

Saint Francis Medical Center College of Nursing

Peoria, Illinois

Combined Annual Security Report & Fire Safety Report

2019

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Important Phone Numbers

Dial 9 before the desired number to access an outside line from the College.

Emergency: Police, Fire, Ambulance..... 911 (off campus)
..... 9-911 (on campus)

OSF Saint Francis Medical Center Security..... (309) 655-2131 (non-emergency)
.....5-3333 (on campus emergency)

OSF Saint Francis Medical Center Non-emergency..... (309) 655-2000

Peoria Police..... (309) 673-4521

Peoria County Sheriff (309) 672-6011

Peoria Fire Department (309) 674-3131

Advanced Medical Transport (AMT).....(309)494-6200

Saint Francis Medical Center College of Nursing

College Support Representative (CSR), Ground Floor (309) 655-2217
..... (309) 655-6363

Administration (309) 655-7353

Student Health Nurse..... (309) 655-2221

Counselor..... (309) 655-7100

Suicide Prevention & Crisis Intervention Hotline.....(800) 273-TALK (8255)

Human Services Center.....(309)671-8084
1200 Hamilton, Peoria, 61605

Illinois Institute for Addiction Recovery, Unity Point Health, Proctor Campus.....(309)691-1055
5409 North Knoxville Avenue, Peoria, 61614

Antioch Group.....(309)692-6622
6615 North Big Hollow Road, Peoria, 61615

Chapin & Russell Associates.....(309)218-1800
3020 West Willow Knolls Drive, Peoria, 61614

Joy Miller & Associates.....(309)693-8200
7617 North Villa Wood Lane, Peoria, 61614

Women's Strength/Rape Crisis Line..... (309)691-4111

Center for Prevention of Abuse..... (309)691-0551
For more information, visit: www.womenshealth.gov

Centers for Disease Control and Prevention.....1-800-CDC-INFO
National Center for Chronic Disease Prevention and Health Promotion
Office on Smoking and Health
E-mail: tobaccoinfo@cdc.gov
For more information, visit: www.justice.gov/dea or www.samhsa.gov or Drugs of Abuse (2011)
www.dea.gov

OSF SFMC Employee Assistance Program.....1-800-433-7916

SAINT FRANCIS MEDICAL CENTER COLLEGE OF NURSING 2019 COMBINED ANNUAL SECURITY REPORT & FIRE SAFETY REPORT

INTRODUCTION

Saint Francis Medical Center College of Nursing is committed to the safety of all students, faculty, staff, and visitors. In accordance with the Student Right to Know and Campus Security Act of 1990 and its 1997 revisions, Saint Francis Medical Center College of Nursing (SFMC CON) is required to publish and distribute an annual report of Campus Crime Statistics and Security policies to all students, faculty, staff, prospective students and prospective employees. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”), we tabulate and publish the “Campus Crime and Security Survey” which is required annually by the United States Department of Education by Section 485(a) and (f) of the Higher Education Act. This report provides students, faculty, staff, and visitors of Saint Francis Medical Center College of Nursing (“College”) with information on: the College’s security arrangements, policies and procedures; educational programs on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime; and procedures the College will take to notify the campus community in the event of an emergency. The Clery Act also requires colleges to provide annual crime and fire statistics which are included in this report. Its purpose is to provide students, faculty, staff, and visitors with information that will help them make informed decisions relating to their own safety and the safety of others.

PREPARING THE ANNUAL REPORT

The Annual Security and Fire Report is prepared by Carol Swank, BSN, RN, and data obtained from OSF Saint Francis Medical Center (OSF SFMC) Security Department in conjunction with local law enforcement. Crime statistics include incidents on campus property, public property and non-campus property within the defined Clery geography. Those crime statistics, as well as fire statistics, are contained in this report and can be found on the Department of Education website at <http://www.ope.ed.gov/security>. An email is sent to all students, faculty, and staff annually that notifies them of the availability of the report; and provides the website link to access this report. Hard copies are provided to incoming undergraduate students at BSN Orientation, and are available upon request by contacting the College at (309)655-7353.

SAFETY AND SECURITY POLICIES

Campus Security

Security is provided by the OSF Saint Francis Medical Center (OSF SFMC) Security Department and Securitas, an outside security agency, during the late afternoon and evening hours. Security can be reached at (309) 655-2131.

Please refer to the map on page 7 which shows the College, OSF Saint Francis Medical Center campus, and the surrounding areas which OSF SFMC Security Department covers.

Shuttle Service

A shuttle is available for your transportation from a hospital parking lot to the College campus by calling (309) 256-8108.

Security is available to assist with transportation needs after regular business hours, Monday-Friday from 8 a.m. to 4 p.m.

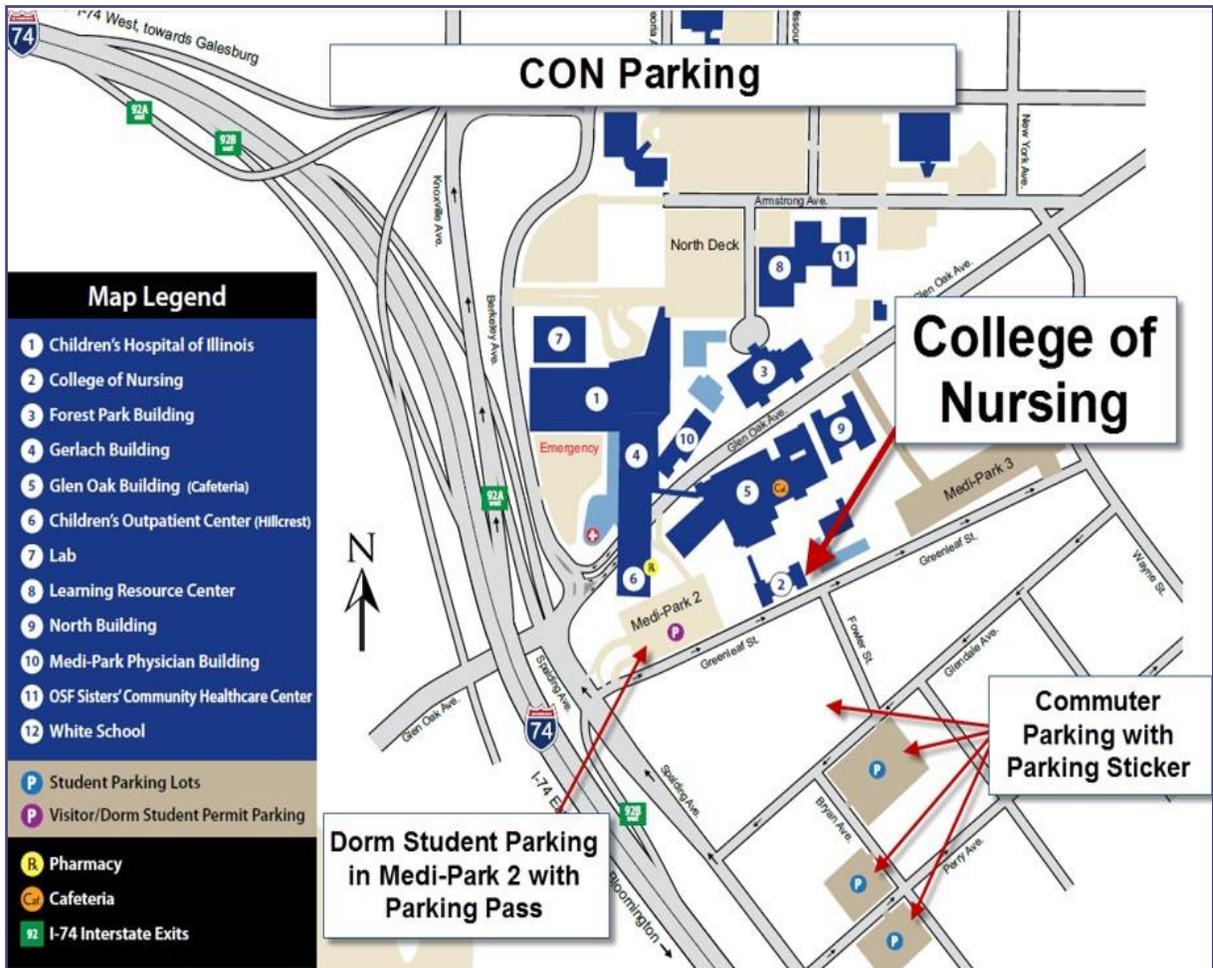
Motorist Assistance

The hospital Security Department is available to students of Saint Francis Medical Center College of Nursing (SFMCCON) by calling (309) 655-2131.

Reporting Criminal Actions or Emergencies

- Call OSF SFMC Security Department at (309) 655-2131.
- Security will respond promptly, usually within 5 minutes. Security personnel will call local law enforcement and will request the customer support representative (CSR) or resident assistant (RA) on duty / on call to notify appropriate College personnel.
- **911 should be called when urgent help is needed.** By dialing 911, immediate and direct access is given to local law enforcement, fire, and ambulance services.
- When appropriate, the College will publish information regarding any current danger or reported criminal activity.

CAMPUS MAP & PARKING



EMERGENCY PREPAREDNESS

Emergency Operations Plan

Pursuant to the Campus Security Enhancement Act of 2009 [P.A. 095-081], a plan was developed in order to provide a safe environment for students and employees of the College.

- Campus Threat Assessment Team (CTAT) works in conjunction with OSF SFMC Security Department to promote violence prevention strategies.
- Campus Violence Prevention Committee (CVPC) investigates existing policies and incorporates violence prevention strategies.

Hostile Intruder/Active Assailant/Active Shooter/Violent Incident Guidelines

In a hostile situation, or one that is perceived as threatening violence, it is recommended that you follow the below guidelines. *This information is to help in a critical situation and does not cover every possible situation:*

- Stay calm and quiet.
- **Call 911.** If calling from an on campus phone dial 9-911.
- Leave the area quickly and orderly if safe to do so. Once outside of the building follow the direction of the emergency personnel.
- If unable to leave the area, lock yourself in the room you are currently in. If unable to lock the door, barricade door with available objects.
- Turn off all lights and equipment, and stay to the side of the doorway.
- Stay out of the vision of the violent individual. If in one of the CON classrooms, place the magnetic window covering(s) over the door glass.
- When communicating with the police, be prepared to provide them with the following information: location, situation, involved parties, weapons involved, and your name.
- Do **not** stay in the hallway.
- Do not sound fire alarm. People will attempt to evacuate, and leave the safe rooms to go to the hallway.
- Stay away from the windows.
- Keep the windows locked and blinds or drapes pulled shut.

Warning Signs of a Potential Hostile Intruder

- Physically or verbally assaults others
- Threatens harm
- Talks about killing others
- Starts fights and confrontations
- Loses temper easily
- Constantly angry or agitated
- Swears
- Owns and carries weapons
- Uncontrollable behavior
- Withdrawn

- Isolates or ‘a loner
- Noticeable mood change
- Relationships conflicted
- Alcohol and/or Drug abuse

Sources:

United States Department of Education <http://www.ed.gov>
 Bradley University Campus Safety <http://explore.bradley.edu>
 Rudolph Mason College Campus Safety <http://www.rmc.edu>

Bomb Threat

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Call Security ASAP! Write down exact words!

- Check for caller ID

ASK:

- When will the bomb explode?
- Where is the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why did you place the bomb?
- What is your name and address?

NOTICE:

- Voice – male or female
- Approximate age
- Voice patterns, accents, distinctive voice sound
- Tone or attitude of voice
- Does it sound recorded?
- Were there background noises or clues about location?

Any items left in the College such as backpacks or purses are subject to search. Be prepared to assist law enforcement with the search of the building.

IF YOU ARE TOLD TO EVACUATE, TAKE YOUR NOTES WITH YOU

If the threat came in a form other than a call such as a note:

- Notify Security immediately
- Report the time, location and content of the threat message as well as your location and phone number
- Stay on the line until you are told to hang up

IF YOU ARE TOLD TO EVACUATE, TAKE THE NOTE WITH YOU

Weapons Possession

The use, possession, or carrying of firearms, explosives, or other dangerous weapons is not permitted. The only exception is for authorized law enforcement officers or other persons specifically authorized by SFMCCON or OSF SFMC. Violation of this policy constitutes misconduct which is subject to disciplinary action including dismissal.

Violent Individual

A violent individual is one who is actively engaged in killing or attempting to kill or harm people in a confined and populated area, typically through the use of intimidation, physical harm & firearms.

Characteristics of a Violent Situation:

- Randomly selected victims
- Unpredictable
- Evolve quickly
- Law enforcement usually required to end the incident

It is the purpose of this policy to educate employees and students how to respond to a violent incident in the area, how to respond when law enforcement arrives, and information to provide to law enforcement. It is establish a procedure in the event of a violent incident. Violent incidents may include assaults, workplace violence, and the use of a weapon.

How to Respond When a Violent Individual is in Your Vicinity

1. Call 9-1-1 when it is safe to do so if using a cell phone or an outside line. (9-9-1-1 if using a hospital house phone).
2. Evacuate – have an escape route and plan in mind, leave your belongings behind, and keep your hands visible.
3. Hide Out – hide in an area out of the assailant’s view; block entry to your hiding place and lock the doors; turn off lights/equipment; put magnetic window coverings over the windows (if applicable) and silence your cell phone and/or other communication device.
4. Remain Hidden – until law enforcement arrives and it is safe to evacuate. Once the door is locked, **do not unlock the door** for any reason.
5. Take Action – as a last resort and only when your life is in imminent danger; attempt to incapacitate the assailant; act with physical aggression; and throw items at the active assailant.

How to Respond When Law Enforcement Arrives

1. Remain calm and follow instructions.
2. Put down any items in your hands.
3. Raise hands and spread fingers.
4. Keep hands visible at all times.
5. Avoid quick movements towards the officers such as holding on to them for safety.
6. Avoid pointing, screaming or yelling.
7. Do not stop to ask officers for help or directions when evacuating.

Information you should provide to law enforcement or 9-1-1 operator

1. Location of the active assailant
2. Number of assailants/shooters
3. Physical description of assailants/shooters
4. Number and type of weapons held by assailants/shooters
5. Number of potential victims at the location

References

Statewide Terrorism and Intelligence Center

Campus All-Hazard Emergency Response and Violence Prevention Plan Pursuant to the Campus Security Enhancement Act of 2008

Reporting Criminal Actions or Emergencies

911 should be called when urgent help is needed. By dialing 911, immediate and direct access is given to local police, fire, and ambulance services. To report criminal actions or concerns on campus, an individual should call the Security Department at 655-2131, or call 5-3333 from an in-house campus phone. Security will respond promptly, usually within 5 minutes. Security personnel will call the police department and will request the Customer Support Representative or On-Call Resident Assistant on duty to notify appropriate College of Nursing personnel. When appropriate, the College will publish information regarding any current danger that reported criminal activity may be present.

Timely Warning

In the event that an on-campus or off-campus situation arises, that in the judgment of the OSF SFMC Director of Security constitutes an on-going or continuing threat to the safety of the campus, a “timely warning” will be issued.

Methods of Emergency Warnings

Whenever emergency situations may occur, the College will use several of the following tools to communicate the incident to its student, faculty, and staff:

- Greenleaf building’s public address system
- On-screen alerts displayed on the College’s computer system
- Announcements posted in the online learning management system

If an event arises, which in the judgment of the College administration and/or OSF SFMC Security Department constitutes an ongoing threat, a campus-wide warning will be issued. The use of text messaging is restricted to life-threatening or potentially life-threatening incidents.

Missing Student Notification Policy

The Higher Education Opportunity Act of 2008 requires institutions of higher education that provide on campus housing to establish a missing student notification policy. The College does provide dorm rooms for a small percentage of its students. SFMCCON’s policy is to notify a dorm student’s designated confidential emergency contact and the Peoria Police Department within 24 hours after the time that the student is determined to be missing.

Notification & Communication

- Overhead announcement when available
- <http://www.sfmcccon.edu>
- Personal email
- Online learning management system
- Local news media
- Contact the College at the phone numbers provided

Cell Phone Policy

In order to maintain compliance with federal laws regarding immediate notification of emergency events, students will be allowed to keep their cell phones with them during classroom and clinical instruction. The phones are to be kept on the vibrate mode and are to be used ONLY for emergency notification and not for other types of personal communication. The class and/or clinical instructor has the authority to take the student's cell phone if the student is being disruptive or is abusing this policy. The cell phone would then be returned to the student at the end of the learning period.

College Closure for Severe Weather

Weather conditions often develop which require the College to consider the status of operations. These considerations involve the weather forecast, status of snow removal, class cancellations, and the maintenance of essential College services. Decisions concerning class cancellations are undertaken by the President.

The possible decisions are:

- Full College operations including scheduled classes with campus offices and facilities operational remain in effect.
- Classes are cancelled with campus offices and facilities remaining operational. Employees should exercise judgment in terms of travel conditions.
- Designated essential College staff is required to report for duty as possible.
- An emergency closure of the College is authorized due to a severe weather emergency.
- Classes are cancelled and all offices and facilities are closed.
- Among the options outlined above, the first condition will apply in most circumstances. As a general rule, the College is always open. Students, faculty, and staff need to decide whether travel from their location to the College will be hazardous.

The College administration will endeavor to make the best decision possible concerning general conditions and the overall needs of the College. Students deciding not to attend class due to severe weather when the College has not cancelled classes need to notify the appropriate faculty or clinical unit that they will not be attending. For students, absences for severe weather conditions where policy is followed and with the proper notification are deemed excused and work may be made up at the discretion of the faculty.

Information concerning the operational status of the College during severe weather conditions will be made available by 6 a.m. Information is listed as SFMCCON and will be available on:

- WMBD AM 1470
- WEEK-TV 25
- Online learning management system
- Email

It is the personal responsibility of all faculty, staff, and students to make their own decisions and judgments concerning travel conditions and the danger attending classes or coming to work under conditions which they personally believe to be unsafe.

Severe Weather Alert - Tornado

- A tornado watch alert is announced when there is danger of a tornado within the tri-county (Peoria, Tazewell and Woodford counties) area.
- A tornado warning alert is announced when there is danger of a tornado within the city of Peoria. These are canceled by an “All Clear” announcement.

Tornado Watch

- Where possible, close windows, draw drapes or blinds
- Prepare to move away from large glassed areas into center hallways
- Continue routine activity until further instructions are given
- Close room doors and fire doors
- Restrict use of telephones
- Do not leave the building

Tornado Warning

- Take cover immediately
- Move to an interior corridor without windows
- Alert Notification
- When feasible, an alert will be made by College employees, the Resident Assistants (RA) or other designated individual. Announce “Tornado Watch” or “Tornado Warning” when called by Medical Center
- Restrict phone use
- Indicate number of available personnel, if requested
- A tornado can happen instantaneously when no warning has been given. Be alert to conditions that indicate the necessity of taking cover
- A College employee, RA or designated individual will maintain contact with OSF SFMC via text message regarding tornado and weather conditions

Earthquake

Earthquakes may occur suddenly and with little or no warning.

What to do During the Shaking Occurrence

- Don’t panic. The motion is frightening but, unless it shakes something down on top of you, it is harmless.
- If INDOORS, stay indoors. Take cover under desk, tables, in doorways, halls and against wall. Stay away from glass.
- Do NOT use candles, matches or any open flame, either during or after a tremor. Put out ALL fires.
- If OUTSIDE, move away from buildings and utility wires. Once in the open, stay there until shaking stops.
- Do not attempt to remain standing.
- Do not run through, to, or near buildings.
- The greatest danger from falling debris is just outside doorways and close to outer walls.
- NEVER use elevators.
- Keep students, visitors, and other employees out of stairwells & elevators.
- What to do After the Shaking Occurrence
- STAY CALM
- Assemble personnel at predetermined location.
- Take a head count of employees, students and known visitors.
- Shut off/conserves all unnecessary utilities, equipment and hazardous material supply lines.

- Put out or contain fires as required.
- If you smell gas, open windows and notify Security.
- Leave rooms and areas with heavy gas leakage.
- Do not use telephones except to report emergencies.
- Assess damage, supplies needed, functioning capability, etc.
- Notify President, Dean or College staff of assessed status.
- Give aid to others in your area as it is available.
- Check for injuries.
- Do not move injured persons unless in immediate danger of further injury.

SAFETY RECOMMENDATIONS

Building and Residence Safety

- Lock your door even if you will be gone for only a few minutes.
- Do not leave your keys in the lock unattended.
- Do not loan your keys, ID card, or College of Nursing Access Card to anyone.
- Do not offer to let someone you don't know well use your room.
- Do not "advertise" that you have items of value in your room.
- Small items of values in your room should be kept out of sight.
- Consider having your driver's license number engraved on all valuables for identification purposes.
- Report thefts immediately to the appropriate person (Resident Assistant or OSF Saint Francis Medical Center Security Department)
- Report the theft of checks or credit cards to you bank or credit card company immediately and notify OSF Saint Francis Medical Center Security.
- All entrance doors to the residence are locked and should NOT be propped open.
- Residents planning to use the patio should remember to take their Access card.
- Report any door, locks, or windows in need of repair to either the Customer Support Representative or the On-Call Resident Assistant.
- Be alert to unknown persons loitering in or near the College of Nursing buildings. Note their description and inform the Customer Support Representative, faculty, staff, On-Call Resident Assistant, or OSF SFMC Security immediately.
- Soliciting by door-to-door salespersons is prohibited by College of Nursing regulations. No one is allowed in the building for the purpose of making sales

At Night

- Avoid walking alone at night.
- Be conscious of your surroundings.
- Carry a whistle or personal alarm.
- Notify another person of your destination when leaving the College of Nursing.
- Maintain a tight grip on your personal property.

Walking, Jogging, or Biking

- Know your surroundings and neighborhood.
- Avoid vacant lots, alleys, constructions sites. Only use well-lit busy streets.
- Never hitchhike.
- Face traffic when walking so you can see the approaching vehicles.
- Have you key in your hand and ready as you get into your car or home.
- Wear comfortable shoes.
- Never walk, jog, or ride your bike alone or at night.

- If a purse or valuables must be carried, keep a firm grip on it. Hold it close to your body.
- Do not wear headphones.
- Use the buddy system in notifying each other of location.

Car Safety Tips

- Make sure your car is in good working order.
- Check your battery, tires, lights, steering, and brakes regularly.
- Learn how to make simple repairs to your car.
- If you go on a trip, plan out what route you are going to take before you leave. Leave this route with a relative or close friend.
- Keep windows up and doors locked.
- Park in well-lit areas.
- Be alert in parking structures.
- If you park in an attended lot, leave only your car key with the attendant.
- Always have a spare set of keys hidden somewhere on the car.
- Never put your address or phone number on a key chain.
- Do not leave valuables visible from the outside of the car.
- Always look in the back seat before you get into the car.
- If you work late at night, do not walk to your car alone.
- If you have someone give you a ride home, have them wait until you get into the residence before they leave.
- If you think you are being followed, go to the nearest open business, police station, or fire department.
- If your car breaks down, put up the hood and turn on flashers. If someone stops, have them call a relative, repair service, or police. Do not get out of the car to talk to them.
- If you are pulled over by an unmarked police car, be sure of the officer's identity.
- If you feel something is not right, put your flashers on and go to the next open business, slowly

CAMPUS & COMMUNITY

Building Access

Students, faculty, staff, guests, and visitors may access the main campus of the College of Nursing from the sixth-floor bridge doors or by the 511 NE Greenleaf St. entrance. A keyless-entry system has been installed to allow students, faculty, and staff access to the building during times that are appropriate to their course, housing status, or work schedules.

Loss of Access Cards must be reported **immediately** to the College Support Representative during day hours and the OSF Saint Francis Medical Center Security Office during evenings and weekends.

Students may access the Nursing Resource Center (NRC) at the Allied Building via entrance #4. The students must then walk through the hallway of the Behavioral Health Department and enter through another door to access the College of Nursing section of the building. A card reader on this door, similar to the one at the Main Campus, was installed.

Beginning in spring 2020, the NRC will be located in the Wozniak Learning Academy (a.k.a. White School) located at 304 East Illinois Avenue. Students will access the building via the Northeast entrance using the badge reader.

Building Access Rights/Limitations

Students residing on campus have access to the Greenleaf building 24 hours a day, 7 days a week, excluding dorm/study room closures (holidays, semester breaks, etc.). Those students not residing on campus have access to the building 6:00 AM to 11:00 PM, 7 days a week. During dorm/study room

closures, access is granted to all students from 7:00 AM to 6:00 PM Monday through Friday, excluding College holiday closures. The College is not accessible to students on designated holidays. Any other College and dorm/study room closure information will be announced through the College learning management system.

Guests for Students

A guest to the College of Nursing is someone who is invited by a student. The student should arrange to meet their guest at the appropriate door. All guests are the responsibility of the person giving access to the building and the student must remain with the guest(s) during their visit. Children are welcome to visit the College of Nursing in the company of the student. Babysitting in the College of Nursing is prohibited. No child or guest may be left unattended in the student's room, lounges, recreation rooms, lobby, or kitchen.

Visitors

A visitor to the College of Nursing is someone inquiring about the College; someone attending a scheduled meeting; or an unexpected guest of a student, faculty, or staff member. Visitors receive access to the building by the College Support Representatives from 7:00 AM to 5:00 PM, Monday through Friday, excluding College of Nursing closures (holidays and/or semester breaks).

All visitors are asked to sign in and to wear a visitor tag while in the building. Visitors not attending a scheduled meeting are retained by the sixth-floor entrance or the lobby until the appropriate person can assist the visitor. The visitor must be escorted at all times. Visitors attending a scheduled meeting are given directions to the meeting area.

Guest/Visitor Restrictions

Guests and visitors may visit dorm/study room floors Sunday-Thursday, during the hours of 9:00 AM to 11:00 PM. Friday and Saturday, visitors may visit dorm/study room floors during the hours of 9:00 AM to 1:00 AM. Community areas (lobby, kitchen, computer labs, library, and recreation rooms) are open to guests during the hours of 7:00 AM to 11:00 PM unless otherwise posted. Students with dorm/study rooms, refer to the online student handbook (<http://www.sfmcccon.edu>), *Building Rules and Regulations* for additional information.

Building Access Responsibilities

Students, faculty, and staff have the responsibility to each other to maintain a safe and secure environment. Each student, faculty, and staff member will take responsibility by:

1. Using their access card to enter the College of Nursing.
2. Not propping or holding the door open for any length of time.
3. **Immediately reporting the loss of an access card** to the Customer Support Representative during day hours and the OSF Saint Francis Medical Center Security Office during evenings and weekends.
4. Not loaning their access card to anyone.
5. Not allowing anyone to enter the College of Nursing while they are entering or leaving the building.
6. Meeting all guests at the appropriate door for entry into the College of Nursing.
7. Explaining to family and friends the need for planned arrivals to the College of Nursing, hour limitations, and the policy for visitors and unexpected guests.
8. Reporting violations to the Customer Support Representative during day hours and the Resident Assistant during evenings and weekends.
9. Immediately reporting emergency situations to OSF Saint Francis Medical Center Security at 309-655-2131.

Building Access Card Problems

Card does not work: Between the hours of 7:00 AM and 6:00 PM, Monday through Friday, notify the Customer Support Representative by using the phone located outside the access doors (sixth floor, off Greenleaf, and the west patio door). After 6:00 PM and before 7:00 AM or on weekends, go to OSF Saint Francis Medical Center Security located on the main floor of the hospital. A picture ID must be presented to gain entry.

Misplaced or Forgotten Cards: Between the hours of 7:00 AM and 5:30 PM, Monday through Friday, notify the Customer Support Representative by using the phone located outside the access doors (sixth floor, off Greenleaf, or the west patio door). After 5:30 PM and before 7:00 AM or on weekends, go to OSF Saint Francis Medical Center Security located on the main floor of the hospital. A picture ID must be presented to gain entry. Students will need to complete the Misplaced/Forgotten Incident Report and will only be given three days to produce the card to one of the CSRs before the card is considered lost or stolen and is deactivated. The student will be responsible for obtaining a new access card at the student's expense (\$20).

Lost or Stolen Cards: Immediately report that your card has been lost or stolen. Between the hours of 7:00 AM and 5:30 PM, Monday through Friday, notify the Customer Support Representative by using the phone located outside the access doors (sixth floor, off Greenleaf, and the west patio door) or calling 309-655-2217. After 5:30 PM and before 7:00 AM or on weekends, go to OSF Saint Francis Medical Center Security located on the main floor of the hospital or by calling 309-655-2131. A picture ID must be presented to gain entry. The student will be responsible for obtaining a new access card at the student's expense (\$20). Students must complete a Lost/Stolen Incident Report.

In Case of Emergency

- Update your contact information in the student information system at www.sfmc.edu.
- Report suspicious activity by calling OSF SFMC Security at (309) 655-2131.
- Call 911 if necessary.
- Review Emergency Procedures in the Student Handbook.
- Seek help or refer a friend in crisis.

SEXUAL HARRASSMENT/SEXUAL ASSAULT/SEXUAL MISCONDUCT

Sexual Harassment Policy

The College of Nursing is committed to providing an environment in which faculty, students, and staff are treated with courtesy, respect, and dignity. The College of Nursing will not tolerate or condone any actions by any persons which constitute sexual harassment.

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and other verbal, written, or physical conduct of a sexual nature by faculty or other personnel where such conduct is either made in an explicit or implicit term or condition for a specific grade, satisfactory achievement in a course, or employment, or where such conduct has the purpose or effect of substantially interfering with an individual's academic progress or work. A complaint of sexual harassment should be brought to the attention of either a Dean, Assistant Dean or the President. Such a complaint will be promptly and fully investigated and, if founded, subject to disciplinary action.

Sexual Assault Policy

For the purpose of this policy, sexual assault is defined as attempted or actual unwanted sexual activity including forcible and non-forcible sex offenses which occur on campus. Such conduct is prohibited by the College of Nursing and a violation is subject to disciplinary action according to the below policy, which is also found in the Student Handbook located at: <http://www.sfmcccon.edu>

Information on sex offenders can be found at <http://www.isp.state.il.us/sor>.

Professional Conduct

1. Students MUST maintain professional confidentiality. Clients should not be discussed in the cafeteria, public places, at social functions, or with family and friends.
2. Students may not give information concerning clients or the clinical agency to newspaper reporters, lawyers, insurance agents or others not connected with the clinical agency. Refer these people to the instructor or appropriate person at the clinical agency.
3. Students may not act as witnesses to wills, baptisms, marriages, surgical or autopsy permits.
4. Students must observe OSF Saint Francis Medical Center or clinical agency regulations when visiting clients on a social basis. Students may not use their privileges as nursing students to access clinical areas or client information. Students are not to read patient records or provide care when visiting.
5. Students must promote a quiet environment in client care areas.
6. Students may use telephones in clinical agencies for professional purposes only and not for personal calls.
7. The student, when answering a clinical agency telephone, identifies the agency, unit and gives both name and title.
8. Students, with authorization of the instructor, may use the public address System or audio pagers of the clinical agency.
9. Students should conduct all communications with physicians, clients and employees in a professional manner. Physicians are not to be called without first consulting with the instructor.
10. Students shall report to the instructor when arriving on the nursing unit and when leaving.
11. Students shall report any broken or defective equipment or supplies to the instructor or appropriate clinical agency personnel.

Unprofessional conduct may also result in criminal proceedings under the law. Students are encouraged to report an incident of sexual assault to the appropriate campus personnel such as the President, Dean, or Counselor. The College of Nursing will assist the student in obtaining appropriate medical attention and will inform the Security Department of OSF Saint Francis Medical Center.

The student will be encouraged to cooperate with appropriate law enforcement officers and will be supported in so doing by campus personnel. The student who has experienced a sexual assault will be encouraged and assisted in making arrangements for counseling with an appropriate counselor. The student may receive necessary physical care through the Emergency Department. A student who resides in a dorm or study room of the College of Nursing will be assisted in moving to a different room/floor if desired.

The following procedure should be followed in the event of a sex offense:

1. Contact any administrative personnel of the College of Nursing or Resident Assistant, who will then initiate further procedures.
2. Report the incident to the College's President or Dean.

In the case of an on-campus disciplinary hearing for an alleged sexual assault in which both parties are students, both the accuser and the accused may present evidence. Both parties will be informed of the outcome of the disciplinary hearing and have the right to appeal according to the appeal procedure for disciplinary action. Disciplinary actions may include but not be limited to the following: loss of dorm/study room privileges, suspension, and or dismissal from College of Nursing. Please refer to the Sexual Assault section for additional questions.

SEXUAL MISCONDUCT PRIMARY PREVENTION & AWARENESS PROGRAM

In an attempt to educate faculty, staff, and students about personal safety, SFMCCON sponsors a variety of programs throughout the academic year. These programs include discussions about topics such as acquaintance rape and self-defense.

Program Name	Type/Description	Dates	Location(s)	Target Audience	Number of Attendees
Get the Scoop on Relationship Rights	Bulletin board	Jan 2018 – Dec 2018	College of Nursing, Floor 1	Students, Faculty, & Staff	Visible to all persons on campus
Resident Assistant (RA) Training, Spring 2018	Training for RAs re: the College policies, signs of alcohol & other drug / sexual abuse, resources, etc.	Jan 2018	College of Nursing, Office 132	Resident Assistants	7
New Student BSN Orientation, Spring 2018	Presentation Provided education and resources at the College of Nursing, within the community and national hotlines; Review Alcohol & Other Drug Abuse Policy, Title IV, VAWA, & Illinois Human Rights Act	Jan 2018	OSF Saint Francis Medical Center, Jump Trade Education and Simulation Center	Students	76
The Center for Prevention of Abuse	Pamphlet	Jan 2018 - Ongoing	Student Dining/Rec Room, Level B Counseling Office on Floor 1, Health Nurse Office on Floor 6	Students, Faculty, & Staff	Available to all persons on campus
If it Feels Inappropriate...	Poster Campaign	Jan 2018 - Ongoing	Each Floor (1-6), Student Kitchen, Student Recreation, Library	Students, Faculty, & Staff	Visible to all persons on campus

SEXUAL MISCONDUCT PRIMARY PREVENTION & AWARENESS PROGRAM

(continued)

Program Name	Type/Description	Dates	Location(s)	Target Audience	Number of Attendees
Title IX, Sexual Harassment, and Alcohol & Other Drug Abuse Policy Notification	Email Notification of policies, rights, & resources available	Aug 2018	College of Nursing	Students, Faculty, & Staff	All on campus & distance learning students, faculty & staff
Resident Assistant (RA) Training, Fall 2018	Training for resident assistants re: College policy, signs of abuse, resources, etc.	Aug 2018	College of Nursing, Office 132	Resident Assistants	6
New Student BSN Orientation, Fall 2018	Presentation Provided education and resources at the College of Nursing, within the community and national hotlines; Review Alcohol & Other Drug Abuse Policy, Title IV, VAWA, & Illinois Human Rights Act	Aug 2018	OSF Saint Francis Medical Center, Jump Trade Education and Simulation Center	Students	92
Suicide Prevention Month	Poster Campaign / Pamphlets	Sept 2018	College of Nursing	Students, Faculty, & Staff	Visible to all persons on campus
Luncheon Stop the Stigma	Video NAMI (National Alliance on Mental Illness)	Sept 2018	College of Nursing	Students, Faculty, & Staff	45
Messages of Hope	Campus Initiative	Sept 2018	College of Nursing	Students	130 messages distributed to students

SEXUAL MISCONDUCT PRIMARY PREVENTION & AWARENESS PROGRAM

(continued)

Program Name	Type/Description	Dates	Location(s)	Target Audience	Number of Attendees
Reducing Test-taking Stress	Presentation Vicki Kamhi, Counselor	Sept 2018	College of Nursing	Students	47
RA Luncheon Human Trafficking	Presentation Center for Prevention of Abuse	Oct 2018	College of Nursing	Students	40
Mental Illness Awareness Week	Poster Campaign / Pamphlets	Oct 7 – Oct 13, 2018	College of Nursing	Students	Visible to all persons on campus
Silver Cloud Mental Health Tool	Online Disseminated information on the Silver Cloud online 24/7 mental health support tool through OSF Healthcare SFMC	Oct 17, 2018	Online	Students, Faculty, & Staff	Available online to students, faculty, staff
Breast Cancer Awareness Month	Posters / Pamphlets	Oct 2018	College of Nursing	Students, Faculty, & Staff	Available to all persons on campus
Thriving in Nursing School & Surviving the Holidays	Presentation Vicki Kamhi, Counselor	Nov 2018	College of Nursing	Students	45
Effect of Serious/Chronic/Terminal Illness on Patients & Families	Presentation Vicki Kamhi, Counselor	Nov 2018	College of Nursing Mental Health Class	Students	30
All College Meeting Title IX	Presentation Vicki Kamhi, Counselor	Dec 2018	700 Auditorium	Faculty & Staff	60
QPR Suicide Prevention Training	Presentation Center for Prevention of Abuse	Dec 2018	College of Nursing	Faculty & Staff	15

PRIMARY PREVENTION & AWARENESS PROGRAM DEFINITIONS

All students, faculty and staff are advised that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. The next section contains definitions regarding those topics which apply in the state of Illinois:

**Saint Francis Medical Center
College of Nursing 2018 ASR**

Crime Type	Definition
Dating Violence	The College has determined, based on good-faith research, that Illinois law does not define the term dating violence.
<p>Domestic Violence (750 ILCS 60/103)</p> <p>Additionally, Illinois law also defines the following crimes:</p> <p>Domestic Battery (750ILCS 5/12-3.2(a))</p>	<p>1) "Abuse" 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.</p> <p>2) "Domestic Violence" means abuse as defined in paragraph (1).</p> <p>A person commits domestic battery if he or she knowingly without legal justification:</p> <p>1) Causes bodily harm to any family or household member.</p> <p>2) Makes physical contact of an insulting or provoking nature with any family or household member.</p>
<p>Aggravated Domestic Battery (750 ILCS 5/12-3.3)</p> <p>(750 ILCS 5/12-0.1)</p>	<p>(a) A person who, in committing a domestic battery, knowingly causes great bodily harm, or permanent disability or disfigurement commits aggravated domestic battery.</p> <p>(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> <p>For purposes of the above crimes, "family or household members" is defined as:</p> <p>"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 (Illinois Compiled Statutes). For purposes of this Article, neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship.</p>
<p>Stalking (720 ILCS 5/12-7.3)</p>	<p>(a) A person who 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.</p> <p>(a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least two 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.</p> <p>(a-5) 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 of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.</p>
<p>Additionally, Illinois law also defines the following crimes:</p> <p>Aggravated Stalking (720 ILCS 5/12-7.4)</p>	<p>(a) 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, and order of protection, a stalking no contact order, a civil no contact or an injunction prohibiting the behavior described in subsection (b)(1) of Section 214 of the Illinois Domestic Violence Act of 1986.</p> <p>(a-1) A person commits aggravated stalking when he or she is required to register under the Sex Offender Registration Act or has been previously required to register under the Act and commits the offense of stalking when the victim of the stalking is also the victim of the offense for which the sex offender is required to register under the Sex Offender Registration Act or a family member of the victim.</p>
<p>Cyberstalking (750 ILCS 5/12-7.5)</p>	<p>(a) 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.</p> <p>(a-3) A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least two separate occasions harasses another person or places the 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.</p> <p>(a-5) 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) 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.</p>
<p>Sexual Assault (720 ILCS 5/11-1.20(a))</p>	<p>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; 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.</p>

<p>Additionally, Illinois law also defines the following crimes:</p> <p>Aggravated Criminal Sexual Assault (720 ILCS 5/11-1.30)</p>	<p>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 another 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 with a firearm; 9) 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>
<p>Predatory Criminal Sexual Assault of a Child (720 ILCS 5/11-1.40(a))</p>	<p>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 person 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</p>
<p>Rape, Fondling, Incest, Statutory Rape</p>	<p>For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. The College has determined, based on good-faith research, that Illinois law does not define these terms.</p>
<p>Other Crimes that could be considered to be Sexual Assault:</p> <p>Criminal Sexual Abuse (720 ILCS 5/11-1.50)</p>	<p>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 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 under 9 years of age but under 17 years of age.</p> <p>c) A person commits aggravated criminal sexual assault 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>
<p>Aggravated Criminal Sexual Abuse (720 ILCS 5/11-1.60)</p>	<p>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, 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; 3) the victim is 60 years of age or older; 6) the victim is a person with a physical disability; 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.</p> <p>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.</p> <p>c) A person commits aggravated criminal sexual abuse if: 1) that person 17 years of age or over, and (i) commits an act 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 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>
<p>Sexual Relations Within Families (720 ILCS 5/11-11(a))</p>	<p>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.</p>
<p>Consent (as it relates to sexual activity) (720 ILCS 5/11-1.70)</p>	<p>a) "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>b) 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>

POLICY AGAINST SEXUAL MISCONDUCT, DOMESTIC AND DATING VIOLENCE AND STALKING

Sexual misconduct, like unlawful harassment on the basis of race, age, disability, religion or any other protected class, is a form of discrimination expressly prohibited by law. Sexual misconduct is a violation of Title VII of the Civil Rights Act of 1964, of Title IX of the Education Act Amendments of 1972, and of the Illinois Human Rights Act. The College will not tolerate, condone or subject anyone to such misconduct. In addition to being illegal, sexual misconduct violates the dignity of the individual and the integrity of the College as an institution of learning.

Likewise, the College does not tolerate domestic violence, dating violence or stalking, regardless of whether these acts are based on an individual's sex. Domestic violence, dating violence and stalking are crimes in Illinois and are subject to criminal prosecution.

Academic freedom can exist only when each person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. The College is therefore committed to fully investigating and addressing any instances of sexual misconduct, domestic or dating violence and stalking of which it receives notice. Students perpetrating such acts will be subject to disciplinary action, up to and including expulsion. And, employees perpetrating such acts will be subject to disciplinary action, up to and including termination.

Accordingly, the College has adopted the following policy (hereinafter referred to as the "Policy").

JURISDICTION

This Policy applies to everyone who is a part of the College community, including students, employees, visitors, volunteers and contractors, regardless of sex, sexual orientation or gender identity. It includes conduct occurring on campus, as well as conduct occurring off-campus that is related to the College's programs or activities, or which may create a hostile environment on campus or in a College program or activity.

NOTE ON TERMINOLOGY

Throughout this Policy, the term "victim" is often used to denote an individual who is alleged to have been victimized by sexual misconduct, domestic or dating violence or stalking. Likewise, the term "perpetrator" is, at times, used to denote the individual alleged to have engaged in one of these acts. The use of these terms is consistent with the language of the Violence Against Women Reauthorization Act of 2013 and should not be construed as a pre-judgment as to whether a violation of this Policy occurred.

It should further be noted that this Policy uses the umbrella term "sexual misconduct" to encompass a range of conduct, including sexual harassment, sexual assault and sexual exploitation. By using the term "misconduct," the College does not intend to diminish the serious nature of any type of sexual harassment, violence or exploitation.

Finally, the term "employee" is used throughout this Policy and is intended to include all faculty members, administrators, staff and other employees of the College.

PROHIBITED CONDUCT

The following section discusses types of prohibited conduct:

SEXUAL ASSAULT

What Is Prohibited? **No person may engage in sexual assault.**

Sexual Assault

Sexual assault is actual or attempted sexual contact with another person without that person's *consent*. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's *consent*; or
- Other intentional sexual contact with another person without that person's *consent*; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's *consent*; or
- Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's *consent*.

Consent (Applicable to Sexual Assault)

"Consent" must be informed, voluntary and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threat or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. Evidence of a prior consensual dating relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

SEXUAL EXPLOITATION

What Is Prohibited? **No person may engage in sexual exploitation.**

Sexual Exploitation

Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's *consent*. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts or nakedness without that person's *consent*;
- Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not *consent* to such disclosure and objects to such disclosure; and,
- Viewing another person's sexual activity, intimate body parts or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's *consent*, and for the purpose of arousing or gratifying sexual desire.

Consent (Applicable to Sexual Exploitation)

"Consent" must be informed, voluntary and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation,

threats or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to a particular activity with another person does not imply ongoing future consent with that person or consent to that same activity with another person. Evidence of a prior consensual dating relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

SEX-BASED HARRASSMENT

What Is Prohibited? **No person may engage in sex-based harassment that creates a hostile environment in or under any program or activity of this College.**

No person who is an employee or agent of this College (including a student employee) may condition a decision or benefit on a student's or employee's submission to sex-based harassment.

Sex-Based Harassment

Sex-based harassment includes *sexual harassment* and *gender-based harassment*.

Sexual Harassment

Sexual harassment is *unwelcome* conduct of a sexual nature, including, but not limited to, *unwelcome* sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature, including *sexual assault* and *sexual exploitation*. In addition, depending on the facts, dating violence, domestic violence and stalking may also be forms of sexual harassment. (See "Sexual Assault" on page 183, "Sexual Exploitation" on page 183, "Domestic and Dating Violence" on page 187, and "Stalking" on page 187.)

Gender-Based Harassment

Gender-based harassment is *unwelcome* conduct of a nonsexual nature based on a person's actual or perceived sex, including conduct based on gender identity, gender expression and *nonconformity with gender stereotypes*.

Unwelcome Conduct

Conduct is considered unwelcome if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet) or other conduct that may be physically threatening, harmful or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that the person welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Hostile Environment

A hostile environment exists when *sex-based harassment* is sufficiently serious to deny or limit a person's ability to participate in or benefit from the College's programs or activities. A hostile environment can be created by anyone involved in a College's program or activity (e.g., employees, students, campus visitors, etc.).

In determining whether *sex-based harassment* has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was *unwelcome* to the person who was harassed. But the College will also need to find that a reasonable person in the person's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a person or persons, the College considers a variety of factors related to the severity, persistence or pervasiveness of the *sex-based harassment*, including: (1) the type, frequency and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and (5) the degree to which the conduct affected one or more person's education or employment.

The more severe the *sex-based harassment*, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the *sex-based harassment* is not particularly severe.

SEXUAL HARRASSMENT BY HIGHER EDUCATION REPRESENTATIVE

What Is Prohibited? **No higher education representative may make any unwelcome sexual advances or requests for sexual favors to a student.**

No higher education representative may exhibit any conduct of a sexual nature toward a student, when such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, offensive or hostile educational environment.

No higher education representative may exhibit any conduct of a sexual nature toward a student when the higher education representative either explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct as a basis for, determining any academic decision.

Higher Education Representative

A "higher education representative" includes the president, chancellor or other holder of any executive office on the administrative staff of an institution of higher education, and any member of the faculty of an institution of higher education, including, but not limited to, a dean or associate or assistant dean, a professor or associate or assistant professor and a full- or part-time instructor or visiting professor, including a graduate assistant or other student who is employed on a temporary basis of less than full-time as a teacher or instructor of any course or program of academic, business or vocational instruction offered by or through an institution of higher education.

Unwelcome Conduct

Conduct is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet) or other conduct that may be physically threatening, harmful or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that the person welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Hostile Educational Environment (Applicable to Sexual Harassment by Higher Education Representative)

A hostile educational environment includes conduct which is severe or pervasive and which is objectively and subjectively offensive. Conduct is objectively offensive if a reasonable person would find such conduct to be egregious. Factors that will be considered when determining if an environment is objectively offensive include the frequency and severity of the conduct, whether it is humiliating or physically threatening and whether it unreasonably interferes with the student's educational performance.

Academic Decision

An academic decision includes, but is not limited to:

- Whether the student will be admitted to an institution of higher education;
- The educational performance required or expected of the student;
- The attendance or assignment requirements applicable to the student;
- The courses, fields of study or programs, including honors and graduate programs, to which the student will be admitted;
- The placement or course proficiency requirements that are applicable to the student;
- The quality of instruction the student will receive;
- The tuition or fee requirements that are applicable to the student;
- The scholarship opportunities that are available to the student;
- The extracurricular teams the student will be a member of or the extracurricular competitions in which the student will participate;
- The grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
- The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; and
- The degree, if any, the student will receive.

DOMESTIC AND DATING VIOLENCE

What Is Prohibited? **No person shall engage in domestic violence or dating violence against any member of the College community, including students, employees, visitors, volunteers and contractors.**

Domestic Violence

The term domestic violence includes *physical abuse* committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois; or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

Dating Violence

The term dating violence includes *physical abuse* committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Physical Abuse

Physical abuse includes, but is not limited to:

- Sexual abuse;
- Knowing or reckless use of physical force, confinement or restraint;
- Knowing, repeated and unnecessary sleep deprivation; and
- Knowing or reckless conduct which creates an immediate risk of physical harm.

STALKING

What Is Prohibited? **No person shall engage in the *stalking* of any member of the College community, including students, employees, visitors, volunteers and contractors.**

Stalking

Stalking is a course of conduct (i.e., a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct) directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim and/or threaten her or his safety, mental health or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts or any other communications that are undesired and place another person in fear;
- Use of online, electronic or digital technologies, including:
 - Posting of pictures or information in chat rooms or on Web sites
 - Sending unwanted/unsolicited email, text messages or talk requests
 - Posting private or public messages on Internet sites, social networking sites and/or school bulletin boards
 - Installing spyware on a victim's computer
 - Using Global Positioning Systems (GPS) to monitor a victim;
- Pursuing, following, waiting or showing up uninvited at or near a residence, workplace, classroom or other places frequented by the victim;
- Surveillance or other types of observation including staring, "peeping";
- Trespassing;
- Vandalism;

- Non-consensual touching;
- Direct verbal or physical threats;
- Gathering information about an individual from friends, family, and/or co-workers;
- Threats to harm self or others, including pets; and
- Defamation – lying to others about the victim.

RETALIATION PROHIBITED

The College prohibits retaliation of any kind (including intimidating, threatening, coercing or in any way discriminating) against those who file a complaint or third-party report of a violation of this Policy or who otherwise participate in the investigative and/or disciplinary process.

The College will take strong responsive action, up to and including expulsion or termination of employment, if retaliation occurs.

INTIMIDATION PROHIBITED

The College prohibits intimidation of any kind against any member of the College community with the purpose or intent of: preventing that person from reporting a violation of this Policy; causing that person to withdraw a complaint or recant a statement related to the violation of this Policy; or discouraging participation in the College's investigative and/or disciplinary process.

The College will take strong responsive action if such intimidation occurs.

Prohibited Acts Defined

Throughout this Policy, all of the acts described shall be referred to as *Prohibited Acts*.

NOTE ON FIRST AMENDMENT RIGHTS

This Policy does not impair the exercise of rights protected under the First Amendment. The College applies and enforces this Policy in a manner that respects the First Amendment rights of students, employees and others.

COMPLAINT AND ADJUDICATION PROCEDURE

Right to an Advisor

At all times during the complaint, investigation and adjudication process, the complainant and respondent each have the right to have an advisor present. This advisor can be anyone of the party's choosing, other than a member of the Title IX Team, who has agreed to serve that function, including an advocate, attorney, friend or family member. However, this advisor may not participate in the College's investigation or adjudication process other than by providing the party with advice and/or support.

Reporting Procedures

Any member of the College community who has been a victim of sexual misconduct, domestic or dating violence or stalking has a number of reporting options.

Formal Reporting to College

Prohibited Acts may be reported to the College by notifying any employee of the College, including the Title IX Coordinator. Kevin Stephens, the Title IX Coordinator, may be reached by phone at (309) 655-2291, by email at kevin.n.stephens@osfhealthcare.org, or in person at 511 NE Greenleaf Street, Peoria, IL in room 622.

All employees of the College are required to notify the Title IX Coordinator of any notice they receive of a Prohibited Act while acting as employees of the College.

It should be noted that the College employs health care providers and priests as faculty members. Though discussions with these individuals outside the College, when they are providing health care services or pastoral counseling, may be confidential, any notice they receive of a Prohibited Act while they are acting as employees of the College will be reported to the Title IX Coordinator.

All such reports of Prohibited Acts will be investigated by the College as set forth in the "Investigation Procedures" on page 191 of this Policy.

Formal Reporting to Law Enforcement

Reports to law enforcement may also be made at any time, regardless of whether a report has been made to the College. The Peoria Police Department can be contacted at any time at (309) 673-4521 (non-emergency) or 911 for emergency.

Reports to law enforcement will not automatically be shared with the College by the police; therefore, if a victim of a Prohibited Act wishes for the College to also investigate the matter, s/he should also make a report to the College.

Privileged or Confidential Disclosures

The College encourages victims of Prohibited Acts to talk to somebody in order to get the support they need. Regardless of whether a victim wishes to make a report to the College and/or law enforcement, a number of resources are available for confidential or privileged discussions regarding Prohibited Acts. See "Reporting and Confidentiality" on page 196 of this Policy for further information on confidentiality rules with respect to various resources.

Third-Party Reporting

Anyone can report a Prohibited Act to the College, regardless of whether the person making the complaint was the victim of the Prohibited Act. Third-party reports may be made to any employee of the College, including the Title IX Coordinator. Such reports will be investigated per "Investigation Procedures" on page 191 of this Policy.

Anonymous Reporting

Anyone, including a victim, can make an anonymous report of a Prohibited Act to the College by contacting the Title IX Coordinator and requesting to make an anonymous report. The complainant may request that this report be kept confidential and/or not be investigated by the College. If an individual discloses a Prohibited Act to the College but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted, the College, through the Title IX Coordinator, must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

Please see "Requesting Confidentiality from the College" in the Student Handbook at www.sfmcon.edu for further information on how such a request will be considered.

Amnesty

Any individual participating in the investigation or adjudication of a complaint involving an alleged Prohibited Act (including the complainant, respondent and witnesses) will be given amnesty from any student conduct policy of the College, including the College's drug and

alcohol policy, for all acts discovered during the course of the College's investigation that are materially relevant to the Prohibited Act being investigated or adjudicated.

For example, should the College learn during an investigation into a reported sexual assault that the complainant and respondent were both violating the College's alcohol policies at the time of the incident, the College will grant amnesty to both complaint and respondent for that particular violation of the alcohol policy.

This grant of amnesty is intended to encourage open and honest reporting of information needed for the College to fully and fairly investigate allegations of Prohibited Acts.

INTERIM SAFETY AND ACCOMODATIVE MEASURES

Once the College has notice of a potential Prohibited Act, it will immediately seek to ensure that the complainant is safe and is being provided the resources that are needed, regardless of whether the victim wishes to make a formal complaint and/or participate in the College's investigation.

The College will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The College will:

- Assist the victim in accessing available victim advocacy, academic support, counseling, disability, health or mental health services and legal assistance both on and off campus;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments to assignments or tests; and
- Inform the victim of the right to report a crime to campus or local law enforcement and provide the victim with assistance if the victim wishes to do so.

Because the College is under a continuing obligation to address Prohibited Acts campus-wide, reports of Prohibited Acts (including non-identifying reports) will also prompt the College to consider broader remedial action, such as: increased monitoring, supervision or security at specific locations; increased education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

INVESTIGATION PROCEDURES

The College's Title IX Coordinator is responsible for overseeing the College's response to reports and complaints of Prohibited Acts.

Unless a complainant specifically requests that an investigation not take place, the Title IX Coordinator will order and oversee an investigation into any reports of Prohibited Acts. (For further information on the Title IX Coordinator's role and responsibilities, see "Title IX Coordinator" on page 193 of this Policy.) Should the complainant request that no investigation be performed, the Title IX Coordinator will exercise best efforts to comply with that request; however, should the nature of the facts known suggest an ongoing threat to the complainant or the campus community or otherwise demonstrate a compelling need to proceed with an investigation, the Title IX Coordinator may proceed with an investigation despite the complainant's request to the contrary.

Should the complainant wish to make a formal complaint but also request that her/his identity remain confident, the ability of the College to investigate her/his complaint may be limited.

(Please see "Reporting and Confidentiality" on page 196 of this Policy for further information.)

The Title IX Coordinator will choose an investigator to investigate alleged Prohibited Acts on a case-by-case basis. Any such investigator will be trained and qualified to perform investigations into the specific type of Prohibited Act being alleged and will be neutral and impartial.

Investigations will be thorough and prompt. They will likely include interviews with the complainant, respondent and witnesses, and the gathering, review and analysis of relevant evidence. Investigations will be conducted with utmost attention to maintaining the privacy of complainants and respondents.

Consistent with the College's mission and values, the complainant and respondent will be provided equitable rights and will be treated fairly and respectfully throughout the investigation. Both complainant and respondent will receive notice of any formal investigation conducted in order to give both parties the opportunity to offer their accounts, provide names of witnesses and offer any other relevant evidence to the investigator. The College will not hold any hearing or quasi-judicial proceeding on these matters other than the investigation itself.

At the conclusion of the investigation, the investigator will provide a written report to the Title IX Coordinator setting forth her/his findings of fact and an opinion as to whether a Prohibited Act occurred. The investigator will use the preponderance of the evidence standard when making findings of fact and determining whether a Prohibited Act occurred. A "preponderance of the evidence" means that a particular finding is more likely than not (i.e., is supported by the greater weight of the credible evidence).

When weighing the evidence in a sexual misconduct matter, the investigator shall not take into account evidence regarding the complainant's previous sexual behavior with persons other than the respondent if such evidence is presented for the purpose of disparaging the complainant's character or suggesting that it is more likely than not that the complainant would have consented to the act(s) at issue.

ADJUDICATION PROCEDURES

Upon receipt of the investigator's report, the Title IX Coordinator will meet with the College's Title IX Team, which will review the report and determine whether to adopt the findings of the investigator. (See "Title IX Team" on page 201 of this Policy for further information on the Title IX Team.) Any member of the Title IX Team having a conflict of interest with respect to any party to the complaint that might cause a reasonable person to question her/his objectivity shall recuse her/himself from the adjudication of the particular matter.

Neither the parties nor their advisors are entitled to be present during the meetings of the Title IX Team.

The Title IX Team will conclude that a Prohibited Act occurred only if it finds that such a conclusion is supported by a preponderance of the evidence.

In the event the Title IX Team concludes that a Prohibited Act occurred, it will determine the appropriate responsive action to be taken, which may include remedies and/or accommodations to the victim, remedies to the College community and sanctions for the person found in violation. Remedies to the victim may include, but are not limited to: continuation of interim measures, issuance of no-contact orders, allowing a student to withdraw from or retake a class without penalty, providing access to tutoring and providing access to counseling. Remedies to the College community may include, but are not limited to: training and educational programs, and implementation of additional safety or security

measures. Sanctions against the respondent may include, but are not limited to: no-contact orders, suspension, expulsion, demotion and termination of employment, as applicable.

If the victim wishes, an appropriate responsive action may be mediation between the parties, facilitated by the College. However, mediation is not appropriate and will not be used if there has been a finding of that a sexual assault occurred.

The Title IX Coordinator shall provide simultaneous written notice to the complainant and respondent of its conclusions and responsive actions, options and procedures for appeal, any changes to the result and when such results become final. For purposes of this Policy, "simultaneous" shall mean as close together in time as reasonably possible without requiring the complainant and respondent to be physically present in the same place at the same time.

The College will not require a party to abide by any nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the adjudication.

APPEAL PROCEDURES

Either the complainant or respondent may appeal the Title IX Team's conclusions, sanctions or other responsive actions to the President of the College in writing within five (5) business days of receiving written notice of those conclusions and responsive actions from the Title IX Coordinator. However, an appeal may only be made on the following grounds:

- That a member of the Title IX Team had a conflict of interest that should have precluded him/her from participating in the adjudication.
- That additional relevant information has become available that was not considered by the investigator and/or Title IX Team.
- That the investigation and/or adjudication procedures set forth in this Policy were not followed by the investigator and/or Title IX Team.

Upon receipt of an appeal, the President of the College will either reject or accept the appeal within five (5) business days. The President of the College will use the preponderance of the evidence standard when considering the appeal. Any rejection of an appeal by the President of the College shall be final.

In the event the President of the College accepts the appeal, s/he shall send the matter back to the Title IX Team with one of the following instructions: 1) that a member or members of the Title IX Team recuse her/himself; 2) that the Title IX Team send the matter back to the investigator for consideration of additional evidence; or 3) that the Title IX Team and/or investigator comply with the investigation and/or adjudication procedures set forth in this Policy, specifying what procedures have not been properly followed, and reconsider the matter using the proper procedures.

Timeframe

The College will strive to resolve any matter falling under this Policy within sixty (60) days of receiving notice of a Prohibited Act, including investigation, adjudication and appeal.

OPTIONS FOR ASSISTANCE

Options for Assistance Following a Sexual Assault or Other Prohibited Act

The College is committed to providing assistance to any member of the College community who is a victim of sexual misconduct or other Prohibited Act.

What to Do If You Are the Victim of Sexual Assault

In the immediate aftermath of a sexual assault, the most important thing is for the victim to get to a safe place. Whether it be the victim's home, a friend's home or with a family member, immediate safety is what matters most. When a feeling of safety has been achieved, it is vital for the victim to receive medical attention, and strongly recommended for the victim to receive a forensic examination.

DNA evidence is an integral part of a law enforcement investigation that can build a strong case to show that a sexual assault occurred and to show that the defendant is the source of any biological material left on the victim's body. Victims should make every effort to save anything that might contain the perpetrator's DNA and should not:

- Bathe or shower;
- Use the restroom;
- Change clothes;
- Comb hair;
- Clean up the crime scene; or
- Move anything the perpetrator may have touched.

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

Resources for Immediate Assistance

The resources below are available to anyone who has been the victim of sexual assault or any other Prohibited Act.

TITLE IX COORDINATOR

At the College, the Title IX Coordinator, Kevin Stephens, can be contacted at (309) 655-2291 at any time to assist a victim in connecting with trained advocates and counselors who can provide an immediate response in a crisis situation, regardless of whether the victim wishes to make an official report or participate in the institutional disciplinary or criminal process.

The Title IX Coordinator can also provide assistance in contacting law enforcement, should the victim wish to do so. The victim has the right to decline to report to law enforcement. (See "Reporting and Confidentiality" on page 196 of this Policy for further information.)

And, the Title IX Coordinator can provide information to the victim about obtaining a no-contact order against the perpetrator, issued by a court. This option is available to the victim regardless of whether s/he wishes to make a formal complaint with the College or report the matter to law enforcement.

Employee Assistance Program (Available to Students Also)

The College's free and confidential Employee Assistance Program is available to both students and employees 24 hours per day, 7 days per week. This program provides individuals with the services of licensed professionals, including counselors and legal consultants, at no charge to the victim.

- OSF HealthCare Employee Assistance Program
800-433-7916

Off-Campus Advocates and Counselors

Immediate confidential assistance from off-campus advocates and counselors can be obtained from the following resources:

- Center for Prevention of Abuse (sexual assault resources)
(309) 691-0551
720 Joan Court
Peoria, IL
www.centerforpreventionofabuse.org
- Center for Prevention of Abuse – Women’s Strength
Rape Crisis 24 Hour Hotline
(309) 691-4111 or (1-800) 559-SAFE
- Agape Counseling
(309) 692-4433
2001 West Willow Knolls Drive
Peoria, IL 61614
www.agapecounselors.net
- Heart of Illinois Critical Incident Stress Management Team
(309) 655-2301

Law Enforcement

Regardless of whether a victim of sex-based harassment, sexual assault, sexual exploitation, domestic or dating violence or stalking wishes to make a report to the College, the option to report to local law enforcement is always available. Assistance can be obtained from law enforcement as follows:

- Peoria Police Department
Emergency: 911
Non-Emergency: (309) 673-4521
600 SW Adams Street
Peoria, IL 61602
www.peoriagov.org/peoria-police-department/

Medical Care

Immediate medical care for treatment of injuries, preventative treatment for sexually-transmitted diseases and other health care services can be obtained from the following resources:

- OSF Saint Francis Medical Center Emergency Department
(309) 655-2000
1306 N. Berkley Avenue
Peoria, IL 61603
www.osfsaintfrancis.org/services/EmergencyServices/

Unity Point Methodist Emergency Department
(309) 672-5522
Hamilton Boulevard and NE Crescent Avenue
Peoria, IL 61636
www.unitypoint.org/peoria/services-emergency-department.aspx

Both of these providers have trained Sexual Assault Nurse Examiners available to perform a rape kit in order to preserve evidence of a sexual assault. A victim of sexual assault does not need to make an immediate decision as to whether to seek criminal charges against a perpetrator; however, having a rape kit performed allows the victim the ability to preserve evidence should the victim choose to pursue criminal charges immediately or in the future.

RESOURCES FOR ONGOING ASSISTANCE

The resources below are available to anyone who has been the victim of sexual assault or any other Prohibited Act.

Title IX Coordinator

At the College, the Title IX Coordinator, Kevin Stephens, can be contacted by phone at (309) 655-2291 or by email at kevin.n.stephens@osfhealthcare.org to help a victim of a Prohibited Act connect with trained advocates and counselors who can provide ongoing assistance, regardless of whether the victim wishes to make an official report or participate in the institutional disciplinary or criminal process. (See "Reporting and Confidentiality" on page 196 of this Policy for further information).

Employee Assistance Program (Available to Students Also)

Ongoing counseling and other assistance can also be obtained on-campus by contacting the College's Employee Assistance Program, which is a confidential resource available to both students and employees, at 1-800-433-7916.

Off-Campus Advocates and Counselors

Ongoing confidential assistance from off-campus advocates and counselors can also be obtained from the following resources:

- Center for Prevention of Abuse (sexual assault resources)
(309) 691-0551
720 Joan Court
Peoria, IL
www.centerforpreventionofabuse.org
- Agape Counseling
(309) 692-4433
2001 West Willow Knolls Drive
Peoria, IL 61614
www.agapecounselors.net
- Illinois Coalition Against Domestic Violence
Illinois Domestic Violence Hotline: 877-863-6338
National Domestic Violence Hotline: 800-799-7233/TTY 800-787-3224
www.ilcadv.org
- Illinois Coalition Against Sexual Assault
National Sexual Assault Hotline: 800-656-HOPE (4673)
www.icasa.org
- Illinois Domestic Violence Help Line
(877) 863-6338
- Rape, Abuse and Incest National Network (RAINN)
(800) 656-HOPE
www.rainn.org

REPORTING AND CONFIDENTIALITY

Talking about What Happened

The College encourages victims of sexual assault and other Prohibited Acts to talk to somebody in order to get the support they need, and so the College can respond appropriately.

This Policy is intended to make the College community aware of the various reporting and confidential disclosure options available – so individuals can make informed choices about where to turn should they become a victim of a Prohibited Act. The College encourages victims to talk to someone identified in one or more of these groups.

The Options

Privileged and Confidential Communications

Victims who wish to speak with someone in confidence without triggering an investigation by the College have several options.

Professional Counselors

Professional, licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) will not report any information about an incident to the College without a victim's permission.

Following is the contact information for these individuals provided by the College at no charge to the victim:

- OSF HealthCare Employee Assistance Program
(800) 433-7916
(This service is available to students as well as employees of the College.)

Off-Campus Counselors and Advocates

Off-campus counselors, advocates and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

Following is contact information for such off-campus resources:

- Center for Prevention of Abuse (sexual assault resources)
(309) 691-0551
720 Joan Court
Peoria, IL
www.centerforpreventionofabuse.org

Exceptions to Confidentiality

While professional and non-professional counselors and advocates may maintain a victim's confidentiality with respect to the College, they may have reporting or other obligations under state law. Examples of such instances under Illinois law include the following:

- Physicians, nurses and/or medical facility administrators are required to notify local law enforcement when an individual who is not accompanied by a law enforcement official requests treatment at a medical facility and reasonably appears to be the victim of a crime; and
- Physicians, clinical psychologists, and other qualified examiners must report to the Illinois Department of Human Services any person who is determined to pose a clear and present danger to himself, herself or others. Other categories of individuals, including therapists, are legally permitted to disclose information when they determine such

disclosure to be necessary in order to protect against an imminent risk of injury to self or others. Such disclosure may include disclosure to law enforcement.

COMMUNICATIONS WHICH ARE NOT PRIVILEGED OR CONFIDENTIAL

Reporting to a College Employee

When a victim tells a College employee about a Prohibited Act, the victim can expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A College employee must report to the Title IX Coordinator all relevant details about the incident shared by the victim that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a College employee will be shared only with people responsible for handling the College's response to the report. A College employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a College employee, the employee should try to ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the College employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the victim's request for confidentiality.

College employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the College to fully investigate an incident. By the same token, College employees will not pressure a victim to make a full report if the victim is not ready or does not wish to do so.

Requesting Confidentiality from the College

If a victim discloses an incident to a College employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College, through the Title IX Coordinator, must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim. (For further information on how the decision to investigate is made, see "Investigation Procedures" on page 191 of this Policy.)

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a victim's request for confidentiality in order to provide a safe, non-discriminatory environment for all students. The College's Title IX Coordinator will evaluate requests for confidentiality once an employee is on notice of alleged Prohibited Act. When weighing a victim's request for confidentiality or request that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of misconduct or violence, such as:

- whether there have been other complaints about the same alleged perpetrator
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others
- whether sexual violence was committed by multiple perpetrators;
- whether sexual or other violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence); and
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will not require a victim to participate in any investigation or disciplinary proceeding if the victim does not wish to do so.

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

TAKE BACK THE NIGH AND OTHER PUBLIC AWARENESS EVENTS

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence are not considered notice to the College of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, reveal the need for campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.

CLERY ACT REPORTING

Certain campus officials have a duty to report sexual misconduct and certain other Prohibited Acts for federal statistical reporting purposes under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). All personally-identifiable information is kept confidential – neither the identity of the victim or offender are ever revealed in the College's annual Campus Security Report – but statistical information regarding the type, date and general location of the incident (i.e., on-campus, off-campus, etc.) may be published. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

Victims of sexual misconduct and certain other Prohibited Acts should also be aware that College administrators must issue immediate timely warnings for incidents reported to them

that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. When it has been determined that a crime creates a threat of continuing danger to the campus community, a crime alert will be posted throughout the campus, and an e-mail will be sent to the campus community. Kevin Stephens, Assistant Dean Support Services, will be responsible for issuing the timely warnings.

TITLE IX COORDINATOR

Role of the Title IX Coordinator

Pursuant to federal law¹, the College's Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault and sexual exploitation, can be a form of sex discrimination under Title IX, as can domestic or dating violence or stalking. The Title IX coordinator oversees the College's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider school community.

A member of the College community should contact the Title IX Coordinator in order to:

- Seek information or training about individuals' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including Prohibited Acts;
- File a complaint or make a report of sex discrimination, including Prohibited Acts;
- Notify the College of an incident or policy or procedure that may raise potential Title IX concerns;
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including Prohibited Acts; and
- Ask questions about the College's policies and procedures related to sex discrimination, including this Policy.

Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator's functions and responsibilities include the following:

Training for Students and Employees

The Title IX Coordinator provides or facilitates ongoing training, consultation and technical assistance on Title IX for all students and employees, including:

- Regular training for employees outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate College officials and the extent to which counselors and advocates may keep a report confidential; and
- Regular training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include: what constitutes sexual misconduct and when it

¹ See Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106.

creates a hostile environment, the definition of consent, reporting options (including reports to employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator and Title IX's protections against retaliation.

Investigations

The College is responsible for conducting adequate, reliable and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator oversees many aspects of this response, including:

- Determining whether the report or complaint alleges conduct that may, upon investigation, constitute a Prohibited Act;
- Appointing an investigative team upon such determination;
- Making certain that individual reports and complaints are handled properly and in a prompt and timely manner;
- Informing all parties regarding the grievance process;
- Confirming that all parties have been notified of grievance decisions and of the right to, and procedures for, appeal, if applicable;
- Maintaining information and documentation related to the investigation in a secure manner; and
- Monitoring compliance with timeframes specified in the grievance procedures.

The Title IX Coordinator also evaluates requests for confidentiality by those who report or complain about a Prohibited Act in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students.

Remedies, Including Interim Measures

Upon learning of a report or complaint of a Prohibited Act, the Title IX Coordinator will promptly take steps to ensure the complainant's equal access to the College's programs and activities and to protect the complainant, as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of investigation and making the complainant aware of all available resources, including victim advocacy, academic support, counseling, disability services, health and mental health services, and legal assistance.

Upon a finding that a Prohibited Act occurred, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including review and revision of the College's policies, increased monitoring, supervision or security at specific locations, and increased education and prevention efforts.

If the Title IX Team finds that an individual engaged in a Prohibited Act, the Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with the College's interim and long-term measures taken in response to the sexual misconduct, are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

Monitoring and Advising

In order to address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

- Coordinates campus climate surveys;
- Analyzes data collected by any climate surveys to assess the rates and nature of sexual misconduct, any location hot-spots or risk factors; knowledge of the College's sexual misconduct policies, procedures and resources and the consequences of violating such policies; and the effectiveness of the College's efforts to ensure that the College is free from sexual misconduct;
- Reviews regularly all reports and complaints raising potential Title IX issues throughout the College to ensure that the College responded consistent with its Title IX obligations, even if the report or complaint was initially filed or raised with another individual;
- Reviews regularly all reports and complaints raising potential Title IX issues throughout the College to identify and address any patterns;
- Reviews regularly the College's policies and procedures to ensure that they comply with the requirements of Title IX;
- Organizes and maintains files related to grievances, reports, complaints and other records of potential sex discrimination, including sexual misconduct, in a secure manner;
- Assesses regularly the College's compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual misconduct, and recommends modifications where appropriate;
- Consults regularly with the President of the College and campus stakeholders to promote campus-wide awareness and discussion of Title IX-related issues, and develop and implement any modifications of policies and procedures to prevent and eliminate sex discrimination, including sexual misconduct; and
- Ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.

Title IX Team

The College's Title IX Team includes:

- Kevin Stephens is the College Title IX Coordinator and can be reached in person at 511 NE Greenleaf St., Peoria, IL, Room 622, by telephone at (309) 655-2291 or by email at kevin.n.stephens@osfhealthcare.org.
- Sue Brown, RN, PhD, DNP, is a member of the College's Title IX Team and can be reached in person at 511 NE Greenleaf St., Peoria, IL, Room 606, by telephone at (309) 655-2206 or by email at sue.c.brown@osfhealthcare.org.
- Kimberly Mitchell, RN, PhD, CNE, is a member of the College's Title IX Team and can be reached in person at 511 NE Greenleaf St, Peoria, IL, Room 607, by telephone at (309) 655-2230 or by email at kim.a.mitchell@osfhealthcare.org.
- Vicki Kamhi, MA, LCPC, NCC, is a member of the College's Title IX Team and can be reached in person at 511 NE Greenleaf St. Peoria, IL Room 112, by telephone at (309) 655-7100 or by email at victoria.kamhi@osfhealthcare.org.

- Carol Swank, RN, BSN is a member of the College's Title IX Team and can be reached in person at 511 NE Greenleaf St., Peoria, IL, Room 603, by telephone at (309) 655-2221 or by email at carol.l.swank@osfhealthcare.org.

The Title IX Team is responsible for adjudicating complaints of Prohibited Acts. The Title IX Team will receive annual sexual violence training, including training on how to conduct investigations, protect the safety of victims and promote accountability.

Conflicts of Interest

In the event that the incident, policy or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX Team, students may contact any other member of the team or notify the President of the College, Patricia Stockert, RN, PhD, at (309) 655-4124.

PREVENTION, EDUCATION AND TRAINING

The College is committed to providing prevention training and education to its community, including training on this Policy. The Title IX Coordinator shall ensure that training or educational programs are available to students and employees on an at least yearly basis on the topics of sexual harassment, sexual assault, domestic/dating violence, and/or stalking. The Title IX Coordinator shall also ensure that the Title IX Team and all employees receive adequate training on issues related to sexual harassment, sexual assault, domestic/dating violence and stalking, as well as on this Policy.

ADMINISTRATIVE CONTACTS

While the College strives to be able to resolve any complaints of Prohibited Acts within the organization, the College acknowledges the right of an aggrieved person to contact federal or state entities for purposes of discussing and potentially filing a formal complaint.

An aggrieved individual may file a charge of sexual harassment with the Illinois Department of Human Rights and/or the Federal Equal Employment Opportunity Commission.

Illinois Department of Human Rights
222 South College, Floor 1
Springfield, IL 62704
(217) 785-5100

Illinois Human Rights Commission
State of Illinois
100 W. Randolph Street, Suite 5-100
James R. Thompson Center
Chicago, IL 60601
Telephone: (312) 814-6269

Equal Employment Opportunity Commission
Chicago District Office
500 W. Madison Street, Suite 2800
Chicago, IL 60661-2511
Telephone: (312) 353-2713

An aggrieved person may also file a complaint with the Office for Civil Rights under the U.S. Department of Education (the "OCR"). The OCR office for Illinois is located at:

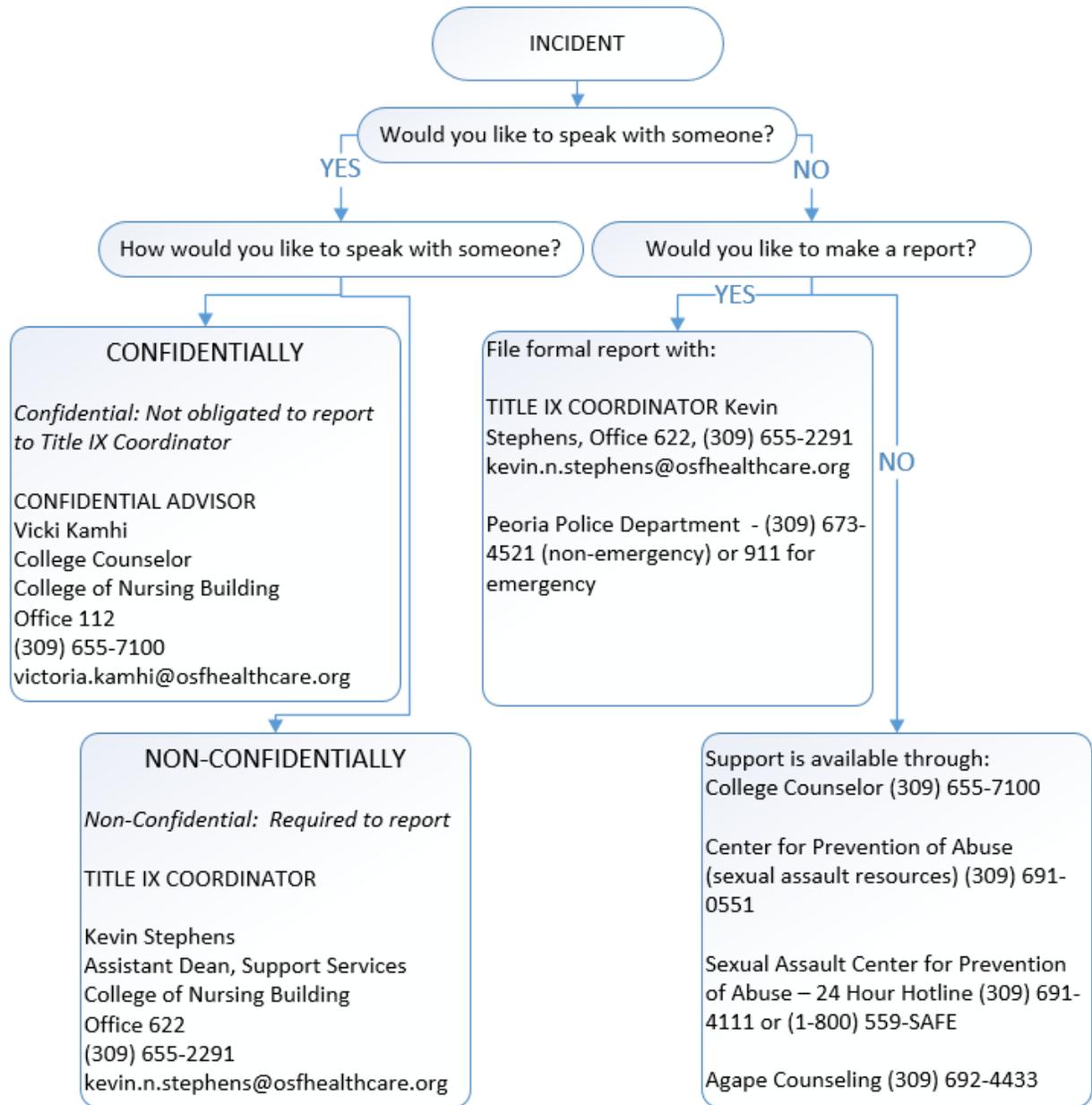
Chicago Office
Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544

Telephone: (312) 730-1560
FAX: (312) 730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

Or, an aggrieved person may contact the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice at <http://www.justice.gov/crt/complaint/#three>

SUMMARY OF REPORTING AND SUPPORT OPTIONS

Students can speak with any employee of the College at any time. Reporting is always an option. Choosing one route does not exclude other options. The student is encouraged to pursue whatever route will be the most helpful to recovery.



SUMMARY OF THE COLLEGE COMPLAINT RESOLUTION PROCEDURES

If a survivor makes an official report of a violation of the College's policy to the College, investigation and adjudication procedures will be implemented per the policy. Meetings are based on procedures designed to provide a prompt, fair and impartial investigation of the misconduct charges, and resolution of the charges within a reasonable period of time under the circumstances presented within the case. The meetings are not formal legal proceedings and are not subject to the procedural rules that apply in civil or criminal court actions, such as but not limited to, the rules of evidence. A determination that a student has committed a prohibited act as outlined in the College policy shall be based on proof by a preponderance of evidence (more likely than not to have occurred).

The Title IX Coordinator will choose an investigator to investigate alleged Prohibited Acts on a case-by-case basis. Any such investigator will be trained and qualified to perform investigations into the specific type of Prohibited Act being alleged and will be neutral and impartial. Investigations will be thorough and prompt. They will likely include interviews with the complainant, respondent and witnesses, and the gathering, review and analysis of relevant evidence. Investigations will be conducted with utmost attention to maintaining the privacy of complainants and respondents.

Consistent with the College's mission and values, the complainant and respondent will be provided equitable rights and will be treated fairly and respectfully throughout the investigation. Both complainant and respondent will receive notice of any formal investigation conducted in order to give both parties the opportunity to offer their accounts, provide names of witnesses and offer any other relevant evidence to the investigator. The College will not hold any hearing or quasi-judicial proceeding on these matters other than the investigation itself.

At the conclusion of the investigation, the investigator will provide a written report to the Title IX Coordinator setting forth her/his findings of fact and an opinion as to whether a Prohibited Act occurred.

Upon receipt of the investigator's report, the Title IX Coordinator will meet with the College's Title IX Team, which will review the report and determine whether to adopt the findings of the investigator. Neither the parties nor their advisors are entitled to be present during the meetings of the Title IX Team. The Title IX Team will conclude that a Prohibited Act occurred only if it finds that such a conclusion is supported by a preponderance of the evidence.

In the event the Title IX Team concludes that a Prohibited Act occurred, it will determine the appropriate responsive action to be taken. The Title IX Coordinator shall provide simultaneous written notice to the complainant and respondent of its conclusions and responsive actions, options and procedures for appeal, any changes to the result and when such results become final. For purposes of this Policy, "simultaneous" shall mean as close together in time as reasonably possible without requiring the complainant and respondent to be physically present in the same place at the same time.

Either the complainant or respondent may appeal the Title IX Team's conclusions, sanctions or other responsive actions to the President of the College in writing within five (5) business days of receiving written notice of those conclusions and responsive actions from the Title IX Coordinator.

SFMC College of Nursing and Community Resources

Peoria Police – Emergency.....	911
Peoria Police – Non-emergency.....	309-673-4521
College of Nursing Counselor.....	309-655-7100
Center for Prevention of Abuse.....	309-691-0551
Agape Counseling.....	309-692-4433
Illinois Domestic Violence Help Line.....	877-863-6338
National Domestic Violence Hotline.....	800-799-7233
National Sexual Assault Hotline.....	800-656-4673
Rape, Abuse and Incest National Network.....	800-656-HOPE

DISCIPLINARY PROCEEDINGS

Judicial Board

A Judicial Board is formed to act on cases of violations of the Student Code of Conduct/Professional Standards.

The Judicial Board shall consist of:

1. Three faculty members
2. Chairperson shall be a faculty member elected by the Board
3. Two students selected by the Judicial Board

The faculty representatives will be elected as provided in the by-laws of the College Senate. A quorum of the Board shall consist of all members. Disciplinary actions may include: reprimand, fines, disciplinary probation, suspension, or dismissal. Disciplinary action of the Judicial Board is not limited to these categories. All decisions require a majority vote except for dismissal or suspension, which require an affirmative vote of at least four.

In the event the College recommends suspension or dismissal of the student, such suspension or dismissal shall be put on hold during the appeal/hearing procedure set forth below. Only if the recommendation of suspension or dismissal is based on violation of Professional Standards which places students, faculty, patients or any other person in immediate harm or danger will the student be suspended during the appeal/hearing procedure. In no event, will the student be dismissed from the College until the President has rendered a final decision under the disciplinary appeal procedure.

Appeal/Hearing Procedure

1. The student must submit a written request to appeal within five (5) business days of receiving such a disciplinary action. The written request must be accompanied by rationale for a hearing to the President within five (5) business days of receipt of the decision. If such a

written request is not received within such five-day period by the President, the student will be deemed to have waived his/her right to appeal, and the disciplinary action will stand.

2. The President shall call a meeting of the Judicial Board within ten (10) business days. The student may request in writing a postponement for ten additional business days in order to prepare for the hearing. The student will be notified in writing in advance of the date, time, and place of the meeting.
3. The Judicial Board shall meet to review and/or hear the case and render a decision. If the student does not appear at the scheduled time, unless such nonappearance is based on exigent circumstances, in the sole discretion of the Judicial Board, the appeal will be dismissed.
4. The hearing will be held on an informal basis and, if attorneys are involved, shall not be conducted according to the rules of law/evidence. Both parties may call, examine and cross-examine witnesses who voluntarily agree to appear on behalf of the participant calling such witness. Re-examine and re-cross are not allowed.
5. The Judicial Board may request in advance that both parties or their representatives, present an opening oral statement outlining the position of each party and what each party hopes to show with its evidence. The Judicial Board may add any other procedural rules, such as written statements prior to or after the Hearing. At the Judicial Board's sole discretion, the hearing may be adjourned and rescheduled.
6. Within five (5) business days after the adjournment of the hearing, the Judicial Board will prepare a written recommendation which will be immediately forwarded to the student and the President.
7. If the Judicial Board's recommendation is adverse to the student, and the student desires further appeal, he/she shall submit a written request for an appeal, including rationale, to the President within five (5) business days of receipt of the Judicial Board's recommendation. If the Judicial Board's recommendation reverses or reduces the severity of the College's disciplinary action, the appropriate Dean, on behalf of the College, may submit a written request for an appeal, including rationale, to the President within five (5) business days of receipt of the Judicial Board's recommendation.
8. Upon such appeal the President may discuss the case with any witness, the student, any member of the Judicial Board, or any other person. In any event, the President will review the information provided to the President by the Judicial Board. The President may affirm the recommendation or send the recommendation back to the Judicial Board to reconsider either an increase or reduction in the severity of the Disciplinary Action. The Judicial Board shall determine what manner of reconsideration it shall use, such as a rehearing, interviewing or re-interviewing a witness/witnesses, reviewing the record or merely reviewing its recommendation.
9. If the President affirms the Judicial Board's recommendation, the decision of the President shall be given to the student and the College within five (5) business days, and such decision is final with no further appeal.
10. If the recommendation is sent back to the Judicial Board for reconsideration, the Judicial Board, after its reconsideration, will submit a final recommendation to the President. The President may affirm or revise the reconsidered recommendation. The Dean's decision will be final, with no further appeal.

ALCOHOL & DRUG ABUSE POLICY

Saint Francis Medical Center College of Nursing seeks to inform all students, faculty and staff about the effects of drugs and alcohol.

The College has developed an Alcohol and Drug Abuse Prevention Program designed to:

- increase awareness and knowledge of drug and alcohol abuse.
- recognize individuals with a problem.
- make appropriate professional referrals for those in need.

Objectives of the Program

- Have alcohol and drug free students, faculty and staff
- Increase knowledge and awareness of alcohol and other drug abuse through regularly scheduled educational programs
- Recognize indicators of potential problems for intervention and/or referral
- Provide assistance and/or referral for individuals identified as having problems related to alcohol and other abuse
- Establish disciplinary guidelines for violations of the Alcohol and other Drug Abuse Policy

Alcohol and Other Drug Abuse Prevention Policy



Saint Francis Medical Center College of Nursing

A Tradition of Excellence in Nursing Education

Dear College of Nursing Students and Employees,

We, as a College, are committed to demonstrating the caring that is emphasized within our Mission. One way caring is reflected is the commitment to maintaining a healthy drug and alcohol free environment. I want to address with you briefly a matter of great importance to all of us.

One of the pitfalls on any campus is drug and alcohol abuse. Monroe (2009) states that there is an increased risk for alcohol and substance dependence by nurses and nursing students. Alcohol and drug use has been found to interfere with succeeding with classroom and exam performance, the quality of clinical performance, and patient care. I hope this section of the Student Handbook helps you to make healthy informed decisions.

The Drug/Alcohol Abuse Prevention Section in the Student Handbook has important points for you to consider as you make decisions about drugs and alcohol.

First I want you to be safe.

Some of the common risk factors are binge-drinking and driving under the influence of drugs and/or alcohol, which puts you at risk for injury and death.

Alcohol and drug abuse can lead to impaired judgment. You cannot protect yourself as effectively while under the influence of drugs and alcohol. According to the law, you must be 21 or older to consume alcohol; otherwise you are at risk for arrest.

I challenge you to make the best of your time here at the College of Nursing both socially and academically. This Handbook and the programs provided at the College of Nursing are designed to assist you with making the best choices. I ask you to commit yourself to being responsible for your own well-being and that of your fellow students and employees.

Best wishes,

Patricia A. Stockert, RN, PhD

Patricia A. Stockert, RN, PhD
President

INTRODUCTION

This information has been prepared to fulfill the requirements of the Drug-Free Workplace Act of 1988 (Public Law 101-690), and Section 22 of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The law requires that institutions adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees in order to maintain eligibility for participation in any of the Federal financial assistance programs. The program must include the following:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution's property or as any part of the institution's activities;
- A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees;
- A clear statement that the institution will impose disciplinary sanctions on students and employees for violations of the Standards of Conduct and a description of those sanctions up to and including expulsion or termination of employment, and referral for prosecution for violations of the standards of conduct;
- A biennial review of the institution's programs related to effectiveness and consistency of enforcement of sanctions.

Information in regard to all of the above requirements is found within this booklet. New Junior 1 students, administration, faculty, professional staff, and staff will receive hard copies of the Student Handbook. Other students, interested persons may have access to the Student Handbook by going to the College's website: www.sfmcccon.edu

6/06, 6/07, 6/08

Additional information may be accessed through www.justice.gov/dea and www.samhsa.gov

STANDARDS OF CONDUCT ALCOHOL AND OTHER DRUG ABUSE PREVENTION

Saint Francis Medical Center College of Nursing seeks to inform all students, faculty, and staff about the effects of alcohol and other drugs. The College recognizes alcohol and other drug abuse as health problems.

The College of Nursing has developed an Alcohol and other Drug Abuse Prevention Program designed to: increase student, faculty and staff awareness and knowledge of drug and alcohol abuse; recognize individuals with problems; and make appropriate professional referrals. The objectives of the program are to:

1. Have alcohol and drug free students, faculty and staff.
2. Increase knowledge and awareness of alcohol and other drug abuse through regularly scheduled educational programs.
3. Recognize indicators of potential problems for intervention and/or referral.
4. Provide assistance and/or referral for individuals identified as having problems related to alcohol and other abuse.
5. Establish disciplinary guidelines for violations of the Alcohol and other Drug Abuse policy.

Referrals for immediate assistance may be made to the:

- College Counselor, Office 112, phone 309-655-7100
- OSF SFMC Emergency Department, 530 NE Glen Oak, 309-624-0087
- OSF SFMC Center for Occupational Health, 100 NE Randolph St, 309-655-2429

Referrals for treatment for substance abuse will be made to a community agency such as:

- White Oaks Center, 3400 W. New Leaf Lane, Peoria, IL, 61615, 309-692-6900
- Illinois Institute for Addiction Recovery, Proctor Hospital, 5409 N. Knoxville Ave, Peoria, IL 61614, 309-691-1004
- Antioch Group, 6615 N. Big Hollow Rd., Peoria, IL. 61615, 309-692-6622

The student pays the cost for treatment. These agencies provide inpatient and outpatient treatment, counseling and educational services in the community of Peoria. All documentation related to a student's assessment and treatment is confidential and kept in the Counselor's office.

SECTION I: ALCOHOL AND OTHER DRUG ABUSE POLICY

A. The following have been identified by the College of Nursing as prohibited:

1. Possession or use of alcohol or any alcoholic beverages in the Residence Hall or College campus.
2. Possession or use of any controlled substance or dangerous drug as defined by Section 812, Schedules I - V., of Title 21, United States Code, Section 801, including but not limited to marijuana, any narcotic drug, and hallucinogen, any stimulants, any depressant or any date rape drugs.
3. Any glue or aerosol paint as defined by state law or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, for inhalation.
4. Any abuse or overuse of prescription or "over-the-counter" medications, such as: vitamins, laxatives, aspirin, or other pain relievers, diet pills, "no-doze" pills, cough syrup, not taken as prescribed.

B. It shall be against the College of Nursing policy for any student to:

1. Violate Federal, State, or local law regarding drugs and alcohol.
2. Possess, use, or distribute any drug or alcohol in violation of law.
3. Possess alcoholic beverages and/or controlled substances in the Residence.

C. The College will refer illegal drug activities to law enforcement and licensing agencies.

D. Any alcoholic beverages available at off campus College sponsored functions MUST be under the control of and served by an establishment with a liquor license. The College will NOT be responsible for alcoholic beverages at such events.

SECTION II: ALCOHOL AND OTHER DRUG ABUSE POLICY AND PROCEDURE

Any College of Nursing Faculty, Professional Staff, Support Staff, and Resident Assistant who has reasonable cause to suspect that a student is under the influence of alcohol and/or drugs in the classroom, clinical area, or public areas of the College of Nursing should:

1. Document behavior and/or complete Saint Francis Medical Center College of Nursing Observation Checklist at the end of this Substance Abuse Prevention Handbook.
2. Contact Counselor, Student Health Nurse, President or Dean.
3. Coordinate transfer of the student from the clinical area to a setting designated by the Counselor, Student Health Nurse, President, or Dean. The student is responsible for providing a driver for transportation to the agreed destination.
4. If a student has a dorm/study room, inspect student's room, per the Building Rules and Regulations Contract, with the student's approval, in the presence of the student and, if preferred, a witness of student's choice.

The Counselor, Student Health Nurse, President or Dean shall:

1. Assess the student's situation, and if needed, make a referral to a community treatment program for assessment of level of care needed. Also, a referral is made to the student's physician for medical needs.
2. Arrange for drug or alcohol testing, if appropriate. The Consent Form located at the end of this Alcohol and other Drug Abuse Prevention section of the Student Handbook must be completed.
3. Allow a witness, of student's choice, to be present during all discussions. The Counselor coordinates the treatment intervention and follow up plans: return to school details, sessions with the Counselor, possible behavioral contract.

SECTION III: DISCIPLINARY ACTION*

Failure of the student to cooperate in assessment of the situation or to correct an identified problem will result in disciplinary action. Violation of College policy in regard to possession/use of alcohol and/or drugs is subject to disciplinary action by the appropriate group. Disciplinary action will include, but not be limited to the following: responsible to cover costs of any damages to College of Nursing property and/or damages to personal property of others on the College of Nursing premises; loss of study/dorm room privilege(s), suspension, and/or dismissal. The College will refer illegal drug activities to law enforcement and licensing agencies.

This Student Handbook, including the Alcohol and other Drug Abuse Prevention section, describing health risks and legal sanctions is available in hard copy to Junior 1 students, administration, faculty, professional staff and staff annually. Other students, interested persons may have access to the Student Handbook by going to the College's website.

*Saint Francis Medical Center College of Nursing, Student Handbook (Professional Standards and Student Appeal Process).

Employees

Human Relations Policy No.: 605

Title: Substance Abuse

OSF HealthCare is committed to providing an environment free of the effects of substance abuse in order to maintain a work environment that is safe for our patients, residents, members and visitors as well as our employees.

OSF HealthCare recognizes that safety and productivity is compromised by substance abuse, including alcohol and drug abuse (as those terms are defined in this policy), by increasing the potential for accidents, absenteeism, substandard performance, poor employee morale and damage to OSF

HealthCare's reputation. OSF HealthCare has zero tolerance for substance abuse, including the abuse of drugs and alcohol.

For further information on OSF HealthCare's Substance Abuse Policy, including definition, employer responsibility, employee responsibility, testing protocol, reasonable suspicion, search and seizure, please go to

http://intranet.osfhealthcare.org/policies/Corp_HR_Policies/Disciplinary_action/pol_605.htm

APPLICABLE LEGAL SANCTIONS

For specific legal sanctions go to the following links:

Controlled Substances:

Federal: U.S. Department of Justice, Drug Enforcement Administration. Drugs of Abuse, 2011. WWW.DEA.GOV

State: www.criminallawyerillinois.com/2010/03/7/what-is-the-law-in-illinois-on-possession-of-a-controlled-substance

Alcohol:

Illinois laws and penalties

Local/State: www.state.il.us/lcc/basset/lawsandpenalties.asp?opening=citations

EFFECTS OF SPECIFIC DRUGS AND ASSOCIATED HEALTH RISKS

(for more information go to: www.dea.gov and www.samhsa.gov)

Introduction

Saint Francis Medical Center College of Nursing has a mission of caring for others as well as ourselves. In an effort to assist you in becoming responsible colleagues within the nursing profession, the following information has been prepared. The symptoms and behaviors described below are warning signs that may reflect the presence of a drug or alcohol problem in an individual. We encourage you to familiarize yourself with these signs so that you may recognize them in yourself or in your peers. Interventions for drug and alcohol problems are best managed with early identification and treatment. If you identify some, but not necessarily all of these characteristics, seek assistance. The College is committed to helping students in need. Contact the College Counselor or Student Health Nurse with your concerns.

Warning Signs of Drug/Alcohol Problems in Nursing Students

- Frequently being absent or tardy
- Late assignments accompanied by a peculiar or improbable excuse
- Avoiding peers, faculty, or group work
- Unsafe performance in the clinical area
- Frequently leaving the clinical area
- Deteriorating class and clinical performance
- Smell of alcohol or marijuana (may be masked by breath mints or air freshener)

- Slurred speech, sleepiness, nervousness, excessive giddiness or talkativeness
- Red eyes and inappropriate use of sunglasses

Nursing Students and Substance Abuse. (2011) Retrieved May 1, 2012 from <http://allnurses.com/nursing-educators-faculty/nursing-nursing-students-substance-451781.html>

Monroe, T. (2009) Addressing substance abuse among nursing students: Development of a prototype alternative-to-dismissal policy. *Journal of Nursing Education*, 48, 272-278.

BINGE DRINKING

According to Nakate (2011), binge drinking is “heavy consumption of alcohol, approximately 5 standard drinks for men and 4 drinks for women usually in a short span of time”. Consuming the same number of drinks over a long span of time is not considered to be binge drinking. If this type of heavy drinking occurs 3 times in a period of 2 weeks it is considered to be heavy binge drinking.

College students are among the fastest growing group of people who binge drink. Some of the factors involved are peer pressure, trying to “fit in”, or just be more social. Even though the legal drinking age in the US is 21, the growing number of college students who suffer from alcohol addiction show that the age limit is defied in most cases. In 2003, the percentage of first-semester boys and girls who binged at least twice a week was 41 and 34 respectively.

Among college students high concentrations of alcohol can have the following effects:

- Drinking affects sleeping patterns. Irregular sleeping patterns can cause problems with concentration, poor grades, ultimately leading to dropping out of college.
- Drinking can lead to anger and irritation severing relations with friends and family.
- Depression can be a result of heavy alcohol consumption.
- Intoxication leads to losing control of your actions and ability to think clearly. This can lead to violent criminal behavior.
- Drinking and driving is a dangerous to human lives. College students who drink and drive account for more than 50% of all accidents.

College students face many challenges and binge drinking is one of them. As you can see there are many consequences of binge drinking and some of them are permanent. Binge drinking not only impacts our health negatively but also impacts those around us.

References

Nakate, S. (2011). *Binge drinking facts*. Retrieved April 25, 2012 from <http://www.buzzle.com/articles/binge-drinking-facts.html>

Deeptee, A. (2011). *Binge drinking effects*. Retrieved, April 25, 2012 from <http://www.buzzle.com/articles/binge-drinking-effects.html>

Grimes, J. (2012). *Curing college binge drinking: what role do ‘alcohol expectancies’ play?*
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DATE RAPE DRUGS

Date rape drugs are drugs that are sometimes used to assist a sexual assault. They can be slipped into your drink when you are not looking. The drugs often have no color, smell, or taste so you can't tell if you are being drugged. The drugs can make you become weak, confused, or even pass out so that you are unable to refuse sex or defend yourself.

The 3 most common date rape drugs are:

- Rohypnol
- GHB
- Ketamine

Rohypnol (flunitrazepam) is also known as:

Circles	R-2	Rope
Forget Pill	Rib	Rophies
La Rochas	Roach	Ruffies
Lunch Money	Roach-2	Trip-and-fall
Mexican Valium	Roches	Whiteys
Mind Erasers	Roofies	
Poor Man's Quaalude	Roopies	

Effects of Rohypnol:

Loss of muscle control	Amnesia	Loss of consciousness	Dizzy
Difficulty with motor movements	Nausea/stomach problems	Confusion	Low blood pressure
Drunk feeling	Problems talking	Problems seeing	Death

Rohypnol is being replaced in some parts of the US with clonazepam (Klonopin) and alprazolam (Xanax). It comes as a pill or can be ground into a powder. This drug also may contain a dye that can turn your drink bright blue or cloudy. If you have a dark drink, it may be hard to notice a color change.

GHB (gamma hydroxybutyric acid) is also known as:

Bedtime Scoop	G-Juice	Liquid Ecstasy
Cherry Meth	Gook	Liquid X
Easy Lay	Goop	PM
Energy Drink	Great Hormones	Salt Water
G	Grievous Bodily Harm	Soap
Gamma 10	Liquid E	Somatomax
Georgia Home Boy	GBH	Vita-G

Effects of GHB:

Relaxation	Drowsiness	Dizziness	Nausea
Problems seeing	Loss of Consciousness	Seizures	Vomiting
Problems breathing	Tremors	Sweating	Coma
Slow heart rate	Dream like feeling	Amnesia	Death

GHB comes as an odorless, colorless liquid, a white powder, and a pill. It may give your drink a salty taste. Sweet and fruit juice drinks can mask the salty taste.

Ketamine is also known as:

Black Hole	Bump	Cat Valium
Green	Jet	K
K-Hole	Special K	Kit Kat
Psychedelic Heroin	Purple	Super Acid

Effects of Ketamine:

Distorted sight & sound perception	Lost sense of time & identity	Out of body experience	Dream-like feeling
Feeling out of control	Impaired motor function	Problems breathing	Convulsions
Vomiting	Memory problems	Numbness	Loss of coordination
Aggressive or violent behavior	Depression	High blood pressure	Slurred speech

Ketamine comes as a liquid and a white powder.

The club-drug **Ecstasy** can be slipped into a drink. It can also be taken willingly to make a person feel ‘love-y-dovey’ towards others. It lowers a person’s ability to give reasoned consent while under the influence.

Please note that the preceding drugs are examples of drugs that have been used across the United States on college campuses or in local communities. This list does not imply that students, faculty, or staff are using, or even suspected of using any of the drugs on the list.

If you suspect you have been drugged, you should seek medical assistance. If an assault has occurred, you should not have to pay for any drug testing, as it will be covered under the Sexual Assault Survivors Emergency Treatment Act (SASETA). However, if there has been no assault, but you would like testing, you may have to pay for it yourself.

Even if a victim of sexual assault drank alcohol or willingly took drugs, the victim is not at fault for being assaulted. You cannot ‘ask for it’ or cause it to happen.

Talk with the College Counselor or Health Nurse if you need assistance, or contact one of the following resources available locally:

SUBSTANCE USE TREATMENT PROVIDERS – PEORIA, ILLINOIS

Human Services Center

1200 Hamilton, Peoria, 61605
Schedule assessment (309)671-8084

Illinois Institute for Addiction Recovery, Unity Point Health, Proctor Campus

5409 North Knoxville Avenue, Peoria, 61614 (309)691-1055

Antioch Group

6615 North Big Hollow Road, Peoria, 61615 (309)692-6622

Chapin & Russell Associates

3020 West Willow Knolls Drive, Peoria, 61614 (309)218-1800

Joy Miller & Associates

7617 North Villa Wood Lane, Peoria, 61614 (309)693-8200

Women's Strength/Rape Crisis Line (309)691-4111

Center for Prevention of Abuse (309)691-0551

For more information, visit: www.womenshealth.gov

Centers for Disease Control and Prevention

National Center for Chronic Disease Prevention and Health Promotion

Office on Smoking and Health

E-mail: tobaccoinfo@cdc.gov

Phone: 1-800-CDC-INFO

For more information, visit: www.justice.gov/dea or www.samhsa.gov or Drugs of Abuse (2011)
www.dea.gov

EMPLOYEE ASSISTANCE PROGRAM REFERRAL POLICY

Ongoing counseling and other assistance can also be obtained on campus by contacting the College's Employee Assistance Program, which is a confidential resource **available to students, faculty, and staff** at 1-800-433-7916. Please see the appendices (Appendix B) of this review for a copy/content of the policy.

Saint Francis Medical Center College of Nursing
Peoria, Illinois
Observation Checklist

Student Name: _____ **Date:** _____

Time: _____ **Location:** _____

Directions: Check **ALL** appropriate lines in each category.

1. Walking/Standing: ___ stumbling ___ staggering ___ falling
 ___ normal ___ swaying ___ holding on ___ unsteady

2. Speech: ___ shouting ___ whispering ___ silent
 ___ normal ___ slow ___ slobbering ___ slurred
 ___ rambling/incoherent

3. Demeanor: ___ sleepy ___ crying ___ silent
 ___ normal ___ talkative ___ excited ___ fighting

4. Actions: ___ sluggish ___ drowsy ___ fighting
 ___ normal ___ threatening ___ hostile ___ erratic
 ___ hyperactive ___ profanity ___ bizarre

5. Eyes: ___ bloodshot ___ droopy lids ___ glassy
 ___ normal ___ watery ___ dilated pupils ___ closed

6. Face: ___ flushed ___ pale ___ sweaty
 ___ normal

7. Clothing: ___ bizarre ___ dirty ___ stained
 ___ normal ___ body excrement ___ partially dressed

8. Breath: ___ alcohol odor ___ faint alcohol odor
 ___ normal

9. Movements: ___ fumbling ___ nervous ___ jerky
 ___ normal ___ slow ___ hyperactive

10. Eating/Chewing ___ gum ___ candy ___ mints
 ___ tobacco ___ other _____

Record any other specific observations _____

CAMPUS CRIME STATISTICS

The College promotes policies and procedures concerning safety of the campus, types and frequency of campus security programs, alcohol and drugs, emergency phone numbers, and access to campus facilities. A copy of the policies on campus security will be provided upon request to the Office of Student Health Services, at (309) 655-2221.

The table below shows the number of offenses reported to authorities for 2015, 2016 and 2017:

Crimes	2016	2017	2018
Murder / Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violation Arrest	0	0	0
Drug Abuse Violation Arrest	0	0	0
Weapon Violation Arrest	0	0	0
Liquor Law Violation Disciplinary Referral	0	0	0
Drug Abuse Violation Disciplinary Referral	0	0	0
Weapon Violation Disciplinary Referral	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Hate Crimes:

2016: None reported

2017: None reported

2018: None reported

Unfounded Crimes:

2016: Based on information received from OSF SFMC Security Department, the College is not aware of any crimes that were unfounded and subsequently held from this report.

2017: Based on information received from OSF SFMC Security Department, the College is not aware of any crimes that were unfounded and subsequently held from this report.

2018: Based on information received from OSF SFMC Security Department, the College is not aware of any crimes that were unfounded and subsequently held from this report.

**SAINT FRANCIS MEDICAL CENTER COLLEGE OF NURSING
2019 FIRE SAFETY REPORT**

Description

The Campus Fire Safety Report contains fire safety policies and procedures related to on-campus student housing as well as statistics for fire alarms or fire-related incidents that occurred.

FIRE SAFETY SYSTEM

The College uses a number of different fire safety systems on the campus which include:

- On-site fire alarm monitoring
- Sprinkler systems
- Smoke detectors
- Fire extinguisher devices
- Evacuation plan and placards
- Fire evacuation drills

College of Nursing Floor	On Site Fire Alarm	Sprinkler System	Smoke Detectors	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills
Ground Floor	x	x	x	x	x	0
1st Floor	x	x	x	x	x	0
2nd Floor	x	x	x	x	x	0
3rd Floor	x	x	x	x	x	0
4th Floor	x	x	x	x	x	0
5th Floor	x	x	x	x	x	0
6th Floor	x	x	x	x	x	0
7th Floor	x	x	x	x	x	0

**Saint Francis Medical Center College of Nursing
Student Housing Facility Fire Safety On-Campus Fire Safety Systems 2018-2019**

FUTURE IMPROVEMENTS

As part of an ongoing effort to make the College campus as safe as possible, feedback is always encouraged and appreciated from students, faculty and staff. As mentioned previously, surveys are gathered after any fire alarm (whether it be a drill or a “real world” event) and changes implemented when necessary. In 2018, improvements were made to the area behind the College, including new fencing and a new maintenance roadway which provides a safer exit route for anyone leaving the CON building in an emergency. The College periodically reviews its fire safety policy and procedures. There are no specific plans for future improvements at this time.

FIRE SAFETY POLICY

Fire Safety Education & Training

Each semester, the College Health Nurse updates the Campus Fire Binder and conducts training with all RAs regarding fire safety and evacuation procedures during RA orientation. The RAs then educate the dormitory students on each floor and act as ongoing resources for those students. Fire safety is also covered in BSN orientation for incoming students.

The evacuation procedure is located at the east and west end of every hallway. The evacuation plan can also be found online by logging into the student portal from www.sfmcon.edu.

Fire drills are conducted each year by the College and OSF SFMC Security. Evaluations are sent out after any drill (or actual fire alarm). The data is then collected and reviewed. Any issues or problems identified are addressed with the appropriate personnel and any necessary changes implemented.

Procedure

In case of fire, students, faculty, and staff are instructed to immediately activate the fire alarm system (using the red pull boxes). This will automatically notify OSF SFMC Security as well as the Peoria Fire Department to respond.

Assistance will be provided to any person in immediate danger to safety, but only if it can be accomplished without risk to the individual(s) attempting to assist. Staff and/or RAs designated to notify each room will do so only if safety and time permits. Attempting to extinguish a small fire is allowed if it can be done safely. Otherwise, individuals are expected to leave the area of fire and close doors (and windows if time permits). Students, faculty and staff are mandated to exit the building as outlined in the plan and to **not use the elevators**.

Fire

Faculty, students, residents and staff shall follow the Fire Safety Policy:

- Faculty, students, residents and staff of the College shall follow the Fire Safety Policy specific to the residence as applicable. During clinical experience within OSF Saint Francis Medical Center, faculty and students shall follow Medical Center policy in regard to fire safety, specifically the policy for the assigned clinical area. It is the responsibility of faculty to inform students of specific policies governing assigned clinical areas.
- Student and employees must be aware of specific policies governing assigned clinical areas and the evacuation procedures.
- Know where fire extinguishers, pull-boxes, stairways, and fire doors are located in the building.
- When the fire alarm sounds, all persons are required under state law to exit the building immediately.
- The red “evacuated” sign is to be placed on the outside of the door when leaving.
- The evacuation procedure is located at the east and west ends of every hallway.

Immediate Action

- Call 911
- Pull fire alarm
- Extinguish the fire (if small and it safe to do so)
- Yell “Fire, fire, fire!” and evacuate the building

- Leave area of fire and close doors
- Evacuate the building
- Do **not** use elevators
- Do **not** re-enter the building until an “ALL CLEAR” message has been given by OSF SFMC Security personnel
- Report any information about fire to OSF SFMC Security, Peoria Fire Department, Peoria Police Department, or other law enforcement agencies involved with the incident

If You Are on Fire

- STOP where you are
- DROP to the floor or ground
- ROLL your body to smother the fire.

If Unable to Evacuate

- Call Police: 9-911 or 911 or OSF Saint Francis Security: 5-3333 or (309) 655-2131 giving your location
- A closed door can provide good protection against fire and smoke. Use available materials to seal door and air ducts
- If smoke enters room, stay low as heat and gases tend to rise
- Signal your position at a window

Rules & Regulations

- Smoking is NOT ALLOWED on the campus
- Electrical appliances are to be turned off before leaving a room
- Students are not allowed to cook in their dorm rooms
- Students are not allowed to iron in their dorm rooms
- Students are to stop using, and report immediately, any electrical equipment that is not operating properly
- Burning of candles and incense is prohibited
- Doors are not to be propped open with wedges or other items
- Hallways are to be kept clear of furniture
- Exits are to be kept unobstructed
- Violations of fire policies are subject to disciplinary action

Remember PASS When Operating a Fire Extinguisher

- “P” – Pull the pin
- “A” – Aim
- “S” – Squeeze
- “S” – Sweep

Remember RACEE During a Red Alert

- “R” – Rescue
- “A” – Alarm
- “C” – Contain
- “E” – Extinguish
- “E” – Evacuate

Location of Equipment

A. Pull-Boxes

Located next to East and West stairwells on all floors.

B. Fire Extinguishers

1. Dry Chemical Extinguishers (used on any type of fire) are located in fire hose cabinets on all floors next to stairwell.
2. 7th Floor has Carbon Dioxide Extinguishers I (used on electrical fires) in both the East and West mechanical equipment rooms.
3. The 7th Floor Student Finance Office has one dry chemical extinguisher on the inside.
4. Ground floor has Carbon Dioxide Extinguishers in each recreation room with two smaller extinguishers in the kitchen and a dry chemical extinguisher in the east recreation room.

C. Fire Alarm Annunciator Panel

The master panel is located on the ground floor. The panel is located in the mailroom behind the lobby desk.

D. Stairway

1. West stairwell located next to West elevator
2. East stairwell located next to East elevator

E. Fire Doors

1. Center of the corridor on all floors.
2. One set of doors for each wing:
 - a. North-east wing
 - b. South-east wing
 - c. North-west wing
 - d. South-west wing

Smoking

Smoking (including e-cigarettes) is prohibited in all areas of the College campus.

Portable Appliances

The housing code prohibits the use of (or storage of) microwaves, hot pots, toaster ovens or any appliances for cooking or heating food or beverages. In addition, other heat producing appliances such as irons or space heaters may not be used in dorm/study rooms. Refrigerators with interiors larger than 3 cubic feet are prohibited.

Open Flames

Burning candles, incense, fireworks, explosives, or incendiary materials is prohibited.

Decorations/Lights

Live holiday trees, holiday/decorative lights and halogen lights are prohibited. No decorations, flags, banners or other items may be hung on the exterior or draped from a window or doorway of the building. Signs or posters in windows or on doorways are subject to the approval of the College.

FIRE STATISTICS

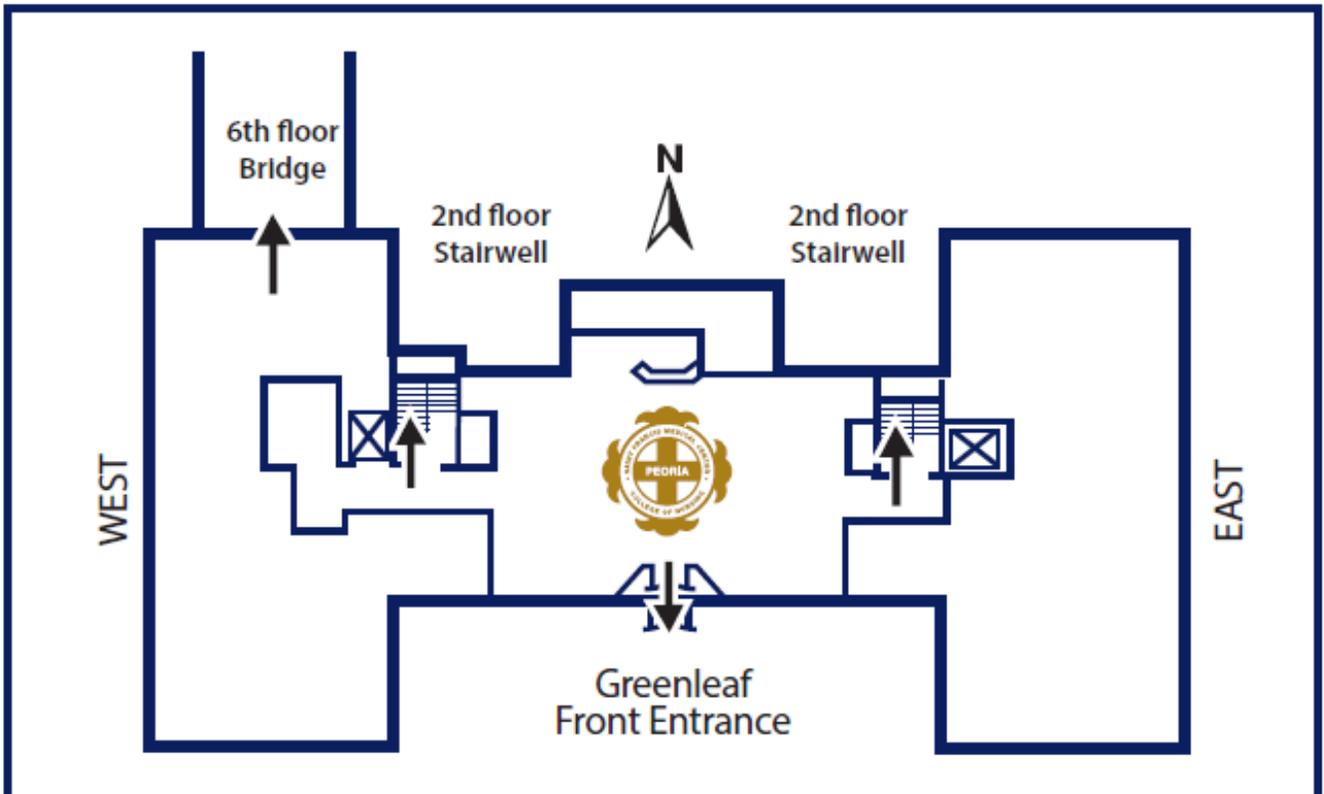
As part of the requirement of the U.S. Department of Education, fire statistics for the past three years (2016-2018) are included as part of this report.

The Fire Log is kept in the College Health Nurse office (#603). This log can be viewed upon request by contacting Carol Swank, RN, BSN, at (309) 655-2221 or by email: Crol.L.Swank@osfhealthcare.org

Saint Francis Medical Center College of Nursing Fire Statistics Reporting Table Annual Fire Safety Report 2016-2018

Fire Alarm Number	Date of Event	College of Nursing Floor	Cause of Fire Alarm	Number of Inquiries Requiring Treatment at a Medical Facility	Number of Details Related to Fire	Value of Property Damage Caused by Fire
1	January 14, 2016	4th floor	Burnt food in the microwave	0	0	\$0.00
2	August 19, 2016	3rd floor	Burnt food in the microwave	0	0	\$0.00
3	August 22, 2016	3rd floor	Burnt cookies in the microwave	0	0	\$0.00
4	February 23, 2017	Entire building	Fire Drill	0	0	\$0.00
5	September 2, 2017	Ground floor	Vaping in the lounge	0	0	\$0.00
6	September 4, 2017	3rd floor	Smoke detector malfunction	0	0	\$0.00
7	September 18, 2017	3rd floor	Burnt popcorn in microwave	0	0	\$0.00
8	February 2, 2018	5 th floor	Unknown cause	0	0	\$0.00
9	March 23, 2018	3 rd floor	Scentsy warmer in student's room	0	0	\$0.00
Total				0	0	\$0.00

EMERGENCY EVACUATION ROUTE



EMERGENCY EVACUATION ROUTE

Please follow the Fire Evacuation Procedure in regards to the exit you will need to take.