## Table of Contents

Approval........................................................................................................................................................................... 3
Record of Changes.................................................................................................................................................................. 4
Distribution List................................................................................................................................................................... 5

**Campus Violence Prevention Plan (CVPP)**

1. Purpose........................................................................................................................................................................ 6
2. Policy Statement............................................................................................................................................................. 6
3. Reporting......................................................................................................................................................................... 8
4. Campus Threat Assessment Team.................................................................................................................................... 9
5. Notification and Preparedness........................................................................................................................................ 12
6. Resources....................................................................................................................................................................... 15

Appendix A - Campus Security Authorities.................................................................................................................... 26
Approval

On an annual basis, the Emergency Preparedness Manager/Safety Specialist will update the Campus Violence Prevention Plan (CVPP) to reflect any modifications. The plan will then be sent to the Executive Vice President for approval. All previous editions of the plan will be replaced with the most current edition.

EFFECTIVE DATE OF THIS EDITION:

Updated: 3/9/15

Annual Update Reviewers:

Michael Salatino 6/30/15
Michael Salatino, Chief of University Police Date

Michi Dubes 6/30/15
Michi Dubes, Emergency Prep. Mgr/Safety Specialist Date

Randy Johnson 6/30/15
Randy Johnson, Village of Lisle Emergency Mgr. Date

Authorized Signature:

Charles Gregory 7/1/15
Charles W. Gregory, Executive Vice President Date
## Record of Changes

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<td>Appendix A</td>
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Benedictine University

Campus Violence Prevention Plan

1. **PURPOSE**

   It is the intent of Benedictine University (the “University”) to provide a safe and secure campus for all individuals to pursue their education, work and other activities in a safe, non-threatening environment. We will do this by establishing preventative measures to remove or reduce campus violence. Unfortunately, violence can occur but we can educate and empower the University community and provide resources and procedures to prevent, deter and respond to concerns regarding acts of violence. This policy specifically addresses the University’s position on prevention reduction and the management of violence.

2. **POLICY STATEMENT**

   A. **Violence Not Tolerated:**

      The University is committed to providing a safe learning and work environment for the campus community. The University has a zero tolerance standard with regard to threats and/or violent behavior including but not limited to: acts of violence, threats of violence, possession of weapon(s) on University controlled property, threatening behavior, and/or reckless disregard for the health and safety of any person are not acceptable conduct. Violation of this policy and/or the Code of Student Conduct will result in the University responding promptly and decisively by means of awareness and educational programming, enforcing administrative law, discipline, sanctions, termination of employment, dismissal from the University and/or criminal prosecution.

   B. **Responsibility:**

      It is the responsibility of the entire University community to keep the campus safe and secure. Knowledge of any violent act or threats planned or carried out are to be reported immediately to University Police at 630-829-6666. If an incident involves sexual violence or sexual harassment, contact the Vice President, Student Life, the Title IX Coordinator at 630-829-6006. It does not matter whether you are a student, staff or faculty. The incident must be reported immediately.
C. **Application:**

The policy covers all persons:

1. On University property;
2. At University sponsored events;
3. Fulfilling duties of a University student off-campus (such as attending class at off-site locations, student teaching, internship, conference, or international study abroad);
4. Conducting official University business or representing Benedictine University off-campus; or
5. Engaging in any action having direct impact on the University community.

D. **Definitions:**

**Violence:** As defined by Merriam-Webster Dictionary, violence is the exertion of physical force so as to injure or abuse; an instance of violent treatment or procedure; intense, turbulent, or furious and often destructive active or force.

**Threat:** As defined by Merriam-Webster Dictionary, threat is an expression of intention to inflict evil, injury or damage.

**Threatening Behavior:** is any action that causes a person to be concerned about the actual or potential risk of violence associated with the comments or conduct of another person.

**Weapon:** An item designed or used for inflicting bodily harm or physical damage. Weapons are not allowed on University controlled property with the exception of law enforcement.

Firearms and dangerous weapons are prohibited on property owned or controlled by the University, and at University-sponsored events. All persons in possession of firearms and/or weapons in violation of University policy or the Illinois Compiled Statutes on Armed Violence (720 ILCS 5/33A-1) are subject to arrest and prosecution. Firearms and dangerous weapons, including but not limited to BB guns, crossbows, facsimile weapons, martial arts devices, paint-ball guns, or any other device deemed dangerous, are not permitted in any University residence facility or any other building, facility, campus, or other property owned or controlled by the University.
3. **REPORTING**

For a life threatening event, dial 911, for the Lisle Police/Fire Department. The Lisle Police Department is located at 5040 Lincoln Avenue, Lisle, Illinois 60532.

You may also dial 630-829-6666, for the Benedictine University Police Department (the “University Police”) to report a medical emergency, criminal act, suspicious person or incident. The University Police Department is located on the ground floor of the parking structure, in the southwest side of the campus. The Department’s mailing address is Benedictine University Police Department, 5720 College Road, Lisle, Illinois 60532.

There are 25 emergency call boxes, including in all elevators on campus. When activated, you can speak directly to the University’s Police Dispatch Center, to report your concern.

The University Police is an active member of DuPage County Crime Stoppers. If you have specific information regarding a serious crime on or off campus, you can call Crime Stoppers anonymously at 1-800-222-TIPS and may receive a reward up to $1,000. More information may be obtained at [http://www.dupagecrimestoppers.com/](http://www.dupagecrimestoppers.com/).

A “Silent Witness” link is found on the web pages of the University Police. You may confidentially report any crime, concern, misdeed or emergency at: [http://www.ben.edu/campus_resources/police/index.cfm](http://www.ben.edu/campus_resources/police/index.cfm).

You may also report a crime or emergency to any faculty or staff member, who will contact the appropriate authority. Institutional personnel will assist the student in notifying law enforcement authorities, if the student requests the assistance of these personnel. You may specifically contact **Michael Salatino, Chief of Police**, 630-829-6122, or **Marco Masini, Vice President of Student Life**, 630-829-6006. You may report a crime or concern in-person, via e-mail, telephone call, or US Mail. You may report anonymously, request anonymity, or voluntary identify yourself, if you chose.

You may also report a crime or emergency to any Campus Security Authority (CSA, see Appendix A), who will contact the appropriate authority. You may specifically contact Chief of Police, 630-829-6122, or Vice President for Student Life, 630-829-6006. You may report a crime or concern in-person, via e-mail, telephone call, or US Mail. You may report anonymously, request anonymity, or voluntary identify yourself, if you chose.
Resident student may report criminal acts, or emergencies to the Resident Assistant, Resident Coordinators or Jon Miller, Associate Dean of Students, 630-829-6515.

The University is committed to fostering an environment that promotes the acquisition of knowledge and nurtures the growth of the individual. Each member of the campus community is responsible for his or her own actions and is expected to respect the rights of others. These responsibilities, which include prohibited acts and standards of conduct, are mandated in the Alcohol and Drug Policy, which prohibits the unlawful use or possession of prohibited substances, related paraphernalia, underage possession, delivery and consumption of alcohol and promotes a Drug Free Campus/Workplace. Non-violent conduct and possession of weapons/firearms/ammunition is prohibited in the Student and Employee Handbook.

4. **CAMPUS THREAT ASSESSMENT TEAM**

The Chief of University Police together with the Associate Dean for Student Success Center, Residence Life Area Coordinators and a representative from Athletics meet on a weekly basis to review action steps taken by each office for the preceding week and discuss enhancements to current procedures. Out of this weekly meeting, the group may make recommendations to the Early Alert Team (EAT) for further discussion and assessment.

EAT meets on a monthly basis or sooner, if need be, and supports individuals outside of their peer network, to identify academic, social, personal troubles and/or disruptive behavior and direct those individuals to the necessary assistance they may need to resolve their problems. This may be, but is not limited to, suicide warning signs, attempts, threats or gestures and behavior determined to be, or of concern, that may be potentially destructive or violent. Any individual member of the campus community, internal or external, may report anonymously to the EAT, their concerns or observation, through a university web link to the EAT. They may also contact the University Police or any member of the EAT, regardless of whether or not a code of conduct violation has occurred, with the understanding that their identity will remain confidential.
A. Early Alert Team (EAT)

1. The mission and purpose of the EAT is to ensure appropriate medical and/or psychological care is provided as a response to behavior that could pose a threat to self and/or others or that could disrupt the daily operations of the University. Behaviors can range from distress, engaging in harmful or disruptive behaviors, or individuals identified as at risk for personal, academic, social or financial success.

The EAT serves as a point of referral for all individuals who are concerned about the physical, emotional, academic or financial health of another individual. The EAT can assess the situation, offer support and provide information regarding appropriate resources on and off campus. The EAT provides ongoing policy and procedure recommendations. For students, notification to a student’s parents/guardian by the University’s attending physician or administrator may occur when deemed necessary.

This multi-disciplinary approach to identifying and developing plans of remediation also includes services in intervention from local psychiatric facilities to include Linden Oakes Hospital, Naperville, Illinois, which provides 24 hours/day, 7 days/week inpatient and outpatient services. The EAT may require a mandatory evaluation, with a recommendation from the facility, that the individual referred no longer poses a threat to the campus community. The EAT members consist of faculty, staff and administrators from many disciplines around campus including University Police, Health Services, Emergency Response and Recovery Team, Student Life/Residence Life, Athletics, Student Success Center, Personnel Resources, and Academic Divisions/Provost.

EAT procedures are posted on the University’s main Website, in the Emergency Response and Recovery Plan and reviewed during on-going violence prevention initiatives, through PowerPoint and personal awareness presentations, to include student, faculty, staff orientations, and Personnel Resources new hire orientation training.

The EAT is but one component of the more comprehensive Campus Violence Prevention Plan. It is the responsibility of faculty, staff and students to immediately report any situation that could possibly result in harm to anyone within our campus community. All immediate life threatening situations or observations should be reported to the University Police for prompt
intervention. Reporting of a less than life threatening nature can be reported to the EAT.

2. **EAT Member Responsibilities:**

- Respond to circumstances of violence, threatening behavior, unwanted pursuit, or harassment, when it is safe to do so, without police intervention.
- Investigate the situation and recommend appropriate actions including suspension, expulsion, termination of employment, filing of criminal charges or ongoing monitoring for follow-up observation of behavior patterns;
- Respond quickly to behavior indicating a student who poses a risk to self or others;
- Identify resources for troubled students and personnel and make referrals to appropriate campus and off-campus resources;
- Help secure therapeutic actions that are appropriate, such as treatment or counseling;
- Notify, within FERPA/HIPPA guidelines, parents, guardians and/or next of kin;
- Initiate action to place a student in the custody of a mental health facility capable of supporting specific behaviors;
- Periodically assess outcomes of actions taken.

B. **IF THERE IS AN IMMEDIATE THREAT TO AN INDIVIDUAL OR OTHERS CALL 911. ONCE IT IS SAFE TO DO, CONTACT UNIVERSITY POLICE (630) 829-6666. STAY CALM AND TALK REASSURINGLY WITH THE INDIVIDUAL UNTIL HELP ARRIVES.**

Contact EAT for any of the following concerns:

- An individual’s mental health (e.g. individual exhibits unusual behavior, changes in normal behavioral patterns or is known to have stopped taking medication)
- A student’s academic success (e.g. student has stopped attending classes, changes in participation or quality of work are evident)
- An individual having personal difficulties (e.g. individual is known to have lost a close relative and is not handling the loss, facing economic hardship, caring for an ill family member)
How to refer an individual to EAT:

- For a student concern, print and complete an EAT referral form at www.ben.edu/EAT and submit it to Lownik Hall, Room 152. If you prefer, you may contact the Linda D. Owens, Associate Dean for Student Development at (630) 829-6123 or lowens@ben.edu.

- For a faculty, staff concern, contact the Betsy Rhinesmith, Associate Director, Personnel Resources at (630) 829-6412 or brhinesmith@ben.edu.

- For all other individuals, contact University Police at (630) 829-6666.

NOTE: In accordance with the Family Educational Rights and Privacy Act (FERPA), the structure is designed to allow referrals to be viewed only by those individuals who have a need to know. The information shared will not become a part of the student’s permanent record. In addition, state and federal privacy laws prohibit the unauthorized disclosure of personally identifiable health information.

5. NOTIFICATION AND PREPAREDNESS

A Guide to Safety at Benedictine University

In 1998, Congress enacted the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or the “Clery Act”, which previously was known as the Crime Awareness and Campus Security Act of 1990). The Clery Act requires colleges and universities receiving federal funding to disclose reported instances of criminal activities on campuses. In addition to the disclosure of campus crime statistics, the Clery Act requires that timely warnings of criminal activity be disseminated to the campus community, as well as the disclosure of various campus policies. For more information on the Clery Act, please visit the Campus Security Web Site of the U.S. Department of Education, Office of Post-secondary Education, at http://www2.ed.gov/admins/lead/safety/campus.html.

The Clery Act is intended to assure that students and their families, as higher education consumers, have access to accurate, complete, and timely information about safety on campus so that they can make informed decisions.
The Campus Sexual Violence Elimination Act (Campus SaVE) refers to the recent Violence Against Women Act (VAWA) amendments to the Clery Act. This is an update to the Clery Act, expanding the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Title IX of the Education Amendments of 1972 (Title IX) is a federal civil law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence. The University prohibits sex discrimination in any form and provides resources for support and complaint resolutions. A person who has been a victim of sexual violence or harassment is strongly encouraged to report the crime to the Title IX Coordinator.

Title IX Coordinator
Vice President for Student Life
5700 College Road, Lownik Hall 120
Lisle, IL 60532
630-829-6006
mmasini@ben.edu

Annual Reporting and the Disclosure of Crime Statistics

Benedictine University’s Police Department is responsible for preparing and distributing the Annual Security Report to comply with 34 CFR 668.46 of the Clery Act. The Annual Security Report is published annually by October 1st and contains three calendar years of campus crime statistics and certain campus security policy statements in accordance with the Clery Act. This required statistical information is presented in this Annual Security Report. The Annual Security Report also informs individuals how to report crime to University officials or local law enforcement agencies on a voluntary and confidential basis. Security policies include immediately reporting crimes and emergencies, security resources, crime awareness and prevention, security of campus facilities and residence halls, and alcohol, drug and weapons violations.

Distribution and Notification of Annual Security Report

Annually by October 1, an e-mail notification is sent to all current students, faculty, and staff providing the website http://www.ben.edu/police/index.cfm to access to this report. Upon request:

- A written paper copy of the report is also available at the University Police Department (5720 College Road, Lisle, IL 60532); or
- By calling the nonemergency telephone number, (630) 829-6122.
Newly enrolled students receive written notification providing the website http://www.ben.edu/police/index.cfm to access this report.

- Notification will be provided to newly enrolled students in their Admitted Students Packet and their New Student Advising Handbook.
- A link to the report is also available at The New Student Advising Center web page at http://www.ben.edu/future_students/freshmen/NSAC/index.cfm.
- A link has been added on all of our Admissions and Advising websites for students enrolled in the traditional undergraduate programs (both for freshmen and transfer), Lisle Graduate programs, Lisle Adult Accelerated Undergraduate Programs.

Upon request, prospective students and employees:

- May obtain a written paper copy of the report at the University Police Department at 5720 College Road, Lisle, Il 60532; or
- By calling the nonemergency telephone number (630) 829-6122; or
- By visiting Benedictine’s University’s web site at: http://www.ben.edu/police/index.cfm or http://www.ben.edu/about/consumerinfo.cfm.

Prospective employees are notified about this report via Benedictine University’s Personnel Resources jobs website at: http://www.ben.edu/personnel-resources/index.cfm or http://www.ben.edu/personnel-resources/employment-opportunities.cfm.

New employees are provided a document containing a link to http://www.ben.edu/police/index.cfm in their new hire training materials during new hire orientation. Each new employee certifies that they have knowledge as to where the Annual Security Report is located.

Prospective students and parents of students can also read about and reference Clery Act information on the Office of Admissions webpage at http://www.ben.edu/admissions/, http://www.ben.edu/police/index.cfm and http://www.ben.edu/about/consumerinfo.cfm.

6. **RESOURCES**

A. **University Police**

The University Police is legally authorized by the Illinois Private College Campus Police Act, a statute which grants legal authority under state law for private colleges and universities to create their own police departments, with the jurisdiction and powers that are listed in the statute:

Members of the campus police department shall have the powers of municipal peace officers and county sheriffs, including the power to make arrests under the circumstances prescribed in Section 107-2 of the Code of Criminal Procedure of 1963, as amended, for violations of state statutes or municipal or county ordinances, including the ability to control and regulate traffic on the public way contiguous to the college or university property, for the protection of students, employees, visitors and their property, and the property branches, and interests of the college or university, in the county where the college or university is located.

**Chapter 110, Illinois Compiled Statutes Sec. 1020/1**

As of the date of this Report, the University Police consists of 14 armed, state-certified police officers, with the powers of arrest, 2 Community Service Officers, 6 Emergency Dispatchers, who have no law enforcement authority at Benedictine University. Campus security is maintained through vehicle, bicycle and foot patrols, and a 24-hour Emergency Dispatch Center, which monitors electronic security and safety equipment, emergency and non-emergency telephone requests for service and radio communications. Services are provided 24 hours/day, 7 days/week, including special events, athletic competitions and large gatherings. Operating on the concept of Community-Oriented Policing, the University Police fosters a positive relationship with the community, providing personal and workplace safety, security training, fire prevention, drug and alcohol awareness, and training for Residence Life staff. All officers are certified in CPR/AED and first aid and maintain on-going State-certified law enforcement training and development, including domestic violence and conflict resolution strategies.

The University Police is augmented by area law enforcement agencies, through a Memorandum of Understanding, which provides law enforcement and first responder resources to address serious acts of criminality, emergency fire and medical services, emergency disaster and recovery efforts. “Active Shooter” training is conducted on campus with the local police agency and officers receive annual firearms qualifications, including patrol carbines. The University Police maintain a page on the University’s website which provides information on services, registered sex offenders, anonymous reporting, residence hall safety, Clery Act crime
statistics, a monthly newsletter, alternatives to drinking, and traffic enforcement initiatives.

The Chief of Police serves on several University committees that have a direct impact on campus safety, security and violence prevention. University Police officers enforce all state criminal statutes as well as the University’s Student Code of Conduct, and provide referrals for reports of off-campus crime.

The University Police office is located on the ground level of the Parking Garage in the southwest part of the Lisle campus. The office hours are Monday - Friday, 8:00 a.m. - 4:00 p.m. Police officers are on campus 24 hours a day, seven days a week. The University Police can be contacted at (630) 829-6122. For emergencies, call (630) 829-6666.

B. Access to Campus Facilities

Buildings (except residence halls) are open to the public when academic classes are in session. After hours, buildings are secured and only persons with authorized access permission can enter or remain in the buildings. Residence halls Jaeger, Ondrak and Neuzil are secured by ID card reader locks and have visitation restrictions. Visitors must be chaperoned at all times by a resident student while in the residence hall. The campus is well-lit and inspected daily by Campus Services to ensure facilities and grounds are safely maintained. A map of the campus (Visitors’ Guide) may be accessed on the University’s website, at: http://www.ben.edu/aboutus/campusmap.cfm.

Security hardware and technology consist of a campus-wide master key system for all lockable doors; exterior building and parking lot lighting; CCTV system in various campus buildings; Residence Hall card access control; emergency call boxes in parking lots and building entrances; fire alarm system; emergency telephones located in numerous building common areas; intrusion detection/panic alarms; radio communications between Police, Residence Life, Sports Complex, Athletics and Campus Services; written building access/room opening protocol; posted “No Trespassing” signage at all campus property access points; campus-wide interior and exterior public address system; photo ID cards for faculty, staff, students, contractors and visitors. All systems are controlled and audited by Campus Services and the University Police.
C. **Timely Warning**

When a crime that poses a serious or continuing threat to members of the campus community occurs on campus and is reported to law enforcement, the University Police, or other University officials, the ERRT will activate the University’s Emergency Alerts and Information Notification systems as described above.

Information regarding minor crimes or non-life threatening incidents (i.e., incidents that do not pose a direct threat to the campus community) will be disseminated at the discretion of the University Police in the form of e-mail alerts, reports to the student newspaper and notices posted on exterior doors and bulletin boards. In addition to timely warnings of campus crimes, University Police will provide prevention strategies to inform the campus community of actions to take, to ensure a safe environment.

D. **Emergency Warning**

The safety of all faculty, staff, students and visitors to our campus is important to the University. The Emergency Response and Recovery Team (“ERRT”) developed the Emergency Response and Recovery Plan (“ERRP”) for the purpose of preparing the University community for an emergency event or disaster. The University community’s adherence to the ERRP guidelines will enable the University to communicate in a timely manner in the event of an emergency or disaster, save lives and reduce potential for additional injury and property damage, meet basic human needs, and restore essential operations and priority services.

The ERRT is assembled and the Emergency Operations Center (“EOC”) is activated upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, employees or guests on campus.

The ERRT members or designees alert and/or notify the campus population and the general public of major emergencies through a combination of the following University Emergency Alerts and Information Notification systems. These systems are:

- AlertWave™ Emergency Notification System - wireless public address, emergency communication, and mass notification system located in common areas of all campus buildings which use speakers, horns, strobe lights, and all University phones equipped with speaker phone capability.
- BenAlert emergency notification system.
- Fire alarms in all campus buildings are automatically activated in the event of a fire or can be activated by a pull station.
- Broadcast e-mail with the “Importance: High” option (message will appear with a red exclamation point in each user’s inbox) and emergency situation details to #All Adjunct Faculty; #All Main Campus Faculty; #All Main Campus Staff; #All Main Campus Student.

- Broadcast voicemail with emergency situation details with the “Urgent Delivery” option to all users who have a voicemail account, including all faculty and staff with an assigned private telephone number, and all department or area office telephones. The urgent message is the first one played back when listening to voicemail messages. However, there is no visible or audible signal that differentiates an “urgent” from a regular voicemail until a user logs into their voicemail box. Please note that voicemail broadcasts require more time to distribute. The last user may not receive a message for 10-20 minutes after initializing the process.

- ThorGuard lightning detection system located on top of the Krasa Student Center, Sports Complex and parking garage. The University utilizes the ThorGuard audible alarm that will be activated by the University Police dispatch on the signal from AccuWeather Skyguard system based on the Severe Weather Policy.

- Benedictine University website (www.ben.edu) and Emergency Information Web page (http://www.ben.edu/emergency/) with emergency situation details posted.

- Emergency Information Line at (630) 829-6622 with emergency situation details recorded.

- The Switchboard operators are provided with, and the switchboard message recorded with, the emergency situation details.

- The University’s Emergency Notification Phone Tree. Each University office is responsible for creating and maintaining a phone tree to ensure effective communication of emergency situation details.

- Residence Life staff will personally contact each resident student through a variety of means including letters, posters and notification to Resident Advisors.

- University Police vehicles equipped with a public address system and emergency lights.

- ERRT members will place posters or notices on campus buildings, and for health-related incidents, the ERRT will prepare and/or distribute factsheets with definitions, a plan of action, and a description of action steps already taken, including the identification of isolation or quarantine areas.

- The President may issue an email to the internal community and a letter to current and prospective Benedictine parents, alumni and friends of the University.
• ERRT members and their designees may provide verbal notification by walking around campus to communicate emergency situation details.
• The electronic sign and campus TV network.
• Public address announcements via the Kindlon Hall carillon.
• Student campus leaders - SGA, Candor and other student groups.
• The Executive Director of Marketing and Communications or her designee will update the Emergency Closing Center (“ECC”), which is then automatically broadcast to all Chicago area radio and TV stations, the ECC website, and email notification system (for those who have signed up to receive this information from the ECC at www.emergencyclosings.com/complete.html).
• Cancellations.com, similar to the ECC (above).
• The Office of Marketing and Communications and/or Student Life will post updates to Facebook and Twitter.

These may be updated hourly or daily as needed as details develop. Details may include general information; warnings or notices to have awareness of particular items; the status of classes, activities, and/or the campus or specific buildings; and for health-related incidents, information about relevant signs and symptoms of a health condition, protection and prevention measures, suspected or confirmed cases, isolation or quarantine, areas, and other pertinent items.

E. Student Health Services

In addition to providing care for medical and health concerns, Health Services' nurses provide evaluation, assessment, treatment, and direction to facilities that offer higher levels of care; emergency services, hotline information; newsletter, brochures, workshops and presentations. Health Services may also give a referral to a facility but it carries no authority for insurance coverage.

The University Police or Residence Life staff can be contacted after hours and weekends for mental health/physical harm emergencies. Faculty/staff/student common problems also addressed by the EAT, Residence Life staff, Health Services and University Police are, but not limited, to anxiety, stress, depression, sadness, loneliness, homesickness, eating problems, emotional/physical and sexual abuse, alcohol and drug problems, identity issues, family problems, shyness, death of a loved one, overload, juggling family and school. First contact will consist of initial assessment/treatment and/or referral.

All information with regards to counseling remains confidential, except in situations where there is a threat to life and safety. The Counseling
Center prohibits the release of any information without explicit, informed and written authorization. Health Services works closely with the EAT, University Police, Campus Ministry and outside professional agencies, to minimize any threat to one’s self and the entire internal and external campus community.

F. Emergency Response and Recovery Team (ERRT)

The ERRT is responsible for numerous campus safety and violence prevention programming, to include the development and maintenance of the Emergency Response and Recovery Plan (ERRP), the Emergency Operation and Business Continuity Plan, Campus Violence and Prevention Plan, mass emergency communications initiatives, community training and awareness. The ERRT is charged with developing and updating plans, to prepare the University community for the event of an emergency or a disaster. Through consistent promotion, educational training and awareness campaigns, the ERRT hopes to save lives, reduce injury and minimize property damage and the restoration of essential operational and priority services. The key to an effective Emergency Operations Plan is to communicate in a timely manner when an emergency or disaster is identified and have as many community members trained in emergency and recovery.

The ERRP consists of a multi-colored and identifiable document, displayed throughout every campus building, located on the University website, and is made available in hard-copy to all community members. Highlighted in the ERRP are the following topics: Definition of Emergency and Disaster; General Guidelines; Responsibilities; Emergency Alerts and Information Notifications; Evacuation; Behavioral Assessment Reporting Guidelines; Fire; Bomb Threats; Workplace/Classroom Violence; Severe Weather; Utility Failure; Hazardous Material Accidents; First Aid; Release of Information; Automated External Defibrillator; Lightening and Tornado procedures.

G. Victim Advocacy Resources

Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements. Even if a victim decides not to file a criminal complaint with the University Police Department, it is recommended that the individual contact a University or community resource to obtain support. Victims are entitled to confidential services either on or off
campus, whether or not charges are pressed. Resources both on campus and in the community are:

**On-Campus Resources**
Title IX Coordinator: 630-829-6006
Student Health Services Krasa 116 or call 630-829-6046

**Off-Campus Resources**
DuPage Women Against Rape (DWAR)
24-hour emergency number 630-971-3927
Non-emergency number 630-790-6600

DuPage County State’s Attorney Victim/Witness Advocates
505 N. County Farm Road
Wheaton, IL 60187
630-407-8008

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses—the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

**Illinois Domestic Violence Act: Rights of Victims**

Domestic violence is a crime. Any person, who hits, chokes, kicks, threatens, harasses or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law family or household members are defined as:

- Family members relate by blood;
- People who are married or used to be married;
- People who share or used to share a home, apartment, or other common dwelling;
- People who have or allegedly have child in common or a blood relationship through a child in common;
- People who are dating or engaged or used to date, including same sex couples; and
- People with disabilities and their personal assistants.

(Excerpt from the Illinois Domestic Violence Act webpage, Illinois Attorney General)
Domestic violence consists of physical assault, sexual abuse and stalking. The violence takes many forms and can happen all the time or once in a while. If you are in an abusive situation, you are urged to seek help. For on-campus resources refer to the following resources:

Domestic Violence Resources
Family Shelter Service
24 hours a day
630-469-5650

Illinois Coalition Against Domestic Violence
877-863-6338

Crisis Intervention
24 hour telephone emergency and non-emergency psychiatric services
630-627-1700

For employees who may have been a victim of domestic or sexual violence, or who have a family member who has been a victim of domestic or sexual violence, the University fully complies with the Illinois Victims’ Economic Security and Safety Act (VESSA), which gives employees affected by domestic violence certain rights for leaves of absence, protective measures in the workplace, and reasonable accommodations. More information about the University’s VESSA policy may be obtained from Personnel Resources.

H. Prevention and Reporting of Sexual Assaults

It is the intent of the University to provide a safe and secure environment for University employees, students and visitors, by establishing preventative measures to avoid or reduce campus violence.

The University is committed to providing a safe learning and work environment for the campus community. The University has a zero tolerance standard with regard to threats and/or violent behavior, whether direct, indirect, implied, or actual conduct by any person, including faculty, staff, students and members of the public. The University will respond immediately and decisively to resolve disruptive or destructive behavior, by means of awareness and educational programming, enforcing University policies, discipline or sanctions of employees and students, and criminal prosecution.
Community policing encourages the campus community to participate actively in campus crime prevention. During orientation in August students are informed of services offered by the University Police. Throughout the academic year, the University Police, together with the Office of Emergency Preparedness and Student Health Services, provides and promotes demonstrations, seminars, informational programming, a monthly newsletter and the periodic production and distribution of posters, e-mails and safety brochures on campus crime prevention topics throughout the academic year.

University Police educates students, faculty and employees on awareness of rape, acquaintance rape, forcible and non-forcible sex offenses, to include sexual assault prevention, self-defense and bystander intervention workshops are presented during the academic year, with instructor driven full-contact demonstrations of self-defense methods, environmental awareness, appropriate response to, and withdrawing from a pre-attack encounter. Awareness of rape initiatives are addressed through lecture and audio/visual presentation, brochures, posters, monthly University Police News Letter and through collaboration with Student Health Services, and during Health and Safety fairs. A monthly alcohol and drug awareness workshops is hosted by the University Police, along with the availability of internal on-campus referrals and services, as well as external advocate agencies to victim of sexual assault and the community at-large. Acquaintance rape educational programs are presented during student and employee orientation, at table displays throughout the campus, staffed by University Police Officers, Mock social parties which focus on how to respond to uninvited sexual advances and knowledge of drugs that are applied to beverages to cause memory loss, during a sexual assault, coupled with educational brochures and video presentations on the topic. Criminal law kiosks are set up throughout the campus every semester, to address or refer the concerns of sexual assault, dating violence, stalking and harassment, forcible and non-forcible sex offenses. External sexual assault advocates provide information and empowerment presentations, which include roll-playing of situations that explain the difference between forcible and non-forcible sex offenses. Alternatives to drinking initiatives, which are presented every semester address staying safe at social engagements and the bystander/good Samaritan response, should knowledge of a sexual assault become apparent. These awareness initiatives are available to all student, faculty and staff.
Additional periodic programming and information is provided on the important subjects of disaster response, evacuations, first aid, CPR, use of AED device, fire safety training, and University Police operations. Crime victims are provided information about resources available from external sources.

The University encourages reporting of all incidents or related retaliation to the Title IX Coordinators and respects that whether or not to report the incident is a decision that the victim needs to make. The Title IX Coordinators are available to inform victims of the reporting procedures, services, advocates, appropriate referrals and information for victims in a safe, supportive, and confidential setting. The University offers services to victims even if they choose not to report the incidents. In some circumstances, a victim may wish to seek an order or protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to the University by non-students or non-employees in certain circumstances.

Personal safety concerns are often very important for victims. Crisis intervention and victim safety concerns will take precedence.

I. University Information

The following information addresses the awareness and prevention of violence and safety at Benedictine University:

1. Benedictine University Police website
   a. Annual Security Report
   b. Annual Fire Report
2. Campus SaVE Act Policy
3. Missing Student Notification Policy
4. Student Handbook
5. Employee Handbook
7. Drug and Alcohol Policy
J. Federal and State Laws and Regulations

1. The Federal Student Right to Know and Campus Security Act (Clery)
2. The Campus Sexual Violence Elimination (SaVE) Act
3. Title IX of the Education Amendments Act of 1972
7. Family Educational Rights and Privacy Act
8. Federal Safety and Drug Free Schools and Communities Act
10. Uniform Crime Reporting for State and Federal
11. Illinois victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender Information)
12. Illinois Fire Sprinkler Dormitory Act
13. Illinois College Student Immunization Act
14. Private College Campus Police Act

K. Approval and Revisions

This Plan has gone through the appropriate approval process and will be reviewed on an annual basis by the Emergency Preparedness Manager.
Appendix A – Campus Security Authorities

Mark McHorney, Director of Athletics
Paul Nelson, Assistant Director of Athletics, Internal Operations
Kate Heidkamp, Associate Director of Athletics, Business Administration
Jon Miller, Associate Dean, Student Success Center
Joan Henehan, Director of Student Engagement and Leadership Development
Kari Gibbons, Vice President of Enrollment Services
Anthony Scola, Director, Undergraduate Enrollment
Jean White, Office Assistant, Enrollment
Diane Battistella, Senior Associate Dean, Financial Aid
Maria Lee, Director of Financial Aid
Deb Kane, Student Services Manager
Diane Karmis, Service Desk Manager
Rudy Dardy, Instructional Technology Coordinator
Amy Weidner, Digital Resources Librarian
Michelle Koptiz, Vice President, Adult and Professional Programs
Terry Sak, Associate Dean, Adult and Professional Programs
Hazel Williams, Adult Services Advocate
Marco Masini, Vice President of Student Life
Linda Owens, Associate Dean for Student Development
Hope Keber, Parent Liaison
Karen Campana, Director, New Student Advising
Brittney Dvorak, Academic Advisor
Katie Buell, Student Activities and Commuter Services Coordinator
Danny Turano, Coordinator of Student Involvement
Yvette Knox, Executive Administrative Assistant
Colleen Hanna, Senior Executive Assistant to the Provost and Vice President for Academic Affairs
Liz Hill, Executive Assistant to the President
Pam Deely, Director, Student Health Services
Susan Salerno, Nurse/Program Coordinator
Mike Salatino, Chief of University Police
Paul Creekmore, Deputy Chief University Police
Michi Dubes, Emergency Preparedness Manager
Kari Constant, Assistant Director, Residence Life
Monica Miller, Area Coordinator, Residence Life
Betsy Rhinesmith, Associate Director of Personnel Resources
Bridget Cooper, Personnel Resources Generalist
Kelly Zapp, HRIS Analyst
Ana Mayo, Office Assistant
Margie Salyer, Faculty
Jayashree Sarathy, Faculty
Niina Ronkainen, Faculty
Brian Patterson, Faculty
Tammy Sarver, Faculty
Tim Goines, Faculty
Ricky Holman, Faculty
Cheryl Mascarenhas, Faculty
Patrick Polasek, Faculty