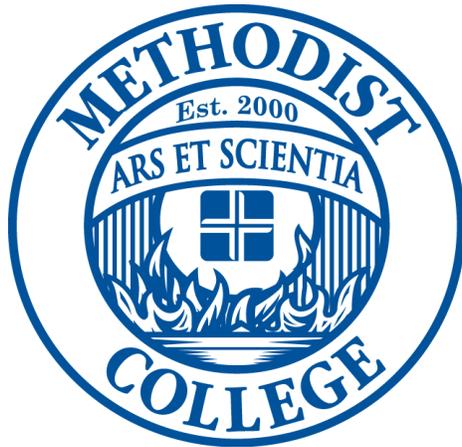


# 2019 Combined Annual Safety & Fire Safety Report

# Methodist College

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7600 N. Academic Dr.  
Peoria, Il 61615

# **Methodist College**

## **2019 COMBINED ANNUAL SAFETY & FIRE SAFETY REPORT**

### **Introduction**

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Methodist College (“College”) with information on: The College’s security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

### **Policy for Preparing the Annual Report**

This report is prepared by the Chief Campus Safety Officer in cooperation with local law enforcement authorities and includes information provided by them as well as by the College’s campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Campus Safety Department, Methodist College, 7600 N. Academic Dr., Peoria, Il. 61615, 309-672-4500.

The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

## **General Safety and Security Policies**

### **Campus Security Personnel & Relationship with Local Law Enforcement**

The Campus Safety Department is responsible for campus safety at the College.

Campus Safety provides for the security, safety, crime prevention, and premise access on the campus during the hours of 6:30am until 12 midnight, unless the College is closed, seven days a week. The Campus Safety department's jurisdiction covers all of the institution's property and the roadways surrounding the main campus. Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the College's campus. They also have the authority to issue parking citations. Criminal incidents are investigated with cooperation of local law enforcement agencies. Criminal arrests made on campus are handled by the Peoria Police Department (PPD) because the Campus Safety officers do not themselves have arrest authority as they are not commissioned law enforcement officers. Campus Safety will, however, provide assistance to PPD as needed.

While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police.

### **Campus Security Authorities**

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- Summer Wright/HR Manager at (309) 671-3538
- Resident Advisors at (309) 339-1862
- Danielle McCoy/Title IX Director at (309) 282-8451
- Andre Allen/ Dean of Students at (309) 282-8450
- Dr. James Dire/Chancellor at (309) 672-5583
- Mike Atteberry/ Chief Campus Safety Officer at (309) 672-4500
- Dr. Deborah Garrison/Vice Chancellor for Academic Affairs at (309) 672-5534

### **Reporting a Crime or Emergency**

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

- To help provide a safe and secure environment, all faculty, staff, students, and visitors are encouraged to report all crimes and safety-related incidents to Methodist College's Safety or local police authorities immediately. Making such reports will ensure their inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

- To report a situation that is an emergency, call 672-4500 if within the campus, or local emergency responders by dialing 911 from any campus phone. There are blue light emergency call boxes connected directly to the Peoria Police and are monitored 24-hours a day, 7 days a week, including all holidays. Their locations are as follows:

1. West side of College near door #3.
2. Middle of the student lot on the light pole in the front of the College.
3. East side of the student lot in front of the College on the light pole.
4. On walkway on the east side of the College near the faculty lot.
5. On walkway north of the College leading to Prairie Sky apartments.
6. Outside the north entrance door of Prairie Sky apartments.
7. In open field just west of south parking lot of Prairie Sky apartments.

If you need help, simply press the button on the call box. To contact Campus Safety for non-emergency reports, call 672-4500.

### **Confidential Reporting**

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

A victim of a crime who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the College without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The College encourages its pastoral and professional counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

### **Security of and Access to Campus Facilities**

This campus location has one campus building and a separate residence hall. The main campus is only accessible during the hours of 6:30am until 12:00 midnight, seven days a week. These are the hours that Campus Safety is on duty. The doors are locked at all times, but are only

accessible with the use of a badge issued to students and staff, and activated by Campus Safety. The badges have a chip inserted in them and will not operate the entry doors unless security enters the number coinciding with the individual badge into the door program. Students are only allowed to use two of the five entrances on the campus. Campus Safety can monitor what student enters which entrance and at what time. These badges can also be deactivated at any time by Campus Safety to prohibit entry into the college. The entrances can also be programmed to not allow any student or staff badges to work in case the college is closed for business or an emergency.

The residence hall is located behind the main campus building. It is also locked at all times and each resident has his/her own individual key for entry. These keys are programmed to only open the main entry door and each student's individual apartment. If a student loses or misplaces their key, a new one can be activated and the old one deactivated. This is done by Cullinan Properties, who owns the building. Campus Safety makes frequent patrols of the residence hall. There are two (RA's) Resident Advisors that also live in the building. All RA's complete a mandatory training annually to ensure their knowledge and responsibilities in residence hall security policies.

### **Security Considerations in the Maintenance of Facilities**

Maintenance is also available to respond to calls for service regarding unsafe facility conditions. These conditions may include unsafe steps, unsafe roadways on campus, and unsecured equipment, etc. Campus Safety checks bi-annually the college's emergency blue light call boxes. Maintenance checks the fire extinguishers monthly, sprinkler valves quarterly, and other facility items, and documents their findings by completing a checklist and completing a work order for any problems they find while checking the equipment.

The procedures used in maintenance of the residential facilities do involve coordination between student life and maintenance. Students must complete a work order and give it to the Dean of Students. The Dean of Students will then notify maintenance of the work to be done. This form allows the student to decide if he/she would like to be present when the work order is completed. In times of emergency, members of Maintenance have permission to enter rooms to make the necessary repairs. Access to resident hall floors is limited to residents on those floors, their guests, maintenance personnel, the Dean of Student, Campus Safety, and the Chancellor of the College (or designee).

### **Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

#### *General Emergency Preparedness*

The cooperation of students and employees is essential. Students and employees must assume responsibility for their personal safety and the security of their personal belongings.

Crime and awareness programs are on-going at the college. Methodist College's prevention programs are aimed at both minimizing criminal opportunities and encouraging students to be

responsible for their own security and that of others. These programs are through housing staff, Student Government Association, Human Resource, and security.

*Programs:*

\*Alcohol and drug abuse: Provides students and employees with information regarding the effects of drug and alcohol use annually--OktoberFest.

\*Safe Zone training offered every semester to students and employees

\*Campus crime log: Updated every two business days.

\*Residence and street safety: Provides students with information on protecting personal property and being aware of their surroundings. Approximately twice per year.

\*Emergency response guides are posted on the web site to provide the community with information regarding reporting and dealing with emergency situations.

Methodist College safety officer is available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. To get more information please contact Campus Safety at 672-4500.

### **Monitoring Off Campus Locations of Recognized Student Organizations**

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

### **Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense**

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

### **Drug and Alcohol Policy**

**The college prohibits the possession, use, and sale of alcoholic beverages on campus or as any part of its activities, and it enforces all city, state and federal laws pertaining to the illegal use of alcoholic beverages, particularly the laws that prohibit the sale to or possession of alcoholic beverages by person(s) under the age of 21. Any groups or persons violating the alcohol/substance policies or laws may be subject to arrest by local law enforcement authorities and/or disciplinary sanctions by the college.**

The College enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited under both state and federal laws. Such laws will be enforced by the College's law enforcement authority on campus. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

## **Drug and Alcohol Abuse Prevention Program**

The College has a drug and alcohol abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. For more information, see below.

- Student alcohol/drug policy: <https://www.methodistcol.edu/policies.aspx>
- Employee alcohol/drug policy: I:\MC\Public\Policies\Current HR Policies
- You are encouraged to review the report of the biennial review of the College's drug and alcohol abuse prevention program, available at: <https://www.methodistcol.edu/campus-safety.aspx>.

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The abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The college, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to seek help:

- \* Employees: Employee Assistance Program (EAP) (1-800-433-7916)
- \* Students: Counseling Services at (309) 671-5177
- \*Community agency:

Illinois Institute for Addiction and Recovery  
Proctor Hospital  
(309) 691-1055 or (800) 522-3784

White Oaks Center  
3400 W. New Leaf Lane  
(309) 692-6900

All faculty and staff must complete annual training on the topic of safety and security. Drug and alcohol awareness and the related health and legal risks are a component of this training.

The college ensures through the biennial report the health risks associated with the use of illicit drugs and the abuse of alcohol are provided. Training is also provided to the Resident Advisors and the residence life students. OctSOBERfest is offered annually with a focus on alcohol/drug awareness.

## **Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Sexual and Other Forms of Harassment and Grievance Procedures:  
<http://www.methodistcol.edu/filesimages/Policies/Administration/Sexual%20and%20Other%20Forms%20of%20Harassment%20Policy%20and%20Grievance%20Procedures.pdf>

The following sections of this report discuss the College’s educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses; and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

**Primary Prevention and Awareness Program:**

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

| <b>Crime Type<br/>(Illinois Compiled Statutes)</b> | <b>Definitions</b>  |
|--|---|
| Dating Violence                                    | The institution has determined, based on good-faith research, that Illinois law does not define the term dating violence.   |
| Domestic Violence                                  | <p>Illinois’ Domestic Violence Act indicates that “domestic violence” means “abuse”, which means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis. (750 Ill. Comp. Stat. § 60/103).</p> <p>In addition, Illinois law includes the following:</p> <ul style="list-style-type: none"> <li>• Domestic Battery (720 Ill. Comp. Stat. § 5/12-3.2): A person commits domestic battery if he or she knowingly without legal justification: (1) Causes bodily harm to any family or household member; (2) Makes physical contact of an insulting or provoking nature with any family or household member.</li> <li>• Aggravated Domestic Battery (720 Ill. Comp. Stat. § 5/12-3.3): (a) A person who, in committing a domestic battery, knowingly causes great</li> </ul> |

| <b>Crime Type<br/>(Illinois Compiled Statutes)</b> | <b>Definitions</b>   |
|--|--|
|  | <p>bodily harm, or permanent disability or disfigurement commits aggravated domestic battery. (a-5) A person who, in committing a domestic battery, strangles another individual commits aggravated domestic battery. For the purposes of this subsection (a-5), “strangle” means intentionally impeding the normal breathing or circulation of the blood of an individual by applying pressure on the throat or neck of that individual or by blocking the nose or mouth of that individual.</p> <ul style="list-style-type: none"> <li>• For purposes of the above crimes, “family or household members” is defined at 750 Ill. Comp. Stat. § 5/12-0.1 as: “Family or household members” include spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of this Code. For purposes of this Article, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.</li> </ul> |
| <b>Stalking</b>                                    | <ul style="list-style-type: none"> <li>• Stalking (720 Ill. Comp. Stat. § 5/12-7.3): <ul style="list-style-type: none"> <li>▪ A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person; or (2) suffer other emotional distress.</li> <li>▪ A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and: (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.</li> <li>▪ A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion: (1) follows that same person or places that same person under surveillance; and (2) transmits a threat</li> </ul> </li> </ul>                                |

| <b>Crime Type<br/>(Illinois Compiled Statutes)</b> | <b>Definitions</b>  |
|--|---|
|  | <p>of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.</p> <ul style="list-style-type: none"> <li>• Aggravated Stalking (720 Ill. Comp. Stat. § 5/12-7.4): A person commits aggravated stalking when he or she commits stalking and: (1) causes bodily harm to the victim; (2) confines or restrains the victim; or (3) violates a temporary restraining order, an order of protection, a stalking no contact order, a civil no contact order, or an injunction prohibiting the behavior described in subsection (b)(1) of Section 214 of the Illinois Domestic Violence Act of 1986.</li> <li>• Cyberstalking (720 Ill. Comp. Stat. § 5/12-7.5): <ul style="list-style-type: none"> <li>▪ A person commits cyberstalking when he or she engages in a course of conduct using electronic communication directed at a specific person, and he or she knows or should know that would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person; or (2) suffer other emotional distress.</li> <li>▪ A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions, harasses another person through the use of electronic communication and: (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person; or (2) places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or (3) at any time knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.</li> <li>▪ A person commits cyberstalking when he or she knowingly, surreptitiously, and without lawful justification, installs or otherwise places electronic monitoring software or spyware on an electronic communication device as a means to harass another person and: (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person; (2) places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint; or (3) at any time knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.</li> </ul> </li> </ul> |

| <b>Crime Type<br/>(Illinois Compiled Statutes)</b> | <b>Definitions</b>  |
|--|---|
|  | <ul style="list-style-type: none"> <li>▪ A person commits cyberstalking when he or she, knowingly and without lawful justification, creates and maintains an Internet website or webpage which is accessible to one or more third parties for a period of at least 24 hours, and which contains statements harassing another person and: (1) which communicates a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person or a family member of that person, or (2) which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or (3) which knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.</li> </ul>   |
| Sexual Assault                                     | <ul style="list-style-type: none"> <li>• Criminal Sexual Assault (720 Ill. Comp. Stat. § 5/11-1.20): A person commits criminal sexual assault if that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.</li> <li>• Aggravated Criminal Sexual Assault (720 Ill. Comp. Stat. § 5/11-1.30):             <ul style="list-style-type: none"> <li>a. A person commits aggravated criminal sexual assault if that person commits criminal sexual assault and any of the following aggravating circumstances exist during the commission of the offense or, for purposes of paragraph (7), occur as part of the same course of conduct as the commission of the offense: (1) the person displays, threatens to use, or uses a dangerous weapon, other than a firearm, or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon; (2) the person causes bodily harm to the victim, except as provided in paragraph (10); (3) the person acts in a manner that threatens or endangers the life of the victim or any other person; (4) the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony; (5) the victim is 60 years of age or older; (6) the victim is a person with a physical disability; (7) the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical purposes; (8) the person is armed</li> </ul> </li> </ul> |

| <b>Crime Type<br/>(Illinois Compiled Statutes)</b> | <b>Definitions</b>  |
|--|---|
|  | <p>with a firearm; (9) the person personally discharges a firearm during the commission of the offense; or (10) the person personally discharges a firearm during the commission of the offense, and that discharge proximately causes great bodily harm, permanent disability, permanent disfigurement, or death to another person.</p> <p>b. A person commits aggravated criminal sexual assault if that person is under 17 years of age and: (i) commits an act of sexual penetration with a victim who is under 9 years of age; or (ii) commits an act of sexual penetration with a victim who is at least 9 years of age but under 13 years of age and the person uses force or threat of force to commit the act.</p> <p>c. A person commits aggravated criminal sexual assault if that person commits an act of sexual penetration with a victim who is a person with a severe or profound intellectual disability.</p> <ul style="list-style-type: none"> <li>• <b>Predatory Criminal Sexual Assault of a Child (720 Ill. Comp. Stat. § 5/11-1.40):</b> A person commits predatory criminal sexual assault of a child if that person is 17 years of age or older, and commits an act of contact, however slight, between the sex organ or anus of one person and the part of the body of another for the purpose of sexual gratification or arousal of the victim or the accused, or an act of sexual penetration, and: (1) the victim is under 13 years of age; or (2) the victim is under 13 years of age and that person: (A) is armed with a firearm; (B) personally discharges a firearm during the commission of the offense; (C) causes great bodily harm to the victim that: (i) results in permanent disability; or (ii) is life threatening; or (D) delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim's consent or by threat or deception, for other than medical purposes.</li> </ul> |
| <b>Rape, Fondling, Incest, Statutory Rape</b>      | <p>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. The institution has determined, based on good-faith research, that Illinois law does not define these terms.</p>   |
| <b>Other “sexual assault” crimes</b>               | <p>Other crimes under Illinois law that may be classified as a “sexual assault” include the following:</p> <ul style="list-style-type: none"> <li>• <b>Criminal Sexual Abuse (720 Ill. Comp. Stat. § 5/11-1.50):</b> <ul style="list-style-type: none"> <li>a. A person commits criminal sexual abuse if that person: (1) commits an act of sexual conduct by the use of force or threat of force; or (2) commits an act of sexual conduct and knows that the victim is unable</li> </ul> </li> </ul>   |

| <b>Crime Type<br/>(Illinois Compiled Statutes)</b> | <b>Definitions</b>   |
|--|--|
|  | <p>to understand the nature of the act or is unable to give knowing consent.</p> <p>b. A person commits criminal sexual abuse if that person is under 17 years of age and commits an act of sexual penetration or sexual conduct with a victim who is at least 9 years of age but under 17 years of age.</p> <p>c. A person commits criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is less than 5 years older than the victim.</p> <ul style="list-style-type: none"> <li>• Aggravated Criminal Sexual Abuse (720 Ill. Comp. Stat. § 5/11-1.60): <ul style="list-style-type: none"> <li>a. A person commits aggravated criminal sexual abuse if that person commits criminal sexual abuse and any of the following aggravating circumstances exist (i) during the commission of the offense or (ii) for purposes of paragraph (7), as part of the same course of conduct as the commission of the offense: (1) the person displays, threatens to use, or uses a dangerous weapon or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon; (2) the person causes bodily harm to the victim; (3) the victim is 60 years of age or older; (4) the victim is a person with a physical disability; (5) the person acts in a manner that threatens or endangers the life of the victim or any other person; (6) the person commits the criminal sexual abuse during the course of committing or attempting to commit any other felony; or (7) the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim for other than medical purposes without the victim's consent or by threat or deception.</li> <li>b. A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is under 18 years of age and the person is a family member.</li> <li>c. A person commits aggravated criminal sexual abuse if: (1) that person is 17 years of age or over and: (i) commits an act of sexual conduct with a victim who is under 13 years of age; or (ii) commits an act of sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person uses force or threat of force to commit the act; or (2) that person is under 17 years of age and: (i) commits an act of sexual conduct with a victim who is under 9 years of age; or (ii) commits an act of sexual conduct with a victim who is</li> </ul> </li> </ul> |

| <b>Crime Type<br/>(Illinois Compiled Statutes)</b>                                      | <b>Definitions</b>   |
|---|--|
|   | <p>at least 9 years of age but under 17 years of age and the person uses force or threat of force to commit the act.</p> <p>d. A person commits aggravated criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is at least 5 years older than the victim.</p> <p>e. A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is a person with a severe or profound intellectual disability.</p> <p>f. A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is at least 13 years of age but under 18 years of age and the person is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim.</p> <ul style="list-style-type: none"> <li>• Sexual Relations Within Families (720 Ill. Comp. Stat. § 5/11-11): A person commits sexual relations within families if he or she: (1) Commits an act of sexual penetration as defined in Section 11-0.1 of this Code; and (2) The person knows that he or she is related to the other person as follows: (i) Brother or sister, either of the whole blood or the half-blood; or (ii) Father or mother, when the child, regardless of legitimacy and regardless of whether the child was of the whole blood or half-blood or was adopted, was 18 years of age or over when the act was committed; or (iii) Stepfather or stepmother, when the stepchild was 18 years of age or over when the act was committed; or (iv) Aunt or uncle, when the niece or nephew was 18 years of age or over when the act was committed; or (v) Great-aunt or great-uncle, when the grand-niece or grand-nephew was 18 years of age or over when the act was committed; or (vi) Grandparent or step-grandparent, when the grandchild or step-grandchild was 18 years of age or over when the act was committed.</li> </ul> |
| <p>Consent (as it relates to sexual activity)<br/>(720 Ill. Comp. Stat. §5/11-1.70)</p> | <p>"Consent" means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.</p> <p>A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.</p>  |

### College Definition of Consent

In addition to the definition of consent under state law, the College uses the following definition of consent for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent; a person's lack of verbal resistance or submission resulting from the use or threat of force does not constitute consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting.
- If a person is asleep or unconscious, there is no consent.
- A person who is under age in the applicable jurisdiction cannot provide consent to sexual activity.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to past sexual activity does not imply consent to future sexual activity.
- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

### Risk Reduction

The PPAP includes instruction on how to avoid becoming a victim and the warning signs of abusive behavior, the recognition of which will help mitigate the likelihood of perpetration, victimization or bystander inaction. Specifically, they are advised:

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted. To reduce one's risk of sexual assault or harassment, strategies below were taken from Rape, Abuse, and Incest National Network, [www.rainn.org](http://www.rainn.org).

#### **Avoid dangerous situations by doing the following:**

- 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.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.

- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- 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 find a way out of a bad situation.
- 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.
- 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.
- 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.
- 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 that is to blame.
- 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.
- 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.
- Have an exit strategy. If you don't want to hurt the person's feelings, it is better to 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.
- 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?

It is also important to be aware of the warning signs of an abusive person. Some examples include:

- Past abuse
- Threats of violence or abuse
- Breaking objects
- Using force during an argument

- Jealousy
- Controlling behavior
- Quick involvement
- Unrealistic expectations
- Isolation
- Blames others for problems
- Hypersensitivity
- Cruelty to animals or children
- "Playful" use of force during sex
- Jekyll-and-Hyde personality

### *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 college structure and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying and sexual harassment. A bystander who witnesses the conditions that perpetuate violence has the choice and power to intervene. Stepping in can stop violence and/or potential injury and can keep someone from becoming a victim. Interventions don't have to be dramatic but can be asking a friend to leave a party with you, redirecting a conversation, or interrupting an incident. Bystander intervention includes walking a classmate to his/her car after class, not leaving an overly intoxicated person in a bar/party alone, not leaving an unconscious person alone, intervening when someone is being degraded or emotionally abused, and calling police when a potentially violent situation is unfolding. Positive bystander behavior plays a powerful role in creating an environment free from sexual violence.

### *Other Information Covered by the PPAP*

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

## **Ongoing Prevention and Awareness Campaign:**

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

## **PPAP and OPAC Programming Methods:**

### **Primary Prevention and Awareness:**

New students and new employees receive education at their mandatory orientations. Also, annual training is provided through on line courses.

**Ongoing prevention and awareness campaigns** also are provided for all students and employees through an emphasis on specific months as well as information on our intranet throughout the year. This campaign expands upon the training given in the primary prevention and awareness Program and is aimed at increasing their understanding of the issues addressed in it and their skills for addressing crimes of sexual assault, domestic and dating violence and stalking. The month and emphasis are scheduled for:

|                    |          |
|--------------------|----------|
| Suicide Prevention | November |
| Domestic Violence  | April    |
| Alcohol Awareness  | October  |
| Rape Prevention    | April    |
| Stalking           | April    |
| Sexual Assault     | April    |

- **Other promotions/education:**

Business cards were created with contact information on suicide, rape, and Title IX. More being created. They were placed in the bathrooms for easy and confidential access to students and employees.

Methodist College has partnered through a Memorandum of Understanding with Center for Prevention of Abuse. They will provide confidential crisis intervention, counseling, information and referral, and accompaniment to medical and legal services as requested by students and employees. They also provide general information about our college reporting and help the college identify patterns or systemic problems related to sexual violence. They make 24-hour abuse prevention hotline services to our students and employees.

Consent and bystander training is provided in a video on sexual assault to all students to increase awareness.

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## **Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:**

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Campus Safety Department at (309) 672-4500. You may also contact the College's Title IX Coordinator at (309) 282-8451.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

### *Preservation of Evidence & Forensic Examinations*

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at UnityPoint Methodist, 221 NE Glen Oak Ave. Peoria, IL 61603 (309) 672-5522.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

### *Security/Law Enforcement & How to Make a Police Report*

- Campus Safety, (309) 672 - 4500
- Peoria Police Dept. 600 S.W. Adams 61602, (309) 673-4521.
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

### *Information about Legal Protection Orders*

In Illinois, victims may obtain an Adult Order of Protection, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Adult Orders of Protection may be found at: [www.centerforpreventionofabuse.org](http://www.centerforpreventionofabuse.org).

There are three kinds of protective orders:

- **Order of Protection** for domestic violence victims
- **Civil No Contact Order** for sexual assault/abuse victims
- **Stalking No Contact Order** for victims not eligible under the other two protective orders

### **ORDER OF PROTECTION INFORMATION**

Order of Protection Office

**Peoria County Courthouse, Room G-14**

• *All emergency petitions must go before the judge.*

• *To see a judge you must arrive at the*

*Order of Protection Office a minimum of 1 hour before your court time.*

Paper work can be filled out at the Order of Protection Office located in

The Peoria County Courthouse

324 Main St. Room G-14

Peoria Il, 61602

All three types of protective orders can be obtained at the above address.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order. When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department. The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

#### **Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

- The National Domestic Violence Hotline: 1-800-799-7233
- The National Sexual Assault Hotline: 1-800-656-4673
- Exams can be provided at Methodist, Proctor, or OSF within Peoria

- Debra Disney, Counselor at Methodist College at 671-5177 thru August, referred to outside agencies after August.
- Campus security at 672-4500
- Crisis and/or suicide hotline at 855-837-4673
- Inner Strength at 800-559-SAFE
- Center for Prevention of Abuse at 800 559-7233
- Emergency Response Service at 671-8084
- United States Government Immigration and Naturalization Service at 217 585-9868
- DHS Family Community Resource Center in Peoria County at 686-8700, TTY: 866 451-5763
- Prairie State Legal Services at 674-9831

If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: [www.methodistcol.edu](http://www.methodistcol.edu)

### **Accommodations and Protective Measures:**

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests of this nature should be made to the Title IX Coordinator at Danielle McCoy (309) 282-8451, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to

provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances. Disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

### **Procedures for Disciplinary Action:**

Anyone who believes there has been sexual assault, domestic violence, dating violence, or stalking are encouraged to bring the Concern to the immediate attention of the Title IX Coordinator (309) 282-8451 or one of the Deputy Coordinators: Pam Ferguson at (309) 672-5510 or Andre Allen at (309) 282-8450. Any MC employee who is notified of a Concern from a student or a third-party should notify the Title IX Coordinator promptly. Informal resolution may be utilized if agreed to by the parties, but not in the form of mediation for complaints of sexual assault (even on a voluntary basis).

Once a Concern has been reported to the Title IX Coordinator, an investigation will be commenced. The Title IX Coordinator, or designee(s) appointed by the Title IX Coordinator, will lead the investigation and may consult with appropriate College officials and/or legal counsel as appropriate. If the Concern is with respect to conduct of the Chancellor of MC, the investigation shall be coordinated and resolved by the Chair of the Board of Directors. The goal is to have the investigation completed within sixty (60) calendar days. However, if the nature of the investigation requires a longer period of time, the complainant and the respondent will be given periodic updates concerning the status of the investigation.

Prior to commencement of the investigation, the complainant and the respondent shall (i) receive notice of the individual(s) with authority to make a finding or impose a sanction at the conclusion of the investigation and (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

After the initial notification has been made, the investigator will commence an investigation of a complaint as soon as practicable, but not later than seven (7) calendar days after the complaint is made. During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information. Parties will be notified of the outcome of the investigation, including appeal rights, within seven (7) calendar days of the investigation's conclusion.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the Chancellor, or Chancellor's designee, within ten (10) business days of being notified of

the outcome of the investigation. The Chancellor will resolve the appeal within ten (10) days of receiving it and may take any and all actions that he/she determines to be in the best interest of a fair and just decision, including, upholding, reversing, or modifying any decision or corrective action.

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### **Rights of the Parties in an Institutional Proceeding:**

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
  - A prompt, fair and impartial process is one that is:
    - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
    - Conducted in a manner that:
      - Is consistent with the institution's policies and transparent to the accuser and the accused.
      - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
      - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
    - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
  
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
  - Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest. Recent trainings attended by the Title IX Coordinator, Deputy Title IX Coordinators, and investigators include, Title IX Basics- Webinar, Investigators Training at Eureka College, and Investigators Training at Carl Sandburg College.

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.

4. Have the outcome determined using the Preponderance of the evidence standard.

5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

### **Possible Sanctions or Protective Measures that College May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses:**

Following a final determination in the institution's disciplinary proceeding that domestic violence, dating violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include: warning; reprimand; probation; restitution; fine; loss of privileges; housing probation; suspension or expulsion/termination; restriction on eligibility to represent the College at any official function. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time as determined by the Director of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Students (student) or Director of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the College can make available to the victim a range of protective measures. They include: forbidding the accused from entering the victim's residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

### **Publicly Available Recordkeeping:**

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

### **Victims to Receive Written Notification of Rights:**

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

### **Sex Offender Registration Program:**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Chief Campus Safety Officer/ Michael Atteberry at (309) 672-4500. State registry of sex offender information may be accessed at the following link: <http://www.isp.state.il.us/sor/>.

## **Timely Warnings and Emergency Response**

### **Timely Warnings**

In the event of criminal activity occurring either on campus or off campus that in the judgment of the College Chancellor or the Chancellor's designee constitutes a serious or continuing threat to members of the campus community, a campus-wide "timely warning" will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Danielle McCoy/Title IX Coordinator, (309) 282-8451
- Campus Safety, (309) 672-4500
- The College Chancellor, (309) 672-5583

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

### **Emergency Response**

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response. The full plan may be found at [www.methodistcol.edu](http://www.methodistcol.edu) under Campus Community.

Students, staff and visitors are encouraged to notify the Campus Safety at (309) 672-4500 of any emergency or potentially dangerous situation.

Campus Safety will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the College Chancellor or the Chancellor's designee, will consult with Campus Safety and other appropriate College or local officials to determine the appropriate segment or segments of the College community to be notified.

The College Chancellor or the Chancellor's designee, in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The institution has general evacuation guidelines, in the event that a segment of the campus needs to be evacuated. The plan could be affected by numerous factors, including the type of threat, the occupancy of the building, location in the building, etc. Therefore, specific information about evacuation cannot be shared with the campus community in advance. Methodist College expects members of the community to follow the instructions of first responders on the scene. In some emergencies, you may be instructed to "shelter-in-place." If an incident occurs and the building you are in is not damaged, but buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in until you are told it is safe to go outside.

The College Chancellor or designee will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

If the threat extends beyond the campus community, the College Chancellor or designee will be responsible for determining who else needs to be informed, the information that needs to be disseminated and the most appropriate and effective means of doing so.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

| <b>Method</b>                | <b>Sign-Up Instructions</b>   |
|------------------------------|---|
| School cast                  | Forms are acquired from IT or can be located on the D2L website. IT also emails reminders to sign up. This is a text messaging system |
| Methodist College phone app. | Information is given to students when they are in orientation on how to download the app onto their phone or tablets.                 |
| College email                | setup by IT department  |
| Overhead PA system           | N/A   |

### Testing & Documentation

Periodically throughout the year the Emergency Management Team and Crisis Intervention and Response Team meet and train on the college's response plan to an incident using a variety of means that might include a table top exercise or functional exercise. Members of the campus community also are encouraged periodically to review the college's Emergency Response Guide, which can be found on the College's web site at: <http://www.methodistcol.edu> entitled Emergency Response Guide under Campus Community.

The Chief Campus Safety Officer maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employee's information to remind them of the College's emergency response and evacuation procedures.

### Missing Student Policy

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, that information should be reported immediately to the Campus Safety at (309) 672-4500 and the Local law enforcement at (309) 673-4521. Anyone receiving a missing student report will immediately notify campus safety (or local law enforcement, if necessary) so that an investigation can be initiated.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the person is determined missing is in addition to identifying a general emergency contact person, but they can be the same individual for both purposes. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

Students who wish to identify a confidential contact can do so by contacting Student Services office.

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After investigating a missing person report, if it is determined that the student has been missing for 24 hours, the College will notify local police authorities unless it was local law enforcement that made the determination that the student is missing. If the missing student is under the age of 18 and is not emancipated, the College will also notify that student's custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

### Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

| Crime  | On Campus |      |      | On Campus Housing |      |      | Non Campus |      |      | Public Property |      |      |
|--|-----------|------|------|-------------------|------|------|------------|------|------|-----------------|------|------|
|  | 2018      | 2017 | 2016 | 2018              | 2017 | 2016 | 2018       | 2017 | 2016 | 2018            | 2017 | 2016 |
| Murder/Non-Negligent Manslaughter            | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Manslaughter by Negligence                   | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Rape   | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Fondling                                     | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Statutory Rape                               | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Incest                                       | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Aggravated Assault                           | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Burglary                                     | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Robbery                                      | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Motor Vehicle Theft                          | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Arson  | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Arrest - Liquor Law Violation                | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Arrest - Drug Abuse Violation                | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Arrest - Weapon Violation                    | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referral - Liquor Law Violation | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referral - Drug Abuse Violation | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referral - Weapon Violation     | 0         | 0    | 0    | 0                 | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |

|                   |   |   |   |   |   |   |   |   |   |   |   |   |
|-------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking          | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Hate crimes:**

**2018:** No hate crimes reported.

**2017:** No hate crimes reported.

**2016:** No hate crimes reported.

**Crimes unfounded by the College:**

**2018:** 0 unfounded crimes.

**2017:** 0 unfounded crimes.

**2016:** 0 unfounded crimes.

**Statistics for unfounded crimes provided by law enforcement agencies:**

**2018:** 0 unfounded crimes.

**2017:** 0 unfounded crimes.

**2016:** 0 unfounded crimes.

**Data from law enforcement agencies:**

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the College’s Clery Geography.
- Certain law enforcement agencies did not comply with the College’s request for crime statistics.

## Annual Fire Safety Report

### Housing Facilities and Fire Safety Systems

The College maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

**Campus:** Methodist College, 7700 N. Academic Dr. Peoria

| Facility  | Fire Alarm Monitoring Done on Site | Partial Sprinkler System | Full Sprinkler System | Smoke Detection | Fire Extinguisher Devices | Evacuation Plans & Placards | Number of evacuation (fire) drills in previous calendar year |
|---|------------------------------------|--------------------------|-----------------------|-----------------|---------------------------|-----------------------------|--|
| Prairie Sky Apartments, 7700 N. Academic Dr. Peoria II. | X                                  |                          | X                     | X               | X                         | X                           | 2  |

### Policies on Portable Appliances, Smoking and Open Flames

The resident hall is an apartment building behind the college named Prairie Sky apartments. These apartments are fully stocked with full size appliances such as, refrigerators, electric stoves, dishwashers, and microwaves. This is still a smoke-free campus.

**APARTMENT UNITS** – We recognize the importance of personalizing your Apartment. However, in order to comply with fire codes (which exist for your protection and safety), to reduce the risk of accidents, and to prevent other damage to the Apartment, we have established the policies that follow.

If you fail to follow these policies, we may sanction you and/or charge you fines and costs.

A. We do not allow hot plates in your Apartment.

B. We do not allow multiple-outlet, "octopus," plugs in your Apartment unless they have a self-contained circuit breaker. All extension cords must be U.L. approved.

C. You may not use halogen lamps, candles, incense or any open flame in your Apartment. If the power goes out, use flashlights only for light. Do not store flammable liquids in or around your Apartment.

D. You may not hang, stick, or erect anything in, on, or about any windows or anywhere else on the outside of any building.

E. All decorations should be temporary in nature so as to not permanently deface or damage any of your Apartment's finishes. You can hang posters and other wall decorations with thumb tacks,

or any other method that will not damage painted wall surfaces. No wall papering or painting is permitted in your Apartment.

F. Do not use nails, stickers or tape on the Apartment entrance, bedroom and closet doors, or kitchen cabinet surfaces.

G. We do not allow waterbeds.

H. Do not hang anything from sprinkler heads. Damage to these may result in flood damage which you will be responsible.

I. Aluminum foil may not be placed in windows as insulation or decoration.

J. External antennas or satellite signal receivers are not permitted.

### **Fire Evacuation Procedures**

Fire alarms alert Methodist College community of potential hazards and community members are required to evacuate the building immediately upon hearing a fire alarm. All community members should familiarize themselves with the exits in the building.

- Find the nearest pull station and sound the alarm
- Shut all doors and windows in the vicinity of the fire.
- If small fire, use the fire extinguisher to put it out, if you have been trained.
- Exit by the nearest stairway.
- Do not run.
- If there is smoke in the room, keep low to the floor.
  - Try to exit the room. Feel the door knob. If it is hot, do not open the door. If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
  - Don't panic.
  - Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack the window, if possible, to allow for ventilation.
  - Call fire department at 911.
  - If you can exit the room and smoke is evident, get a wet towel to cover your face.
  - Close all doors.

Students are required to evacuate to a distance of at least 35ft. from the building. They are also required not to block any roadway for emergency vehicles. Campus Safety, if available, will help coordinate any evacuation procedures.

### **Fire Education and Training Programs**

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their

purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire and inform them of the College's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist him or her.

There are 3 fire extinguishers located on each floor of the student's apartment and 1 located in each apartment. These may only be used in case of a fire. Fire safety training is provided every year to RA's in August and is also incorporated in new student orientation. Each semester, the Student Life Coordinator provides mandatory training for all residents. It includes fire safety measures and procedures that students and employees should follow in case of a fire. Additional fire safety training is available upon request by contacting Campus Safety.

### **Reporting Fires**

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Campus Safety at (309) 672-4500. When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

### **Plans for Future Improvements**

The College periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

## **Fire Statistics**

### **2018**

No fires were reported in 2018.

### **2017**

No fires were reported in 2017.

### **2016**

No fires were reported in 2016.