

## ILLINOIS WESLEYAN UNIVERSITY

### Department of Campus Safety

#### Annual Security Report

"Jeanne Clery Act"

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The Campus Security Act, "Jeanne Clery Act" Legal Requirements

#### **The Campus Security act requires colleges and universities to:**

- Publish an annual security report every year by October 1 that contains three years of campus crime statistics and certain campus safety policy statements
- Disclose crime statistics for incidents that occur on campus, in public areas immediately adjacent to or running through the campus, and at certain non-campus facilities and remote classrooms. The statistics are gathered from campus police or security, local law enforcement, and other university officials who have "significant responsibility for student and campus activities."
- Provide "timely warning" notices of Clery Act crimes that have occurred and which pose a serious or ongoing threat to students and employees.
- Devise an emergency response, notification and testing policy.
- Compile and report fire data and publish an annual fire safety report.
- Maintain a public crime log "recording all crimes reported to campus police or the campus security department."

The Illinois Wesleyan University Department of Campus Safety is responsible for preparing and distributing this Annual Security Report. We work with other University departments, such as the Dean of Students Office and the Bloomington Police Department to compile the information. We encourage members of the Illinois Wesleyan University community to use this Report as a guide for safe practices on and off campus. It is available on the Web at [www.iwu.edu/campus-safety/](http://www.iwu.edu/campus-safety/), click on the Security Report link. Each member of the University community (student, faculty and staff) will receive either an email or postcard prior to October 1 each year that describes the Report and provides its Web address. For a paper copy of this Report, contact the Illinois Wesleyan Campus Safety Department at (309) 556-1111, or e-mail [campus-safety@iwu.edu](mailto:campus-safety@iwu.edu).



## **Illinois Wesleyan University Campus Safety Department**

The Illinois Wesleyan University Campus Safety Department is empowered by the Board of Trustees to enforce all rules and regulations of the University. The Campus Safety Department is a non-sworn security department. The Department does not exercise public police authorities or arrest powers, but operates under the framework of a private security department, and functions as lead security department for the IWU institution. The Campus Safety Department works closely with sworn police agencies to ensure prompt response and lawful investigation of crimes, incidents, and emergencies. This cooperation includes, but is not limited to, the detection, investigation, and prosecution of on-campus crime.

### **Our mission and values**

Our mission is to enhance the living, learning, and working experience at Illinois Wesleyan University by protecting life and property, maintaining order, and fulfilling the duty-to-protect the rights and safety of the IWU community and all persons on IWU property. We fulfill this purpose by providing our community with a full range of services that meet the highest professional standards of campus public safety. We are committed to working with the community to define our priorities and build lasting partnerships. Several core values guide the IWU Campus Safety mission:

#### **Integrity**

We firmly adhere to the values set forth in this document and our professional ethics as outlined in the Law Enforcement Code of Ethics. We expect every member of our department to uphold the highest ethical standards at all times.

#### **Respect**

We treat all members of the community and each other with courtesy, fairness, and dignity.

#### **Professionalism**

We will continually develop our knowledge, skills, and abilities to the highest levels possible to enable us to provide the finest public safety services to the Illinois Wesleyan University community. Our approach is based on a commitment to excellence, innovation, and continuous improvement.

#### **Accountability**

We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet community and professional expectations.

#### **Service**

We are committed to enhancing public safety and increasing the community's sense of security. We will work in partnership with the community to identify and solve problems that affect the quality of life on campus. We demonstrate our commitment to serve by placing the needs of others ahead of our own.

#### **Mentoring**

We recognize that individual and team contributions are essential to a high-performing department. By sharing insight and guidance, and creating learning opportunities, we acknowledge that each member of our department makes a valuable contribution to our purpose and vision.

### **Reporting criminal incidents and other emergencies**

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Illinois Wesleyan University Campus Safety Department by dialing (309) 556-1111. General email inquiries should be sent to: [campus-safety@iwu.edu](mailto:campus-safety@iwu.edu). Individuals also may report incidents in person at the Department's headquarters located at 104 University Avenue in the South Lobby of the Memorial Center building.

### **Campus Security Authorities**

Criminal activity may also be reported to individuals designated as "Campus Security Authorities." The definition of "Campus Safety Authority," according to the federal law, is as follows: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." For example, a dean of students who oversees student housing, a student center, or student extracurricular activities has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibility for student and campus activities. All employees of the Office of Residential Life and/or the Division of Student Affairs are Campus Security Authorities. Campus Security Authorities must report crimes reported to them to the Safety Department.

### **Voluntary and confidential reporting of crime and other serious incidents**

Illinois Wesleyan University has several methods for individuals to report crimes and other serious incidents on a confidential basis. This assists the University in evaluating whether a Campus Safety Alert should be issued and helps collect valuable information about sexual assaults. Individuals may make a confidential report of a sexual assault to designated individuals on campus. A confidential report can be made to professional counselors at Counseling & Consultation Services and Health Services. Please see the Reporting and Confidentiality section of the University's Sex Based Harassment Policy for details on the abilities of different employees on campus to maintain confidentiality.

### **Monitoring and recording criminal activity at off-campus organizations**

The University relies on its close working relationships with local law enforcement agencies to receive information about incidents involving student(s) on campus. The Illinois Wesleyan University Campus Safety Department will actively investigate any crime information it receives concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member is the victim of a crime, the department may issue a Campus Safety Alert (that withholds the names of victims as confidential), detailing the incident and providing tips so that other community members may avoid similar incidents. The Bloomington Police Department is the University's primary Law Enforcement Agency and will investigate alleged criminal offenses that may take place on Illinois Wesleyan University property.

### **Access to campus facilities and residence halls**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. Members and guests must remember that the University is private property. Visitor policy can be found here: <https://www.iwu.edu/about/visitor-policy.html>. The University encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during weekday business hours. Individuals who wish to access University buildings or property during non-business hours or for special events should contact the appropriate department administrator, Conference and Event Services, or the Illinois Wesleyan University Campus Safety Department. Residence halls are locked 24 hours a day.

### **Security Considerations on the Maintenance of Campus Facilities**

Illinois Wesleyan University is committed to campus safety and security. Exterior lighting, sidewalks, steps and landscape control are critical parts of that commitment. Representatives from various departments take part in security surveys that help ensure a safe campus. Routine checks of lighting and safety issues are conducted as part of our patrol duties. Community members are encouraged to report any facility safety concerns to the Safety Department.

### **Campus Safety Alerts**

A timely warning will be issued for not only Clery Act reportable crimes but also for any crime that the University determines to represent a serious or ongoing threat to the safety of our community (on campus or in our surrounding neighborhood) that is reported to Campus Safety or local law enforcement agencies. That determination will be made by the Dean of Students or their designee. The timely warning will identify a potential threat or an on-going concern (withholding the names of victims as confidential) as well as provide crime prevention tips that can be used to reduce or eliminate the risk of becoming a victim of that crime.

### **Daily Crime Log**

The Illinois Wesleyan University Campus Safety Department maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and serious incidents that occur on campus, in a non-campus building or property, on public property, or within the Department's patrol jurisdiction. The Daily Crime Log is available for public review at the Department's headquarters located at 104 University Avenue. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the Department, as well as the disposition of the complaint, if this information is known at the time the log is created. The Department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances (namely, where the disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim).

### **Crime Prevention and Awareness**

Safety and crime prevention are top priorities at Illinois Wesleyan University. Together with other campus offices, the Campus Safety Department provides programs to enhance personal safety, teach proactive crime-reduction strategies, and help community members develop a sense of responsibility and agency in reducing their vulnerabilities to crime. Prevention programs address numerous topics, including but not limited to Residence Hall Safety, Personal Safety, Property Identification, Vacation Safety, Crime Reporting, and Fire and Weather Safety. Offices involved in prevention programming include Campus Safety, Counseling & Consultation Services, Arnold Health Service, Division of Student Affairs, Office of Residential Life, Office of Student Involvement, and the Office of Diversity and Inclusion.

### **Illinois Wesleyan Escort Program**

On request, the Illinois Wesleyan Campus Safety Department provides 24/7 safety escorts on university property. If you would like an escort, call Campus Safety at (309) 556-1111.

### **Emergency Blue Light Phones**

The Illinois Wesleyan University has strategically installed two-way blue call boxes around campus. They allow an individual in need of assistance the ability to speak directly with an operator. The appropriate emergency assistance can then be dispatched to your location. Red emergency phone boxes are located outside the main entrances of all Illinois Wesleyan University residential halls.

## Alcohol and Substance Policy

1. Illinois Wesleyan University endorses the Drug Free Schools and Campuses Act and the required provisions of that act may be found in the IWU policy statement regarding illicit drugs and alcohol. In compliance with the Department of Education's Drug Free Schools and Campuses Act (1989, Part 86) as a condition of receiving federal funds, or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
2. Illinois Wesleyan University prohibits the unlawful manufacture, distribution, possession, or use of alcohol and/or any illegal substance use, including unlawful prescription and over the counter drugs, on University premises. Anyone who violates any portion of this rule will be disciplined according to the severity of the violation. Such discipline may include termination of an employee and expulsion of a student as well as referral for prosecution by the appropriate law enforcement agency.
3. Any student, faculty member, or staff member convicted under a criminal drug statute for an offense which occurred entirely or in part at the University or in a University activity, whether on or off campus, must report that conviction. Generally, students will report to the Vice President and Dean of Students, faculty and others in the academic area to the Provost and Dean of the Faculty, and all others to the Vice President of Business and Finance. Reporting should take place within 5 days of the conviction. Failure to report such convictions may result in immediate separation from the University. The conviction, when reported, will be reviewed and disciplinary action may be taken as/if appropriate.
4. Throughout the year, programs on alcohol and drug abuse are sponsored by various departments and organizations of the University because the problem of alcohol and drug abuse impacts all of us directly and/or indirectly. Students or groups who wish to have alcohol at events must secure clearance through the Associate Dean of Students/Director of Fraternity and Sorority Life well in advance of the date of the event. A registration form will be required. No kegs or pony kegs are allowed on University property. Upon discovery of kegs, pony kegs or other common sources of alcohol, the items will be confiscated and disposed of by Campus Safety.
5. We believe that alcoholism and drug addiction are illnesses and should be treated as such, and that the majority of those who develop an alcohol or other drug addiction can be helped to recover. The University offers assistance by referral to an appropriate agency or other resource.
6. We believe the decision to seek diagnosis and accept treatment for any suspected illness is the responsibility of the individual. The decision to seek treatment will not be detrimental to enrollment and/or employment. We believe that confidential handling of the diagnosis and treatment of alcoholism and other drug addiction is essential. Illinois Wesleyan University does not have a formal treatment program. However, with over 2,000 full-time students and an appropriate faculty and support staff, there will be some who feel a need for assistance with an alcohol or drug-related problem. The Dean of Student Affairs and the Arnold Health Service professionals communicate with agencies in the community which offer assistance. Anyone desiring further consultation of substance abuse issues concerning assistance for himself/herself or a friend may contact the Vice President and Dean of Students, the Associate Dean of Students, Counseling and Consultation Services, Health Services, or the Director of Residential Life. Such consultations will be treated as confidential by the University.
7. While Illinois law allows limited medical and recreational cannabis use; using and possessing marijuana/cannabis in any form remains a crime under federal law. As a recipient of federal funding, such as financial aid and federal grants and contracts for research, IWU is required to

continue to prohibit the use and possession of all federally controlled substances – including marijuana for medical uses. Consequently, such activity will remain prohibited by IWU policy and the IWU Student Conduct Code. At the federal level, the Controlled Substances Act states that the growing and use of marijuana is a crime and federal enforcement agencies can prosecute users and growers of marijuana irrespective of state law. In addition to being a federal offense, the use of medical marijuana in the workplace and on campus is restricted by the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. It is those federal laws that require IWU to prohibit the possession and use of marijuana, including for medical purposes, on University property.

### **Sexual Assault and Related Offenses**

Illinois Wesleyan University will not tolerate sexual assault of any kind, including that of date or acquaintance rape. Attempted rape or sexual assault is also prohibited. Related offenses may include, but are not limited to, the unauthorized filming or viewing of sexual activity, i.e., the videotaping or watching of a consensual sexual act without the knowledge of one or more of the participants, “peeping”, the use of “viewing rooms” and similar conduct. Other examples of offenses may include inappropriate sexual touching or fondling, or nondisclosure of known HIV status or known sexually-transmitted disease (STD) to an intimate sexual partner prior to engaging in high risk sexual conduct, i.e., the exposure of the body of one person to a bodily fluid of another in a manner that could result in the transmission of either HIV or STD.

Where there is reason to believe that a sexual assault or related offense has occurred, the University will pursue disciplinary action against the perpetrator which may include suspension or dismissal from the University. It should be noted that a perpetrator may also face civil suits and/or criminal prosecution as well as campus disciplinary action. However, campus disciplinary processes are not dependent upon the filing or outcome of criminal or civil procedures. The campus has jurisdiction over alleged offenses by students or employees that occur on University property (such as classrooms and residence halls), in other locations in the immediate vicinity of the campus (such as nearby sorority and fraternity houses), and at University functions (such as Greek socials off campus). The University also has jurisdiction over alleged offenses between students and/or employees occurring off campus. Should the University believe that there is reasonable basis to believe that a sexual assault and/or a related offense may have occurred; the process will proceed whether or not the case is brought before civil or criminal adjudication. Please refer to the University’s Sexual Assault and Sexual Violence Policy for more complete information and resources regarding sexual assault.

### **Definitions of Sexual Misconduct at Illinois Wesleyan**

#### **Sexual Misconduct**

Sexual Misconduct encompasses many types of prohibited conduct, including, but not limited to: sexual harassment, sexual violence (including domestic and dating violence), gender-based harassment, sexual orientation harassment and sexual exploitation.

#### **Sex-Based Harassment**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (i) an employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct; or (ii) 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 recipient’s education program or activity; or (iii) Sexual/Relationship Violence (as

defined below). All such acts of sexual harassment are forms of Sexual Misconduct. Use of the term "Sexual Misconduct" throughout this Policy includes sexual harassment.

### **Sexual/Relationship Violence**

Sexual violence refers to physical sexual acts perpetrated against an individual's will or where an individual is incapable of giving consent. A number of different acts fall into the category of sexual violence, including: rape, sexual assault, sexual battery, sexual abuse, sexual coercion, fondling, non-forcible sexual activity with a person who is under the statutory age of consent, domestic violence, dating violence, and stalking. All such acts of sexual violence are forms of Sexual Misconduct. Use of the term "Sexual Misconduct" throughout this Policy includes sexual violence.

### **Gender-Based Harassment**

Gender-based harassment includes verbal, non-verbal and physical acts of aggression, intimidation, or hostility based on an individual's gender identity or gender expression, even if those acts do not involve conduct of a sexual nature. Gender identity is a person's internal, deeply felt sense of being either agender, woman, man, transgender or something else on or beyond the gender spectrum. Gender expression is an individual's characteristics and behaviors such as appearance, dress, mannerisms, speech patterns, and social interactions that are perceived as masculine or feminine. Gender-based harassment will exist if an individual is harassed either for conforming or failing to conform to stereotypical notions of their perceived gender. All such acts of gender-based harassment are forms of Sexual Misconduct. Use of the term "Sexual Misconduct" throughout this Policy includes gender-based harassment.

**Sexual Orientation Harassment:** Sexual orientation harassment includes verbal, nonverbal and physical acts of aggression, intimidation, or hostility based on an individual's actual or perceived sexuality, including but not limited to: asexuality, bisexuality, homosexuality, heterosexuality or something else on or beyond the sexuality spectrum. All such acts of sexual orientation harassment are forms of Sexual Misconduct. Use of the term "Sexual Misconduct" throughout this Policy includes sexual orientation harassment.

### **Sexual Exploitation**

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that the behavior does not otherwise constitute sexual harassment, sexual violence, gender-based harassment or sexual orientation harassment. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy.
- Prostituting another student.
- Non-consensual video or audio-recording of sexual activity.
- Non-consensual distribution, showing, display, or dissemination of video and/or audio recorded sexual activity (i.e. "revenge porn").
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual or non-consensual sex).
- Engaging in voyeurism.
- Knowingly transmitting an STD or HIV to another individual.
- Exposing one's genitals in non-consensual circumstances.

### **The Federal Campus Assault Victims Bill of Rights**

Survivors shall be notified of their option to notify law enforcement.

Complainant and accused must have the same opportunity to have others present.

Both parties shall be informed of the outcome of any disciplinary proceeding.

Survivors shall be notified of counseling services.

Survivors shall be notified of options for changing academic and living situations.

### **Changing living and academic situations**

If an Illinois Wesleyan University student who is a survivor of a sexual assault or relationship violence requests a change in her or his living arrangements or academic schedule, the Dean of Students Office will assist the student. In conjunction with the Dean of Students Office, the Dean of Students and/or their designee will make changes to a student's living or academic arrangements, as long as those changes are reasonably available.

### **Filing a report with the Illinois Wesleyan University Campus Safety Department**

If a survivor or witness of a sexual assault elects to contact the Illinois Wesleyan University Campus Safety Department to file a formal report of the assault, an officer trained in investigating sexual assault will work with the individual to gather the pertinent information. The survivor always retains the right to decide whether she or he wants to proceed with criminal prosecution. The officer will ensure that the survivor is provided with counseling resources and other assistance she or he may need. The safety of the survivor will always remain the top priority of Illinois Wesleyan University Campus Safety Department members.

### **Contacting Other Law Enforcement Agencies**

Students may also contact local law enforcement agencies. Members of the Illinois Wesleyan University Campus Safety Department and other University officials will assist the student in notifying and, if requested, contacting the appropriate agency in the applicable jurisdiction.

### **Filing an internal complaint within the University**

If you have been sexually assaulted, you have options for addressing such conduct. You may speak privately with a counselor or an adviser in the Counseling & Consultation Services Office or another confidential counselor. The University's response system is designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering a charge) a fair, prompt, and appropriate resolution process. The process is designed to help persons who need support as they address these incidents and incorporates both informal resolutions and formal disciplinary procedures. To resolve a complaint informally, University designated individuals are available to answer questions, provide guidance, discuss options, and refer persons to other appropriate resources. The primary role of the designated individuals is to see that the University responds promptly and fairly to complaints of sexual assault or harassment. The resolution of a formal sexual assault complaint is handled by the appropriate University judicial system. The full text of the protocol for handling informal and formal complaints is available from Counseling & Consultation Services Office and other University resources as well as online at: <https://www.iwu.edu/title-ix/sex-based-harassment-policy.html>. Procedures for resolving complaints regarding sexual harassment and assault are detailed in the University's Student Handbook, Staff Handbook and Faculty Handbook. In any case, both the complainant and the respondent are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the complainant and the respondent will be simultaneously informed of the outcome of any proceeding. During any sexual assault complaint proceeding, the University has a wide range of

latitude when determining sanctions. Those sanctions may range from probation to expulsion from the University.

### **Education, Prevention and Victim Services**

Numerous departments on campus and in our community provide education, prevention and victim services for victims of sexual assault. Illinois Wesleyan University Counseling & Consultation Services Office provides direct one on one or group counseling services for students and other members of the Illinois Wesleyan community. Outreach and prevention programs are provided in concert with the Illinois Wesleyan Arnold Health Services, Office of Residential Life, Dean of Students Office, Office of Student Involvement, Office of Diversity and Inclusion, Athletics, Campus Safety Department and Co-Curricular Programs. Bloomington Police Department, Normal Police Department and McLean County Sheriff's Department provide their expertise and professionalism to sexual assault victims. Stepping Stones, a YWCA program provides a 24-hour hotline, medical and legal advocacy, educational programs and individual counseling to victim(s) of sexual assault. The McLean County State's Attorney Victim Witness program also provides much needed services. The phone numbers for these programs are listed at the end of the report.

### **Title IX**

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity. Sexual harassment includes sexual violence, rape, sexual assault, and sexual battery or coercion. The University's Interim Title IX Coordinator is Karla Carney-Hall, Vice President for Student Affairs/Dean of Students (309) 556-3111 or [kcarneyh@iwu.edu](mailto:kcarneyh@iwu.edu). Information on other campus resources can be found at [www.iwu.edu/title-ix/](http://www.iwu.edu/title-ix/).

## **Crime statistics**

The Illinois Wesleyan University Campus Safety Department maintains a close relationship with the Bloomington/Normal Police Departments to ensure that it is notified of any crime report that is made directly to them. The Illinois Wesleyan University Campus Safety Department will disclose any crime reported directly to any local law enforcement agency that occurs on campus, in public areas immediately adjacent to or running through campus, and at certain non-campus facilities.

### **Definitions of reportable crimes:**

#### **Criminal homicide**

Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another. Negligent manslaughter. The killing of another person through gross negligence.

#### **Sex offenses**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

#### **Forcible**

Rape – 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, without the consent of the victim.

Fondling – 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.

#### **Non-Forcible**

Incest – Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non forcible sexual intercourse with a person who is under the statutory age of consent.

#### **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.

#### **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 a 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 that could and probably would result in serious personal injury if the crime were successfully completed).

#### **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 a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

**Motor vehicle theft**

The theft or attempted theft of a motor vehicle (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding).

**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.

**Domestic violence**

A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim.
- a person with whom the victim shares a child in common.
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under Violence Against Women Act), or
- 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**

Violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.

**Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress
- Course of conduct means two or more acts, including, but not limited to, acts which the stalker 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.

**Liquor law violations**

The University will report arrests (or referrals for campus disciplinary action, if an arrest was not made) involving 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 activities. (Drunkenness and driving under the influence are not included in this definition).

### Drug abuse violations

The University will report arrests (or referrals for campus disciplinary action, if an arrest was not made) involving violation 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 non-narcotic drugs (barbiturates, Benzedrine).

### Weapon law violations

The University will report arrests (or referrals for campus disciplinary action, if an arrest was not made) involving violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, sale, or possession of deadly weapons, the carrying of deadly weapons, concealed or openly, the furnishing of deadly weapons to minors, aliens possessing deadly weapons, and all attempts to commit any of the aforementioned acts.

Definition of location

- “On Campus” is any building or property owned by the University, contiguous to campus, educational in nature and student used.
- “Residential Facility” is any student residence owned and operated by the University.
- “Non-campus building and/or property” of any society or other student-used property not owned by the University.
- “Public property” comprising the streets and sidewalk surrounding campus.

### Sex Offender Information

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Illinois Wesleyan University Campus Safety Department is providing a link to the Illinois State Police Sex Offender Registry. The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State of Illinois concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. This information is maintained at this website: [isp.illinois.gov/Sor/](http://isp.illinois.gov/Sor/). On July 21, 2011, Governor Quinn signed into law Public Act 97-0155, which amended the Sex Offender Registration Act, effective January 1, 2012, to require all sex offenders employed by or attending an institution of higher education to register with the institution's “public safety or security director.”

Type of Offense	Year	On Campus	Residential Facility	Non-campus Building or Property	Public Property	Unfounded
<b>Criminal Homicide:</b>	2021	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Criminal Homicide:</b>	2021	0	0	0	0	0
Murder and Non-negligent	2022	0	0	0	0	0
Manslaughter	2023	0	0	0	0	0

<b>Forcible Sex Offenses: Rape/Fondling</b>	2021	5	5	0	0	0
	2022	4	4	0	0	0
	2023	4	2	1	0	0
<b>Non-Forcible Sex Offenses: Incest/Statutory Rape</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Robbery</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Aggravated Assault</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Burglary</b>	2021	1	1	1	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2021	1	0	0	0	0
	2022	0	0	0	0	0
	2023	1	0	0	1	0
<b>Arson</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Dating Violence</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Domestic Violence</b>	2021	1	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Stalking</b>	2021	1	1	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Arrests Liquor Law Violations</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Arrests Drug Law Violations</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0

<b>Arrests</b>	2021	0	0	0	0	0
<b>Illegal Weapons Possession</b>	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Judicial Referrals</b>	2021	37	37	0	0	0
<b>Liquor Law Violations</b>	2022	43	43	0	0	0
	2023	35	35	0	0	0
<b>Judicial Referrals</b>	2021	6	6	0	0	0
<b>Drug Law Violations</b>	2022	2	2	0	0	0
	2023	9	9	0	0	0
<b>Judicial Referrals</b>	2021	1	1	0	0	0
<b>Illegal Weapons Possession</b>	2022	1	1	0	0	0
	2023	0	0	0	0	0

### Annual Fire Safety Report

	Year	On Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
<b>Fire</b>	2021	1	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0

### Hate Crimes

The Clery Act requires institutions to separately report all hate crime statistics on any of the previously mentioned offenses plus larceny/theft, simple assault, intimidation, vandalism or any other crime involving bodily injury reported to local police agencies or to a Campus Safety authority, that manifest evidence that the victim was intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, nation origin or disability of the victim. For 2023, there were no hate crimes reported.

## **Annual Exercises**

An annual simulated campus emergency exercise will be conducted by the Illinois Wesleyan University Emergency Response Team. This exercise is to test and evaluate practical procedures to be used in the response to an actual campus emergency.

### **Annual Exercise 2021**

No exercise was held due to COVID 19, an active ongoing crisis.

### **Annual Exercise 2022**

The IWU Emergency Response Team convened twice in 2022. First, Eric Hodges (ISU), Mark Welker (Campus Safety IWU), and Leon Lewis (IT Director, IWU) facilitated a tabletop exercise featuring a cyber attack. An After Action Report is on file in the President's office. Second, the ERT met to review our responsiveness to COVID-19. While not a typical tabletop exercise, it was important to review our response and reflect on successes. A COVID-19 response document was created and is maintained by the Vice President of Student Affairs.

### **Annual Exercise 2023**

The IWU Emergency Response Team convened in 2023. Table top exercise for our emergency response team related to an off-campus athletic team bus accident with injuries (some life threatening).

### **Annual Exercise 2024**

The IWU Emergency Response Team convened for a tabletop exercise (TTX) related to an on-campus mass demonstration and property encampment scenario.

## **Violence Against Women Act of 2013/Reauthorized in 2022**

Illinois Wesleyan University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating, violence, domestic violence, and stalking. As a result, Illinois Wesleyan University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. Illinois Wesleyan University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community. For a complete copy of Illinois Wesleyan University's policy governing sexual misconduct, visit the Sexual Assault and Sexual Violence section on the Student Rights and Responsibilities site.

## **IWU Consent Definition**

**Consent:** Consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. The following factors should be considered by a person in determining whether another person has given consent:

A. consent is a freely given agreement to sexual activity,

- B. a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent,
- C. a person's manner of dress does not constitute consent,
- D. a person's consent to past sexual activity does not constitute consent to future sexual activity,
- E. a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another,
- F. a person can withdraw consent at any time, and
- G. 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:
  - i. the person is incapacitated due to the use or influence of alcohol or drugs;
  - ii. the person is asleep or unconscious;
  - iii. the person is under the statutory age of consent; or
  - iv. the person is incapacitated due to a mental disability

### **Education and Prevention Programs**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
2. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking.
3. Defines what behavior and actions constitute consent to sexual activity in the State of Illinois and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent.
4. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
5. Provides information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act. This includes the procedures to follow in the event a sex offense, domestic violence, dating violence, sexual assault or stalking has occurred, procedures for related disciplinary proceedings, and

possible sanctions or protective measures the University may impose following a final determination of such proceedings. The University has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation. The University offers prevention and awareness programs for all incoming students. These are mandatory for first-year students during "Turning Titan" orientation week. All new employees receive prevention and awareness programs provided by the Human Resource Department on an ongoing basis year around when warranted. Health Service, Counseling & Consultation Services, the Dean of Student Affairs, and Office of Residential Life present presentations throughout the academic year.

### **Procedures for Reporting a Complaint**

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and off campus as well as additional/possible remedies to prevent contact between a complainant and an accused party, such as housing, academic transportation and working accommodations. The University will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement. Students should contact the Vice President for Student Affairs/Dean of Students to discuss such measures. Employees should contact Human Resources. After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Carle BroMenn Medical Center located at 1304 Franklin Avenue, Normal, IL (309.454.1400).

In Illinois, the victim must provide their name and a police report is made. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so evidence that may assist in proving that the alleged criminal offense occurred/or is occurring may be preserved, and/or help in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators, or law enforcement. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police.

The University will assist any victim with notifying local police if they so desire. Bloomington Police Department may also be reached directly at 911 or in person at 109 E. Olive Street, Bloomington, Illinois. Their website can be found at [cityblm.org](http://cityblm.org). If you have been the victim of domestic violence, dating violence, sexual assault, or stalking you should report the incident promptly to the Interim Title IX Coordinator, Karla Carney-Hall, Vice President for Student Affairs/Dean of Students, (309) 556-3536, [kcarneyh@iwu.edu](mailto:kcarneyh@iwu.edu)) by calling, writing, or coming into the office to report in person and Campus Safety if the victim so desires. The University will provide resources, on campus off campus or both, to include

medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

The procedure the institution will follow when a sexual assault is reported:

1. Depending on when reported (immediate vs delayed report), the institution will provide the complainant with access to medical care.
2. Institution will assess the immediate safety needs of the complainant.
3. Institution will assist the complainant with contacting local police if the complainant requests AND the complainant will be provided with contact information for the local police department.
4. Institution will provide the complainant with referrals to on and off campus mental health providers.
5. Illinois Wesleyan will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties.
6. Institution will provide a "No trespass" (PNG) directive to the respondent party if deemed appropriate.
7. Institution will provide written instructions on how to apply for a Protective Order.
8. Institution will provide a copy of the Sexual Misconduct Policy to the complainant and respondent to inform both regarding timeframes for inquiry, investigation and resolution.
9. Institution will inform the complainant and respondent party simultaneously of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is.
10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

The procedure the institution will follow when a stalking, dating violence, or domestic violence is reported:

1. Institution will assess the immediate safety needs of the complainant.
2. Institution will assist the complainant with contacting local police if the complainant requests AND the complainant will be provided with contact information for the local police department.
3. Institution will provide written instructions on how to apply for a Protective Order.
4. Institution will provide written information to the complainant on how to preserve evidence.
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate

### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Illinois, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights.

Victims of violent crimes have constitutional rights. These rights apply whether the offender is an adult or a juvenile. Violent crimes include homicide, felony assaults and batteries, kidnapping, sexual assault and abuse, arson, domestic battery, misdemeanors that result in death or great bodily harm, stalking, driving under the influence, and violations of orders of protection, civil no contact orders and stalking no contact orders.

Some of the victims' rights become rights only if you request them. Contact your local state's attorney to request these rights. If you have questions or need referral services in your area, please call the Attorney General's Crime Victims Assistance Line, 1.800.228.3368 (TTY: 1.877.398.1130).

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Assistance Line at 1.800. 228.3368 (TTY: 1.877.398.1130) or visit the Attorney General's website at [www.illinoisattorneygeneral.gov/victims/cvc.html](http://www.illinoisattorneygeneral.gov/victims/cvc.html).

Any person who obtains an order of protection should provide a copy to Campus Safety and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for campus officer(s) and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but not limited to escorts, special parking arrangements, providing a temporary cell phone, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as define in 42 USC 1395 (a) ((20)). Further, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor include identifiable information regarding victims in the Campus Safety departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request.

## **Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

### ***On-Campus Resources:***

Illinois Wesleyan Counseling & Consultation Services  
Illinois Wesleyan Health Service  
Dean of Students Office  
Title IX Coordinator  
Illinois Wesleyan Campus Safety Department

### ***Off-Campus Resources:***

YWCA Stepping Stones, Rape Crisis Center – 309.827.4005

Bloomington Police Department – 309.434.2700

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://rainn.org> – Rape, Abuse, and Incest National Network

[www.justice.gov/ovw/sexual-assault](http://www.justice.gov/ovw/sexual-assault) - Department of Justice

[www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html) - Department of Education, Office of Civil Rights

## **How to be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. University education and promotion programs provide additional information on safe and positive options for bystander intervention. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## **Risk reduction**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you see something suspicious, contact law enforcement immediately by calling 911 or Illinois Wesleyan Campus Safety at 309.556.1111.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.) Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends and family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends and family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

15. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

16. **If you and/or the other person have been drinking,** you can say that you would rather wait until both have your full judgment before doing anything you may regret later.

### **Adjudication of Violations**

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator or Title IX Deputies for investigation regardless of if the complainant chooses to pursue criminal charges.

The University disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the complainant and respondent. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however, the proceedings timeframe allows for extensions for good cause with notice to the complainant and respondent of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, stalking and taught how to conduct an investigation and hearing process that protect the safety of the victim and promotes accountability. The POLICY provides that:

1. The complainant and respondent each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability.
2. The complainant and respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present.
3. The institution will allow for timely access to the complainant, the respondent and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings.
4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.
5. The institution provides the complainant and respondent the same opportunities to have others present during an institutional disciplinary proceeding. The complainant and respondent each have the opportunity to be advised by a personal advisor of their choice at any stage of the process and to be accompanied by that advisor at any meeting or proceeding.
6. A student conduct decision is based on the preponderance of evidence standard, i.e., "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the respondent student violated a University Policy or the University's Student Conduct Code?"
7. The complainant and respondent will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final.
8. The complainant and respondent each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved. A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the University's policy against Sexual Harassment ([iwu.edu/security](http://iwu.edu/security)) in order to remedy any hostile

environment. All conduct proceedings against students, however, will be resolved through the University's Student Code of Conduct.

### **Confidentiality**

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the University's ability to respond to the complaint may be limited. The University shall take all reasonable steps to investigate and respond to any reports of sexual assault, domestic violence, dating violence, or stalking, consistent with the request for confidentiality or request not to pursue the investigation-as long as doing so does not prevent the University from fulfilling its legal obligations and responsibility to provide a safe and non-discriminatory environment to all individuals.

### **Sanctions and Protective Measures**

In all cases, investigations that result in a finding more likely than not that a violation of the POLICY occurred will lead to the initiation of disciplinary procedures against the respondent. University sanctions for students include, but are not limited to, probation, suspension, or expulsion. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law. The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to, University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Illinois Wesleyan University. The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Fire Safety Report**

2020, there were no reported fires on campus.

December 4, 2021 at 10pm a fire was reported in the Center for Natural Science Learning and Research Center (CNS). A light fixture in the atrium caught fire. The sprinkler system activated and extinguished the fire. The damage due to the fire was negligible, however, it was necessary to clean up due to a significant amount of water.

In 2023, there were no reportable fires in residence halls.

	Fire Alarm System	Sprinkler System	Drill/Year
Acacia	X	X	1
Adams Hall	X	X	1
Alpha Gamma Delta	X	X	1
Blackstock	X	X	1
Dodds Hall	X	X	1
Dolan Hall	X	X	1
Ferguson Hall	X	X	1
Fricke	X	X	1
Gates	X	X	1
Gulick Hall	X	X	1
Harriett House	X	X	1
Kappa Delta	X	X	1
Kappa Kappa Delta	X	X	1
Kemp Hall	X	X	1
Magill Hall	X	X	1
Munsell Hall	X	X	1
Pfeiffer Hall	X	X	1
Phi Gamma Delta	X	X	1
Phi Mu Alpha	X	X	1
Sigma Alpha Iota	X	X	1
Sigma Chi	X	X	0
Sigma Kappa	X	X	1
Tau Kappa Epsilon	X	X	1
Theta Chi	X	X	1
1406 N. East Street	X	X	1

### Electrical Equipment and Appliances

Electrical equipment and appliances with an open heating element are prohibited in the residence halls. Such items include, but are not limited to, toasters, toaster ovens, hot plates, halogen lamps, space heaters, indoor grills and sandwich makers, etc. For the convenience of students living in traditional halls, a toaster is made available for use at the hall desk during the hours when it is open. Such a policy assures that the appliance will be monitored yet allows for students wishing to make a quick breakfast the opportunity to have one. Because of the higher level of responsibility accepted by students in small halls, one toaster will be allowed in each small hall kitchen. The toaster must be monitored at all times during use and unplugged when not being used. The privilege of a hall toaster will be revoked if the appliance is found plugged in and unattended three times during the academic year. Appliances that require alterations to the structure of the room and/or represent a risk to safety are subject to a \$50/day fine per item. Such items include, but are not limited to, air conditioners, light dimmers, ceiling fans, non-university locks, etc. Microwave ovens are permitted in student rooms. In the interest of electrical safety and to avoid the overload of electrical circuits, students are expected to use extension cords, power strips and surge protectors that are 14 gauge or greater.

## **Fires and Fire Safety**

Recognizing the serious threat of fires in the residence halls, Illinois Wesleyan University offers the following guidelines for student conduct concerning: the inappropriate use of and tampering with fire alarms and equipment; arson; evacuation; and fire hazards. Fire safety in the residence halls is a shared responsibility, and, to that end, the University has installed smoke and heat detectors and sprinklers in addition to the alarm system and firefighting equipment throughout the buildings. Students are urged to respect these lifesaving devices and must respond to all alarms appropriately. Students found abusing safety equipment (such as exit lights, stair rails, fire alarms and fire exits), causing false fire alarms or refusing to vacate buildings after alarm sounds or at the direction of a university official will be subject concurrently to both University and civil/criminal sanctions.

## **Arson**

Lighting fires in the residence halls is considered a serious offense that could result in suspension or dismissal from the University. Information concerning arson in the residence halls is given to the appropriate city department and can lead to criminal charges. Withholding evidence concerning a fire will result in disciplinary action.

## **Evacuation**

In case of a fire, it is important to know the location of the nearest fire exit and firefighting equipment. If you encounter a fire, follow these guidelines:

1. Isolate the fire by closing any doors.
2. Pull the nearest fire alarm.
3. Call 0 and/or 911 to report the fire.
4. Notify the residence hall staff.
5. Evacuate the building immediately when the alarm sounds.
6. Follow all residence hall staff members' instructions.

### **If your door is hot to the touch:**

1. Do not try to open the door. Remain in the room.
2. Wedge cloths under the door to keep the smoke out.
3. Open a window, wave sheets or a towel.
4. Stay low; breathe fresh air near the window.
5. If possible, dial 0 or 911 and report your situation and location.

### **If your door is cool and the hallway is clear:**

1. Exit via the nearest stairwell after closing your room door. Do not use elevators.
2. Close all doors as you leave.
3. If you encounter heavy smoke in a stairwell, go back and try another stairwell or exit.
4. If all exits are blocked, go back to your room.
5. Close your door and wedge clothes under the door to keep the smoke out.
6. Open a window, wave sheets or a towel.
7. Stay low; breathe fresh air near the window.
8. If possible, dial 0 or 911 and report your situation and location.

Failure to evacuate the hall when the fire alarm sounds could result in serious injury or death, and, at a minimum, may result in disciplinary action.

### **Fire Hazards**

Anything that may create a safety or fire hazard is not allowed in the residence halls. This includes, but is not limited to, candles, incense, large ceiling or wall hangings or wall paneling. Students should use extension cords and/or multi-plug adapters (a minimum of 14 gauge) equipped with a circuit breaker and UL approved. Please be reminded that circuits can be easily overloaded by simultaneous operation of high-draw electrical equipment such as hair dryers, stereos, televisions and refrigerators. Please refer to the "Electrical Equipment and Appliances" policy for further guidelines regarding what electrical items constitute a fire hazard. This policy is in accordance with the local fire codes. Possession, manufacture or use of fireworks or explosives on University property is expressly forbidden. Definition of these items includes, but is not limited to, firecrackers or sparklers, gunpowder and unstable or hazardous chemicals, except for those stored and used in appropriate laboratory facilities. No flammable or combustible liquids such as gasoline or kerosene may be stored in University housing.

### **Prohibitions: A Partial List of Banned Items**

The following materials are not allowed in the residence halls. The University may add items to this list as it deems necessary.

- Air conditioning units
- Incense
- Candles, unless the wick has been completely removed
- Candle warmers
- Lofts
- Ceiling fans
- Non-University locks
- Hard alcohol containers, full or empty
- Pets
- Beer and wine containers (for students under 21), full or empty
- Space heaters
- Toaster ovens
- Fireworks
- Toasters
- Waffle Makers
- Wireless networks
- Grills/Propane/Lighter fluid
- Traffic signs
- Halogen lamps
- Weapons
- Hand-made furniture
- "George Foreman" or like grills
- Hotplates
- Extension cords, power strips or surge protectors with a gauge of less than 14

**Staff Training**

The Illinois Wesleyan Office of Residential Life staff receives a comprehensive fire safety training program from senior hall staff at the beginning of each academic year. Emergency evacuation procedures are reviewed with staff and occupants of each respective resident hall. Supervised fire drills in University housing are conducted twice a year with the Office of Residential Life staff and the Illinois Wesleyan University Campus Safety Department.

**Reporting**

Faculty, staff and students are required to report all fires to the Illinois Wesleyan University Campus Safety Department.

Important Numbers

***Emergency***

**911**

**Illinois Wesleyan University Campus Safety  
(309) 556- 1111**

**Bloomington Police Department, Business  
(309) 820- 8888**

**Illinois Wesleyan University Arnold Health Service  
(309) 556- 3107**

**Illinois Wesleyan University Counseling & Consultation Services  
(309) 556-3052**

**Alcohol-Drug Education  
(309) 556-3052**

**Carle BroMenn Medical Center Emergency Department  
(309) 454-1400**

**St. Joseph Hospital/OSF Emergency Department  
(309) 662-3311 or (309) 624-1330 for the Emergency Charge Nurse**

**Poison Help  
1- 800- 222- 1222**

**PATH  
Rape Crisis Center via PATH  
(309) 827- 4005 (24-hour service)**

**Stepping Stones Rape Program  
(309) 827-4005**

**McLean County State's Attorney Victim Witness Program  
(309) 888-5400**

**Emergency Procedures**

**Illinois Wesleyan University, Updated August, 2023**

**Emergency Notification**

The VP for Student Affairs and/or the Director of Communications, in cooperation with the IWU Campus Safety Department, will determine if an emergency notification is warranted. An emergency notification will be made when a significant emergency or dangerous situation is an immediate threat to the health or safety of students and employees. Those threats may be, but not limited to, terrorist attacks, natural disasters, environmental incidents, weather, or criminal in nature. This notification will be made in a timely manner without delay. The content of such a notification will reflect information vital to the safety of the campus. Adequate follow-up information will be provided to the campus community as needed.

**University Communications**

The IWU Alert System will be used to notify students, faculty, and staff through cell phones, home phones, and email. To update your information for IWU Alert, please go to [my.iwu.edu](http://my.iwu.edu) > Banner Self Service > Ellucian Banner > Personal Information. The Illinois Wesleyan University Alert System is tested each semester by the Office of Communications

**Communication Procedures**

**Internal**

In cases of emergency, notification and communication will be done in a variety of ways. Messages will be broadcast through the campus-wide phone systems as well as campus email. The IWU alert system will also be employed to notify students, faculty and staff through cell phone, home phone or other designated number. To update your information for the IWU alert, click on the "Personal Information" link on Banner Self Service. A successful test of the IWU Alert Notification System was made on September 10, 2023.

**External**

The University Communications staff members will direct communication with the media and in most cases, the University Communications staff or the President will speak on behalf of the University. In emergency situations, when media personnel need information, please direct them to the Office of University Communication at 309-556-3181.

**Weather Emergencies**

**Tornado**

1. Be aware of the Civil Defense sirens used if a tornado is sighted.
2. If indoors, go to the lowest level of the building. Interior hallways or rooms are preferable, away from glass windows.
3. If outdoors, go to the nearest ditch or depression, away from power lines, buildings, and trees. Do not stay in a car or attempt to outrun the tornado.
4. After the tornado has passed, evaluate the situation and if emergency help is needed, call 911. Be aware of dangerous structural conditions. Report damaged facilities to Campus Safety at 309-556-1111 (or x1111 from a campus phone). **Note:** Gas leaks and power failures create special hazards. Do not light a match or smoke. Refer to section on utility failure.

5. Notify emergency personnel of persons with disabilities who are in the building and are not able to evacuate.
6. Do not use elevators in case of fire.
7. Once outside, move to a clear area a safe distance from and within sight of the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by **Campus Safety** or public safety personnel.

### **Winter Weather**

In the event that weather conditions delay the start of the work and class day or requires the closing of the University, the following will occur:

The President, the Vice President for Business and Finance and the Provost in the President's absence, will make the decision to either cancel classes, open late or close the University. Information relating to University closing or delayed start will be sent to students, faculty and staff via the emergency notification system. It will also be posted on the 309-556-1010 information line and provided to local radio and television stations.

### **Earthquake**

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. During an earthquake exit the building only after the shaking has stopped.
2. If outdoors, move away from utility poles and buildings. Always avoid power or utility lines as they may be energized.
3. After the initial shock, evaluate the situation and if emergency help is necessary, call 911. Be prepared for aftershocks.
4. Report damaged facilities to Campus Safety at 309-556-1111 (or x1111 from a campus phone). **Note:** Gas leaks and power failures create special hazards. Please refer to the sections on utility failures. Do not light a match or smoke.
5. Do not use elevators in case of fire.
6. Once outside, move to a clear area a safe distance from and within sight of the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by Campus Safety or public safety personnel.

### **Fire**

1. Pull Fire Alarm. Evacuate and close doors as you go without locking them.
2. Evacuate the building using the most direct route and nearest exit.
3. Report to the interior of a safe adjacent building for accountability.
4. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
5. Should you become trapped in a location, dial 911, inform emergency personnel of your location. If a window is available, place the largest and most visible piece of material available outside a window.
6. Do not use elevators in case of fire.

### **Medical Emergencies**

1. In case of serious injury or illness on the IWU campus, immediately dial 911. Give your name, describe the campus location, nature, and severity of the medical problem. If the situation allows, then call the IWU Arnold Health Service at 309-556-3107 (or x3107 if using a campus phone and Campus Safety at 309-556-1111 (or x1111 from a campus phone).

2. Remain with the injured/ill individual until assistance arrives.

### **Psychological Emergencies**

A psychological crisis exists when an individual is threatening harm to one-self or to others, or appears to be out of touch with reality. During normal business hours (M-F, 8-12, 1-4:30):

1. If there is concern for immediate harm to the person or others (e.g. someone with a weapon threatening to use it on self or others; someone putting him/herself in harm's way), call 911. Clearly state you need immediate assistance, giving your name, your location and the potential danger. If the situation allows, then call Illinois Wesleyan University Campus Safety at 309-556-1111 (or x1111 from a campus phone), notify Campus Safety of the situation and ask them to call Counseling & Consultation Services and share information about the crisis.

2. If the nature of the situation appears to be a crisis but there appears to be no sign of potential imminent (immediate) danger, call Counseling & Consultation Services (CCS) at 309-556-3052 (or x3052 from a campus phone), identify yourself, clearly state that you are dealing with a psychological crisis and need to consult with a clinician. In consultation with the clinician, it may be determined that a clinician will come to your location, that you may accompany the person to (CCS) to meet with a clinician immediately or that 911 should be called.

#### ***After hours (after 4:30pm M-F or on Saturday or Sunday).***

1. If there is concern for immediate harm to the person or others (e.g. someone with a weapon threatening to use it on self or others; someone putting him/herself in harm's way), call 911. Clearly state you need immediate assistance, giving your name, your location and the potential danger. If the situation allows, then call Illinois Wesleyan University Campus Safety at 309-556-1111, notify Campus Safety of the situation and ask them to apprise the Emergency Consultation Team member of the situation.

2. If the nature of the situation appears to be a crisis but there appears to be no sign of potential imminent (immediate) danger, call Campus Safety at 309-556-1111, identify yourself, apprise Campus Safety of the situation and have them contact the Student Affairs Emergency On-Call team for assessment. Please provide the phone number where you can be reached and your location.

### **Notification of a Death of Student**

Any member of the University faculty or staff who learns of a student death should immediately notify the Dean of Students Office at 309-556-3111 or the Dean of Students directly if the office is closed.

### **Notification of a Faculty/Staff Member's Death**

Any University employee who learns of a faculty member's death should immediately notify the Provost at 309-556-3101. Any University employee who learns of a staff member's death should immediately notify Human Resources at 309-556-3971.

In all circumstances of a death on campus: If a death occurs on campus, dial 911 and Campus Safety at 309-556-1111 (or x1111 from a campus phone). Be certain to give them the name of the University, specific location and nature of the situation. Secure the area and assist with crowd control. Send somebody to meet and direct emergency personnel to the location.

### **Disturbances and Demonstrations**

Most campus demonstrations will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. Interference with the usual operations of the University
2. Prevention of access to office, buildings or other University facilities.
3. Threat of physical harm to persons or damage to University facilities. If any of these conditions exist, contact Campus Safety at 309-556-1111.

### **Active Shooter**

We strongly recommend that everyone view a video about active shooters that is recommended by the FBI: [www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources](http://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources)

Our campus protocol is as follows:

1. If an active shooter is present, you will be notified by an IWUAlert message of the issue and area of concern. In accordance with the guidance in the video, you should either evacuate (if that can be done safely) or secure your location.
2. Bloomington Police will be responsible for all instructions once they arrive on the scene. Any additional updates will be provided via IWUAlert and email.
3. An IWUAlert will notify the campus community when the crisis is under control. A notice will also be posted on our homepage of the University website.

Please use the IWU Alert system to include a trusted adult cell phone number so they may also receive alerts when you do. We will post announcements to our website to keep the community informed.

Depending on the situation, we will also activate a call center to respond to questions and concerns.

### **Bomb Threat**

1. If you observe a suspicious object which may be a potential bomb on campus, do not handle the object. Clear the area and immediately call 911.
2. Any person receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information as possible.
  - a. Time of call and phone line the threat was received.
  - b. Description and the location of bomb.
  - c. Perceived personal characteristics and gender of person.
  - d. Noticeable speech pattern, accent, etc.
  - e. Description of any background noise.
  - f. Reason bomb was placed on campus.
3. The emergency personnel will conduct a detailed bomb search. Do not touch any suspicious objects.

4. If building evacuation alarms sound or you are instructed to leave by the Campus Safety or public safety personnel, leave by the nearest marked exit and alert others to do the same. Assist the persons with disabilities in exiting the building.
5. Do not use elevators in case of fire.
6. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
7. Once outside, move to a clear area a safe distance from and within sight of the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by Campus Safety.

### **Hazardous Materials**

1. Report spillage of a chemical or hazardous material immediately to 911 and Campus Safety. Do not return to the affected area.
2. Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.
3. When reporting, be specific about the nature and location of spilled material.
4. Persons not trained in spill techniques should immediately evacuate the area.
5. Campus Safety will notify the Director of the Physical Plant, the Bloomington Fire Department, the McLean County Sheriff and the Emergency Services Disaster Agency as required.
6. Notify emergency personnel of persons with disabilities who are in the building and are unable to evacuate.
7. Do not use elevators in case of fire.
8. Once outside, move to a clear area a safe distance from and within sight of the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by Campus Safety or public safety personnel.

### **Utility Failure**

1. In the event an electrical failure occurs during regular working hours, notify Physical Plant at 309-556-3066. After hours, holidays and on weekends contact Campus Safety at 309- 556-1111.
2. Emergency lighting is installed in all stairwells, major hallways and some restrooms. In the event of utility failure, remain in place unless directed to leave the building.
3. If there is danger to the building occupants, call 911.
4. Notify emergency personnel of persons with disabilities who are in the building.
5. If directed to leave the building, move to a clear area a safe distance from and within sight of the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by the Office of Campus Safety.

**Electrical/Light Failure:** During daylight hours, proceed to an area which is lighted by natural light. During hours of darkness, stay in the affected area until lighting is restored. It is advisable to have a flashlight and portable radio available for emergencies.

**Elevator Failure:** If you are trapped in an elevator, activate the elevator alarm and/or use the emergency telephone to notify Campus Safety at 309-556-1111. Never attempt to exit an elevator stopped between floors.

**Plumbing Failure/Flooding:** Cease the use of all electrical equipment. Notify Physical Plant at 309-556-3066. If necessary, vacate the area. After hours, call Campus Safety at 309-556-1111.

**Serious Gas Leak:** Vacate the area. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Notify Campus Safety at 309-556- 1111. Do not smoke, light matches or use lighter.

**Steam Line Failure:** Notify Physical Plant at 309-556-3066. After regular hours, call Campus Safety at 309-556-1111. If necessary, vacate the area.

**Swimming pool mechanicals** (chlorine alarm sounds, main pool circulating pump fails, or pool water temperature, building temperature and humidity are abnormal): Vacate the pool area. Notify Physical Plant 309-556-3066 or Campus Safety after hours at 309-556-1111.

**Ventilation Problem:** If odor comes from the ventilation or equipment, vacate the area. Notify Physical Plant at 309-556-3066 or Campus Safety at 309-556-1111 after hours.

## **Emergency Operations Plan**

### **Preface**

Most critical incidents and emergencies that occur on the IWU campus are handled by personnel and resources within the University's day-to-day structures. A small percentage of them will require a coordinated effort and response on the part of campus officials and other emergency responders. Emergency response personnel and institutions must be able to effectively communicate during an emergency or disaster and those at the center of the university, as well as stakeholders external to the university property, need timely and accurate means of understanding and responding in emergencies. This plan is not intended to include the tactical and operational considerations necessary to manage an incident. Rather, it is intended to provide guidance on the University's preparedness for handling emergencies at a strategic level.

### **Statement of Policy**

This plan is intended to be a comprehensive administrative plan for the protection of life and property at Illinois Wesleyan University. The policies and procedures contained in this plan will be followed by any administrator, faculty member or staff member whose position and/or duties are expressly addressed or implied by this plan. Whenever an emergency affecting the campus reaches such proportions that it cannot be handled by routine measures, the University President or designee may declare a state of emergency and shall cause implementation of this plan.

## **General Response Guidelines to Campus Conditions**

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 4131, an emergency is defined as: "Absent a Presidentially-declared emergency, (is) any incident(s) human-caused or natural that requires responsive action to protect life and property."

In addition, the following definitions are provided to assist in the planning and response to predicted or existing campus conditions.

### **Normal Campus Conditions**

When a normal campus condition exists, no unusual response or planning activities are necessary. Normal campus conditions are handled by routine operations (i.e. Campus Safety, Physical Plant, and Student Affairs Emergency Consultation Team).

### **Critical Incident (Minor emergency)**

A critical incident or minor emergency is any event in which the initial impact is limited to a specific segment or subgroup of the University. A critical incident causes significant disruption to the subgroups which they affect, but does not disrupt overall institutional operations. During a critical incident, the Director of Campus Safety and University leadership will direct the incident response (i.e. pipe break in a fraternity house, sprinkler system malfunction).

### **Crisis (Major Emergency)**

A crisis or major emergency is any event that disrupts the orderly operations of the University. A crisis affects all of the institution and often raises questions or concerns over closing or shutting down the institution for a period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require incident command, which will be led by the highest law enforcement authority responding. An example of a crisis may be a major fire in a campus building.

### **Disaster (Severe Emergency)**

A disaster is an event in which the nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential. In all cases of disaster, an incident command structure will be activated and appropriate support and operational plans will be executed. (Examples of disasters include pandemic flu outbreak and major tornado)

### **General Assumptions**

1. An emergency may occur at any time, day or night, weekend or holiday, with little or no warning.
2. Most incidents will be handled using local resources, but some may require the support of outside authorities.
3. Incident plans must be flexible and capable of modifications to mitigate injury, damage and recovery.

4. An emergency or disaster may affect the local community and outside resources may not be immediately available to the University.
5. Media events must be immediately and properly addressed to mitigate the spread of rumors, panic and other effects of miscommunication.
6. Operational requirements must be sustainable and, at the discretion of the President, personnel may be assigned longer work shifts, and regular time off, vacations and holidays may be interrupted.
7. Communications are likely to be disrupted in an emergency due to damage to infrastructure or burdens placed on communication systems. Redundant communication systems must be in place and utilized in cases of emergency or disaster.

### **Declaration of a State of Emergency**

The decision to declare a state of emergency for the IWU campus rests solely with the University President or designee. Upon notification of a critical incident or emergency, the University President will notify the coordinator of the University Response Team and the Director of Campus Safety who will make the appropriate notifications to the campus.

### **Critical Tasks**

1. Persons on campus should be controlled. Only registered students, faculty and staff are authorized to remain on campus. Unauthorized persons remaining on campus may be subject to arrest.
2. Nonessential persons shall be restricted from the incident site. Only faculty, staff and student volunteers who have been assigned to the management duties of the incident will be allowed to enter the immediate incident site. The incident site may be a crime scene that needs to be protected and/or the incident site may not be known to be safe. Only authorized responders should gain entry until proper authority has returned the site to the general use of the University.
3. Communications and media relations duties should be performed. Effective communication plays a critical role during any emergency. In almost all emergencies, the University will need to communicate with internal audiences, including students, faculty and staff. Depending on the severity of the situation, it is likely that the University will need to communicate with external media sources, parents and wider audiences. A communications support plan is located in the support functions of this plan.
4. All media inquiries should be directed to the University Communications staff. In order to ensure consistency and common messages, all media inquiries will be handled by University Communications.
5. Other notifications will be made or delegated by the President. Notifications to the Board of Trustees, key community or governmental agencies, or other University affiliates will be determined by the President and made or delegated accordingly.

### **Incident Management Team**

#### **Incident Commander**

The Incident Commander (IC) has overall control of any incident. All decisions that require campus evacuation, closure or restrictions, postponements and resumptions and special circumstance personnel policies fall within the purview of the incident commander. In most cases, the incident commander will be the senior fire official or public safety official who has also had incident command system training and related experience.

### **Command Staff**

The Command Staff consists of special staff positions of a Communications Officer, Safety Officer, Liaison Officer and other positions that work closely with the Incident Commander. The functions of the Command Staff include, but are not limited to the following:

- Command staff members will advise the Incident Commander of all campus-wide policy matters as they relate to the campus crisis or disaster.
- Command staff members will assist in the implementation of policy strategies developed to mitigate the effects of the crisis or disaster.
- Command staff members will maintain liaison with the city of Bloomington, McLean County, State and Federal agencies as necessary.

### **Communications Officer (CO)**

Preparedness and training for emergency media communications procedures shall be conducted under the direction of the Vice President for Public Relations or designee who is acting as the Communications Officer.

The Communications Officer will coordinate all communications functions during a state of emergency. Using information provided by others, the CO will provide timely information on the status of the University and information regarding any emergency measures being undertaken.

Communications methods may include, but are not limited to:

- Email messages to students, faculty and staff
- Voice and/or text messages
- Mass messaging via voicemail
- Web-based messages
- Phone bank with a special hotline number that would be staffed during emergencies
- Emergency Signage
- News releases to the media
- News conferences with the media

The University has two basic guidelines to observe in any emergency incident:

- Only authorized spokespersons, such as the President, Vice President for Public Relations or designee will meet or talk with the media.
- Only factual information is to be released; no speculation will be offered.

### **Safety Officer (SO)**

The Safety Officer, in conjunction with the local police, fire and medical officials monitors incident operations and advises the Incident Commander on all matters related to operational safety, including the health and safety of emergency personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiple agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations.

The Safety Officer for IWU is the Director of the Physical Plant or designee.

### **The Liaison Officer (LO)**

The Liaison Officer will be designated as the point of contact for representatives of other agencies, nongovernmental organizations, and/or private entities. Coordination of assistance and resources will all be made through the Liaison Officer.

The Liaison Officer for IWU is the Director of Campus Safety or designee.

### **Additional Command Staff Positions**

Additional command staff positions may also be necessary depending on the nature of the location of the incident and/or specific requirements of the crisis. For example, a medical and/or mental health advisor may be needed to provide advice and recommendations to the IC in the context of incidents involving medical or mental health services, mass casualty, acute care or mass prophylaxis particularly in the response to a bio-terrorism event.

### **Other Administrative Duties and Responsibilities**

#### **1. Vice President for Enrollment and Marketing (VPEM)**

The VPEM or designee is:

- Responsible for developing communications to be disseminated to internal and external audiences
- Establishes the media center and provides information to the media.
- Acts as the university public information officer for the duration of the incident.

#### **2. Information Technology**

The Director of Information Technology or designee:

- May establish an emergency telephone center to respond to inquiries from parents, family and other relatives of students and to faculty and staff.
- Works with VPEM on web-based, phone-based and mass messaging as appropriate.
- Is responsible for recovery of electronic records.

#### **3. The Director of Campus Safety**

The Director of Campus Safety and the on-duty security supervisor:

- Maintains facilities in a state of readiness during an incident (radios are charged, keys are available, bullhorns are in working order)
- Takes immediate and appropriate action to protect life and property and safeguard University records as required.
- Obtains law enforcement assistance from city, county, state or federal agencies as needed.
- Provides traffic control, access control, perimeter and internal security control and coordinates fire and EMT services as needed.

#### **4. The Director of Physical Plant**

The Director of Physical Plant or designee:

- Provides equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, perform damage assessment, clear debris, make emergency repairs and protect equipment.
- Provides vehicles, equipment and operators for the movement of personnel and supplies, and assigns vehicles as needed.
- Obtains the assistance of utility companies as required during emergency operations.
- Furnishes emergency power and lighting systems.

- Surveys habitable spaces and relocates essential services and functions.
- Provides and equips primary and alternative sites for the emergency operations coordination.

#### 5. The Vice President for Business and Finance

The Vice President for Business and Finance or designee:

- May initiate the emergency alert system in consultation with the President or designee.
- Coordinates and has oversight of the activities of outside regulatory, investigative or insurance related agencies.
- Manages the request for the spending authority necessary to conduct emergency operations.
- Identifies funding for clean-up and recovery expenses
- Works in conjunction with Human Resources to manage the staffing resources needed to staff the emergency.

#### 6. The Vice President for Student Affairs/Dean of Students

The Vice President for Student Affairs or designee:

- Provides for the dissemination of information and directives intended for the on-campus student population.
- Provides temporary or alternate housing and food service facilities for the on-campus student population affected by the incident.
- Provides temporary housing and food services for off-campus students who have been directed to remain on campus or who are unable to leave campus.
- Works with the food service contractor to ensure appropriate supply and distribution of food and water to those affected and responders.
- Provides temporary housing and food services for emergency response personnel and university staff directed to remain on campus for extended periods of time.
- Provides counseling, faith-based services, and acute medical care.

#### 7. Director of Human Resources

The Director of Human Resources or designee:

- Provides for the dissemination of information and directives intended for the on-campus staff population.
- Works with the Vice President for Business and Finance to ensure appropriate staffing patterns in response to an incident.

#### 8. Provost and Dean of the Faculty

The Provost and Dean of the Faculty or designee:

- Provides for the dissemination of information and directives intended for the faculty.
- Works with the Registrar to postpone or relocate academic functions

#### 9. Vice President for University Advancement (VPUA)

The VPUA or designees will:

- Staff incoming phone lines communicating to internal and external audiences the nature of the emergency and the University's planned response. This information will be provided by the VPEM.

## **Emergency Notification Process**

### **Initial Response**

Each emergency occurring on campus should be reported to the Campus Safety Department (x1111) and the Bloomington Police Department (911) if necessary. Upon receiving notification of a reported emergency, a safety officer and/or BPD officer will be dispatched to the scene and the need for additional services will be assessed. Assistance will be requested by BPD for additional public safety, fire and medical personnel as appropriate.

### **Secondary Response**

The Director of Campus Safety or designee will contact the University Response Team coordinator for incidents considered to be a crisis or major emergency.

The University Response Team Coordinator (Vice President for Student Affairs) will contact the following:  
President

Provost and Dean of the Faculty

Vice President for Business and Finance

Vice President for Enrollment and Marketing

Vice President for University Advancement

The above individuals are responsible for then contacting the following:

Associate Provosts

Assistant Deans and Registrar

Director of the Physical Plant

Director of Human Resources

Director of Information Technology

Director of University Dining if applicable

Director of University Communications

Director of Health Services

Director of University Counseling & Consultation

Director of Residence Life

In the event that an individual is not reachable, notification will be delegated to the staff member designated in charge. University Response Team members will be instructed to report to either the site of the incident or at the command post at 212 Holmes Hall or E005 Center for Natural Sciences CNS.

## **Emergency Contact Information**

**(dial 7 if using an on-campus line and 556 if calling a campus extension from off-campus)**

### **IWU Campus Safety**

Mark Tallman, Director of Campus Safety

309-556-1111

### **Police Services**

911

### **Bloomington Police Department**

309-820-8888

**Fire and Rescue**

911

**Bloomington Fire Department**

309-434-2500

**Carle BroMenn Medical Center**

309-454-1400

**OSF St. Joseph's Hospital**

309-662-3311

**Physical Plant**

Kenton Frost

309-556-3066

**Information Technology**

Contact - Rick Lindquist

309-556-3900

**Academic Affairs**

Contact – David Marvin

309-556-3101

**Business Affairs**

Contact – David Myron

309-556-3527

**Dean of Students**

309-556-3111

Contact - Karla Carney-Hall

Backup - Prince Robertson

Backup - Kyle Griffith

**Counseling Services**

Contact - Jojo Mitchell

309-556-3052

**Health Services**

Contact - Jennifer Toolhill

Backup - Joan Boesen

309-556-3107

**Residential Life**

309-556-3113  
Jermaine Ferguson  
Backup - Doug Meyer

**Communications**

Ann Aubry  
309-556-3874  
Julia Perez  
309-556-3960

**Human Resources**

309-556-3971  
309-556-3120

**Sodexo Campus Services**

Tripper Phipps  
309-556-3167

**President's Office**

Sheahon Zenger  
Office: 309-556-3151  
Julie Anderson  
Office: 309-556-3151

**Registrars**

Leslie Betz  
Office: 309-556-3161

**Business Office**

David Myron  
Office: 309-556-3527

**Provost Office**

David Marvin  
Office: 309-556-3101

**Admissions**

LeAnn Hughes  
Office: 309-556-3221

**State Fire Marshal**

217-785-4714

**Arson Investigation**

800-252-2947

**Illinois Department of Public Health**

800-782-7860 (emergency line)

**Illinois Environmental Protection Agency**

800-782-7860 (emergency line)

**McLean County Health Department**

309-888-5450

**Center for Disease Control Emergency**

770-488-7100

**McLean County Coroner**

309-888-5210

**Red Cross - McLean County Chapter**

309-662-0500

**Responsibilities**

The Director and Assistant Director of Communications will act as the Public Information Officers (PIO) and are responsible for gathering official information and communicating that information to the President and other officers of the university, senior staff, the media, internal audiences and the general public during emergencies or disasters. The PIO will maintain a list of current media outlets and contacts.

The following information concerning major emergencies/disasters will be provided to the media as soon as appropriate:

- Nature of emergency or disaster
- Location of emergency or disaster
- Time of incident
- Number of people involved
- Continuing hazards
- Environmental Impact
- Economic impact, if relevant
- Agencies involved in response
- Scope of agency involvement and activity
- Extent of estimated damages
- Safety instructions
- How the public may volunteer and provide assistance
- Telephone number/website for additional information

In addition to communicating with the media, the PIO will develop and lead communication efforts to the internal university community working with other departments as necessary. Emergency information efforts will focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter.

## **Emergency Public Information**

The PIO will arrange for the release of information to the media through standard print and broadcast channels. In addition, the PIO is able to communicate directly to the University community through various mediums including websites, phone and SMS.

- The PIO is responsible for establishing an emergency template for the IWU website that may be used as a key information source for members of our campus community, public and media.
- The PIO is responsible for verifying the accuracy of all information to be released to the public with the on-scene Incident Commander.
- The PIO will ensure that a system exists for responding to the inquiries of families regarding the status of campus occupants.
- The PIO will identify additional spokespersons from other departments, areas of expertise, or administrative units, and will work with these individuals to prepare for and coordinate media contact.
- The PIO will coordinate with the Associate Provost to prepare accessible materials for people with special needs as necessary.
- The PIO will coordinate with Human Resources and International Programs to prepare materials for non-English speaking people as necessary.
- Large-scale emergencies and disasters such as acts of terrorism will require close and extended coordination with city, state and federal agencies. The PIO will serve as a representative to Joint Public Information Centers if they are established as a result of the emergency or disaster. The PIO will ensure that information flows to and from the centers and will coordinate all media requests for information, interviews, scene access relating to the university.

## **Policies**

- Only the PIO will disseminate public information to the appropriate media, agencies, and individuals using established procedures. The University will attempt to notify those most affected and the immediate University community (students, faculty, staff and parents) before communicating more broadly to the public.
- If it becomes necessary to establish a news briefing room, the PIO will coordinate space for this purpose. News media personnel will be informed of the location and asked to report to this facility.
- In the event of a protracted disaster or emergency, public updates will be issued on a regular basis.
- All information released to the news media during an emergency will be posted on the web and accessible from the University website.

## **Public Information Resources**

### **TV Stations**

WHOI & WEEK - HeartLand of Illinois

309-698-2525

WMBD - CI Proud

309-688-3131

### **Radio Stations**

WJBC

309-829- 1221

WGLT

309-438-2255

WBNQ

309-828-1015

### **Newspapers**

Pantagraph

309-829-9000

Peoria Journal Star

309-686-3000

### **Physical Plant**

This section provides an overview of how the Physical Plant will respond to emergencies relating to building operations and utilities interruption.

### **Types of Services**

- Building service and system restoration
- Building floor plans and utility maps
- Utility service restoration
- Utility shut off
- Temporary repairs – damaged doors or windows
- Clearing of debris
- Clean up – flood, fire, vandalism, etc
- Confined space entry and air quality measurements for the entry

#### **1. Material, supplies and equipment**

The Physical Plant maintains quantities of equipment that will be of use for many emergency response situations. This includes vehicles of various types, power and hand tools, generators and other equipment.

#### **2. Damage Assessment**

Physical Plant will work with outside firms to assess damage to University buildings when necessary to determine whether a building can be occupied.

### **3. Debris Management**

Physical Plant is responsible for coordinating, conducting and arranging for outside assistance, when necessary, regarding the removal of debris generated by any emergency or disaster. The Physical Plant will work to develop a debris separation plan to ensure proper disposal.

### **4. Pipeline Safety**

Physical Plant maintains maps of locations of all pipelines on University property and will work with providers and emergency personnel to respond to any pipeline emergencies.

### **5. Hazardous Materials**

The Physical Plant shall maintain the location of all hazardous materials at the University and keep Material Safety Data Sheets (MSDS) for all materials that are required to have an MSDS. Physical Plant will coordinate cleanup of hazardous material incidents with the Bloomington Fire Department or other outside agency when necessary.

### **Departmental Responsibilities**

To the extent that damage is minimal and relocation activities are not required, the Physical Plant shall be responsible for all site cleanup, debris removal and emergency or minor repairs. In the event that major remodeling or rebuilding is necessary, the Physical Plant shall be responsible for the coordination of the repairs. Relocation of building activities will be coordinated with the Physical Plant and the appropriate building personnel.

### **Property loss reporting requirements**

Preliminary reports and the plans for recovery and relocation shall be provided to the Vice President for Business and Finance as soon as practical.

### **Evacuation assistance and mass care**

The Physical Plant will be involved in pre-planning and developing procedures for the evacuation of individual facilities. Whenever possible, Physical Plant personnel familiar with a given facility should be utilized to assist in activating evacuation plans.

The Physical Plant is responsible for opening and setting up shelters. Physical Plant staff will be used to maintain any shelters in a habitable condition.

### **Utilities Restoration**

Interruptions of electrical supply, gas supply, water supply, and/or steam, as specific hazards for the University, would be considered emergencies. Thus, the Physical Plant maintains staff and plans for responding to these situations. In general, the Physical Plant will:

- Report major utilities outages to Campus Safety, which will result in the notification of the University Response Team
- Communicate and coordinate with the provider of the utility (water, gas, electric) and/or steam plant operations personnel
- Initiate repairs as soon as possible
- Provide technical details of the situation to the PIO and Incident Commander
- Contact other university departments affected by the outage so they may initiate appropriate continuity plans
- Maintain call lists of all personnel

## **Health Emergencies**

### **Health and Medical - Administration**

The University is subject to emergencies that can pose a significant risk to students, faculty, staff and visitors. Examples include infectious disease outbreaks, incidents of bioterrorism or other natural or human constructed disasters. This section describes a coordinated response to public health emergencies which will enable the University to continue operation, to protect the public's health and the environment and to prevent the occurrence and transmission of disease.

The Arnold Health Center, McLean County Health Department and the Illinois Department of Public Health will have responsibility to ensure a coordinated and effective response to public health emergencies on campus. The responsibilities and procedures outlined in this section pertain to emergency situations only. Depending on the emergency, additional departments with specific responsibilities during a public health emergency will assist as needed.

### **Health and Medical – Operations**

#### **Outbreak Investigations**

Infectious disease outbreak investigations will be conducted by the McLean County Health Department and/or the Illinois Department of Public Health in collaboration with Arnold Health Services. Standard protocols for outbreak investigations will be followed, including case finding (collecting information about cases and contacts, collecting specimens as needed, analyzing findings to time, place and person, and executing control and prevention measures). Disease specific protocols will be used to enhance approach. In the event of bioterrorism, all investigative activities will be coordinated with the FBI and other appropriate law enforcement agencies at the state and local level.

#### **Public Health Response Recommendations**

During public health emergencies, the Director of Arnold Health Services will develop response recommendations for the University following consultation with the McLean County Health Department and the Illinois Department of Public Health. Depending upon the nature of the event, recommendations may include canceling classes/events, mass clinics, evacuating or closing buildings, etc. These recommendations will be made to the Emergency Response Team.

#### **Mass Dispensing Sites**

Mass clinics may be used to administer vaccines or distribute antimicrobial agents as a prophylaxis or treat measure to prevent or control additional cases of disease or illness. The Arnold Health Service will coordinate with the McLean County Health Department to establish mass dispensing sites on campus when needed.

## **Medical Care**

### **First Response/Emergency Medical Services**

In general, first aid will be provided by Arnold Health Services. The Bloomington Fire Department and Carle BroMenn Medical Center personnel will handle first response to medical emergencies. Three automated external defibrillators are available at the Shirk Center, (concession stand, fitness center, training room) and one is located in the Campus Safety vehicle.

### **Decontamination**

The Bloomington Fire Department will take responsibility for on-scene decontamination. Carle BroMenn Medical Center has the capacity and written protocol for decontaminating individuals who have been exposed to chemical contamination and present it to its emergency department.

### **Environmental Health and Safety**

The Physical Plant is responsible for assessing the environmental hazards posed by various situations. If environmental contaminants are suspected, Physical Plant will coordinate sample collection and analysis with the McLean County Health Department, Illinois Department of Public Health and the Illinois Environmental Protection Agency. In the event of bioterrorism, all sampling activities will be coordinated with the FBI and other appropriate law enforcement agencies at the state and local level.

### **Law Enforcement**

The IWU Office of Campus Safety is a full-time agency responsible for the safety and security of University personnel and property. IWU Campus Safety employs unarmed security officers and administrators who have all been trained in National Incident Management System (NIMS) protocol. The Safety Officers utilize vehicle and foot patrol for daily duties and will most likely be the first to respond to a campus emergency. IWU Campus Safety is supported by local law enforcement agencies, including Bloomington Police Department, Normal Police Department, McLean County Sheriff and the Illinois State Police. It is also supported by the dispatching capabilities of Telecom and 9-1-1 centers. During emergency situations, the Office of Campus Safety will follow the Incident Command System and provide communication with and support to the law enforcement agencies performing the duties of incident command. Decisions involving issues such as evacuation, crowd control, traffic control and building access control will include the officers/administrators from IWU Campus Safety.

## **Missing Person's Protocol**

### **Purpose**

To establish policies and protocols for the Illinois Wesleyan University community regarding the reporting, investigation and required emergency notification when a student is deemed to be missing. This policy and coinciding protocols are guided by the Higher Education Opportunity Act, 20 U.S.C.S. § 1092; 42 U.S.C.S. § 5579.

### **Definition of a Missing Student**

For purposes of this policy, a student may be considered missing under a variety of circumstances. These circumstances may include but are not limited to being overdue in reaching a specific location, on or off campus, past their expected arrival time; concerns for safety based on prior knowledge of mental or physical health issues or other extenuating life circumstances; and/or additional factors that lead University staff to believe the student is missing, and a check of their residence supports that determination.

### **Notification to Students**

Illinois Wesleyan University students have the option to identify an emergency contact, which would be contacted by the institution if there is reason to believe that the student is missing or otherwise believed to be in danger. The student may provide a telephone number for that contact on the “emergency contact” card completed through My.IWU. This information is kept online in Banner. It is the responsibility of the student to ensure that the contact information is updated and accurate. Students who are under 18 years of age and are not legally deemed an emancipated minor will be informed that their parent or legal guardian will be notified upon reasonable belief that they may be missing. Notifications will be handled by the Dean of Students Office.

### **Procedures for Reporting and Investigating Missing Students**

If it is suspected that a student is missing, a preliminary check of the student’s residence, calls to the resident’s room and/or cell phone, review of student ID card use, class attendance and conversations with roommates, suitemates, community members and friends will occur. Campus Safety, Bloomington Police Department, Office of Residential Life, Dean of Students Office and the Emergency Consultation Team member may participate in the investigation. Formal reporting will occur through the Bloomington Police Department. The Dean of Students or designee will make notification to the emergency contact designated by the student if the student is deemed missing through the preliminary check. This notification will be made within 24 hours of that determination. If the student is located and their status and well-being have been verified, the student will be instructed to contact the concerned party and designated emergency contact. The Dean of Students Office should also be notified of their status.