.

*Top Ten Safety Tips—International Association of Campus Law Enforcement Administrators (IACLEA) - 2013*
Sex Offender Registry

The Illinois State Police maintains a database of all registered sex offenders in Illinois that you can access using the Web. To learn the identity of registered sex offenders on or near Rosalind Franklin University of Medicine and Science, or anywhere in Illinois, visit the Sex Offender Database at [https://isp.illinois.gov/Sor/Disclaimer](https://isp.illinois.gov/Sor/Disclaimer) Once there, you can search by city, county, or zip code.


The Campus Sex Crimes Prevention Act of 2000 (CSCPA) is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. CSCPA requires the State Police to make this information promptly available to institutions of higher education where a registered sex offender is either enrolled or employed. It further requires colleges and universities to issue a statement advising the campus community where the information provided by the State Police may be obtained. The Lake County Sheriff’s Office sends us quarterly reports of all registered sex offenders in Lake County and they will also alert us if a registered sex offender lists RFUMS as a place of employment, as a student, or a housing resident as they are required to do by law. **At this time, we have not been informed of any convicted sex offenders on our campus.**


Annual crime statistics for the past three years will be compiled and made available in accordance with federal regulations (those statistics are made part of this report). All crimes occurring on campus should be reported immediately to Campus Safety. Campus Safety compiles crimes reported to us, as well as requesting from local authorities any crimes that have been reported to them that occurred on university property, university leased or controlled property or property bordering ours. Each year a mass E-mail is sent to all members of the university explaining that the annual report is available and listing the exact web address that the report can be found at.
By October 1 of each year, all enrolled students and all current employees will be notified via mass e-mail of the availability of the annual security report by providing its exact electronic address at which the report is posted and a brief description of its contents. The notice will state that a paper copy will be provided on request.

Each year, by the date and in a form as specified by the U.S. Department of Education, the University will submit crime statistics data to the U.S. Department of Education which can be accessed by anyone.

**Crime Statistics**

These statistics are compiled from reports made to Campus Safety and information supplied by local and State police agencies. An individual statistic is recorded in the year in which the report was made to Campus Safety. The statistics do not include identification of the alleged victim or perpetrator of the offense and the statistics do not include and Campus Safety does not seek information directly from pastoral or professional counselors.

In accordance with federal law, the following terms and their definitions are used:

**Aggravated Assault.** An unlawful attack by one person, upon another, for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Arson.** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Burglary. The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Criminal Homicide--Manslaughter by Negligence. The killing of another person through gross negligence. Murder and Non-negligent Manslaughter. The willful (non-negligent) killing of one human being by another.

Drug Abuse Violations. Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations. The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned--including joyriding.)

Robbery. The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Rape. Definition: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
**Fondling**: Is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Statutory Rape**: non-forcible sexual intercourse with a person who is under the age of consent.

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

**Weapon Law Violations.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Hate Crime.** Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability to include; murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, dating violence, domestic violence, stalking, larceny-theft, simple assault, intimidation, and vandalism, or other crimes involving bodily injury.

**Domestic violence**
The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating violence**
The term “dating violence” means violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
(i) The length of the relationship.
(ii) The type of relationship.
(iii) The frequency of interaction between the persons involved in the relationship.

Stalking
The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
(A) fear for his or her safety or the safety of others; or
(B) suffer substantial emotional distress.

Illinois Consent Statute:
"Consent" means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.
(b) It shall be a defense under subsection (b) and subsection (c) of Section 11-1.50 and subsection (d) of Section 11-1.60 of this Code that the accused reasonably believed the person to be 17 years of age or over.
(c) A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.
(Source: P.A. 96-1551, eff. 7-1-11.)

Note: Reported crimes may involve individuals not affiliated with the university.
Statistics are for crimes reported. Statistics do not reflect the outcome of any investigations or hearings or whether the victim chose to pursue charges.

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HATE CRIMES:

Hate Crime. A crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, National Origin or disability to include; larceny-theft, simple assault, intimidation, and vandalism.

We had no hate crimes reported for 2020, 2021, or 2022
Annual Fire Safety Report

Effective October 2010, we must collect and report fire statistics for all on-campus student housing facilities. The fire statistics must be posted on a fire log located on the Campus Safety website, reported in the annual Campus Security and Fire Safety Report, as well as logged into the Department of Education’s web-based data collection system. Statistics must be separated by individual student housing facility.

The definition of fire for the purposes of fire safety reporting is “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled maker.”

The university strongly urges anyone with information about a fire in a student housing building to promptly report it to Campus Safety at (847) 578-3288 or at campus.safety@rosalindfranklin.edu so the fire can be investigated and included in the required Fire Log and Annual Fire Report Statistics.
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<th>Residential Facilities</th>
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Fire Safety devices

Each of our on-campus housing buildings are equipped with Fire protection devices. These devices consist of; individual fire panels in each building that report directly to North Chicago Fire Department, Facilities Management and Campus Safety, Fire alarm strobes and audible alerts, exit route signage, smoke detectors in all hallways that report to the fire panels, heat activated sprinklers in all apartments (also reported to fire panels), smoke detectors in individual apartments not tied into main fire panels (to minimize false alarms caused by cooking smoke), fire extinguishers in all kitchens, as well as larger fire extinguishers in the hallway mounted and marked cabinets.

At the Woodlands, there are Fire Alarms that will detect fire/smoke in the entrances, common areas and hallways of each individual building. The common area fire alarms will sound and connect via radio monitor directly to the City of North Chicago Fire Department. If you hear the building fire alarm sound, immediately evacuate the building and await the fire department. If the smoke detector sounds in your apartment, note you will need to call 911 in order to report the fire to the City of North Chicago Fire Department. As with any fire, regardless of the location, do not call the office first...DIAL 911. Fire extinguishers are located in the foyers, on both the first, second and third floors.

STUDENT HOUSING EVACUATION PROCEDURES

Emergency

Fire or medical emergencies: 9-1-1

Non-emergency after hour assistance: Campus Safety (847) 578-3288

For general concerns or information contact the Office of Student Housing during office hours (8:30am to 4:30pm, Monday-Friday) (847) 578-8350

Campus Safety will notify residents using the fire alarms, and/or the RFUAlerts emergency notification system.
Fire

NOTE: specific exits are designated only as guidelines to assure orderly evacuation of the building. Good judgment and common sense must always be used.

- These procedures are to provide guidelines for an orderly building evacuation in the event of an emergency, and to provide safety measures to prevent injury during evacuation.
- In the event of a fire, activate the nearest pull station.
- Should a fire alarm be activated, evacuate the building via the nearest emergency exit. Walk; do not run. Do not use elevators.

- Before exiting through any closed door, check for heat and presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

- Assist visitors during emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during emergency situations. Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
- Individuals using a wheelchair or otherwise unable to descend stairs should proceed immediately to the nearest exit if they are on the ground floor. On all floors above the ground level, a person with a disability should proceed to a fire stairway landing, preferably with an able-bodied evacuee. Another able-bodied evacuee must be advised to immediately notify rescue workers of the exact location of the physically challenged individual and his/her companion.
- Upon exiting the building and proceeding to assembly area, remain at least 125 feet away from the building. Do not block any driveways, as Fire Department personnel will need access to these areas.

In the event you are unable to exit the building

- Remain calm; do not panic.
- Remain low; crawl if necessary.
- Place a cloth, wet if possible over your mouth to serve as a filter.
- Signal for help from a window. Use a towel, clothing, sign etc.

General Rules

- The last people to leave an area are to close all doors, do not lock any doors.
- Everyone must leave the building when evacuation order/signal is given.
Return to building only when the "All Clear" is given by either Campus Safety or Fire Officials.

**Fire Safety devices**

Each of our on-campus housing buildings is equipped with Fire protection devices. These devices consist of:

- Individual fire panels in each building that report directly to North Chicago Fire Department and Campus Safety.
- Fire alarm strobes and audible alerts.
- Exit route signage.
- Smoke detectors in all hallways that report to the fire panels.
- Heat activated sprinklers in all apartments (also reported to fire panels).
- Smoke detectors in individual apartments not tied into main fire panels (to minimize false alarms caused by cooking smoke).
- Fire extinguishers in all kitchens, as well as larger fire extinguishers in the hallway mounted and marked cabinets.

At the Woodlands on Green Bay, there are Fire Alarms that will detect fire/smoke in the entrances, common areas and hallways of each individual building. The common area fire alarms will sound and connect via radio monitor directly to the City of North Chicago Fire Department.

**Fire Drills and testing**

Unannounced Fire Drills are held shortly after the start of each school year. All students residing in student housing are encouraged to participate. In addition, all fire alarm devices are inspected and tested quarterly. The fire pumps are tested weekly. Any deficiencies found during testing, or any deficiencies discovered at any time, are corrected as soon as possible.

**Portable electrical appliance policy**

Small appliances within reason are permitted in the apartments. Any appliance causing electrical issues will need to be removed. Halogen lamps as well as any flammable or explosive materials are prohibited.
Smoking policies

Smoking is not permitted in Student Housing. Student Housing apartments and all common areas, including but not limited to lobbies, elevators, patios, corridors, stairwells, and study areas, are considered smoke-free environments. A smoking shelter is available behind Apt Building 301 for Student Housing residents and their guests.

Education and Training

During the annual fire drill at Student Housing specific training and guidance is given to students on such things as evacuation routes, where to assemble during a fire alarm, how to use a fire extinguisher and where to go in extreme weather. In addition, Community managers are given more specific training as they assist and direct residents once they have evacuated. The Student Housing Handbook and Contract Book contain specific information regarding fire safety and the universities Emergency Operations Plan also includes fire safety material.

Woodlands on Green Bay Fire Safety Information:

FIRE

Most fires are caused by carelessness. Please make sure that matches, lighters, etc. are kept out of reach of young, curious children. Never leave your kitchen stove or candles unattended. The Woodlands Management is required to investigate all fires on its premises. When neglect or disregard of safe practices is indicated, by you or your guests, you will be asked to terminate your tenancy and you will be held responsible for any and all damage restoration fees.

There are Fire Alarms that will detect fire/smoke in the entrances, common areas and hallways of each individual building. The common area fire alarms will sound and connect via radio monitor directly to the City of North Chicago Fire Department. If you hear the building fire alarm sound, immediately evacuate the building and await the fire department. If the smoke detector sounds in your apartment, note you will need to call 911 in order to report the fire to the City of North Chicago Fire Department. As with any fire, regardless of the location, do not call the office first…DIAL 911. Fire extinguishers are located in the foyers, on both the first, second and third floors.
SMOKE AND CARBON MONOXIDE DETECTORS

In accordance with the State of Illinois, each apartment is equipped with a smoke detector and a carbon monoxide detector. The smoke detectors will sound any time there is excess smoke in your apartment. If the smoke is from cooking and no fire is present, open the patio door until the smoke dissipates. Do not open your entry door; this will cause the building’s smoke detector to activate. If the carbon monoxide detector sounds you should contact the Management Office and exit the apartment until someone from maintenance arrives. Tampering with or the removal of smoke detectors is a Class “A” misdemeanor for the first offense and a Class “4” felony for subsequent convictions.

During your move-in inspection, it was verified that the smoke alarm and the carbon monoxide detector in your apartment was in proper operating condition. It is your responsibility to check them weekly and immediately report any malfunctions to the Management Office.

Residents are required to change batteries in the smoke detector as needed. The fire department suggests using the spring and fall time changes as a guideline for replacing batteries. If your smoke detector is “beeping” it needs battery replacement. See Testing Procedures listed below:

In the event of an actual fire, report the fire immediately to the North Chicago Fire Department. Your apartment smoke detector is not wired directly to the fire department, you must make the call. Do not assume that someone else has called. Fire extinguishers are located in the foyers of all buildings. If you do experience a fire, the Management Office must be informed.

- **SMOKE ALARM TESTING PROCEDURES**

  Test smoke alarm weekly by doing the following:

  1. Observe the green LED. A constant green light indicated the smoke alarm is receiving 120V AC power.

  2. Firmly depress the Push to Test button for at least five seconds. The smoke alarm will sound a loud beep about four times a second. The alarm will sound 2 short reduced volume beeps, then 1 short loud beep followed by a pause, and then the pattern repeats. The alarm may sound for up to 10 seconds after releasing the Push to Test button.

     If smoke alarm does not sound, contact the Management Office.

- **CHANGING THE BATTERY IN YOUR SMOKE ALARM**

  Always turn off power to smoke alarm before replacing battery. Replace battery at least once a year, or immediately when the low battery signal sounds (a chirp once per minute indicates low battery). The red LED will blink 4 times per minute after each low battery chirp. Use only the following batteries as replacements in this smoke alarm: Eveready 522 or 1222, Duracell MN 1604, or Ultralife U9VL-J. Turn smoke detector counter clockwise to remove. Flip over smoke alarm and lift tab to open battery door. Replace battery and replace smoke alarm by twisting clockwise onto mounting plate.
• **CO DETECTOR TESTING PROCEDURES**
  Push and hold the Test/Silence button on the cover until you hear a “chirp.” The “chirp” marks the start of the self-test sequence.
  First, the yellow and green lights will flash briefly….this is normal.
  Next, the alarm horn will sound: 4 beeps, a pause, then 4 beeps. The red light will flash quickly.
  The alarm sequence should last 5-6 seconds. If it does not alarm, make sure a fresh battery is correctly installed, and test it again. If the unit still does not alarm, replace it immediately.

• **CHANGING THE BATTERY IN YOUR CO DETECTOR**
  The battery light continues to flash green and the horn “chirps” every 30 seconds. This warning should last for up to 30 days but you should replace the battery as soon as possible.
  1. Slide the mounting bracket/battery door off the back of the CO alarm.
  2. Attach the 9V battery to the battery connector inside the battery compartment. Make sure the battery snaps in securely and cannot be shaken loose.
  3. Place the battery and connector back inside the battery compartment.