



CAMPUS VIOLENCE PREVENTION PLAN

Lisle Campus

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Benedictine University

Campus Violence Prevention Plan

1. PURPOSE

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

2. POLICY STATEMENT

A. Violence Not Tolerated:

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

B. Responsibility:

It is the responsibility of the entire University community to keep the campus safe and secure. Knowledge of any violent act or threats planned or carried out must be reported immediately to Campus Safety at 630-829-6122 or to a [Campus Security Authority](#). If an incident involves sexual violence or sexual harassment, contact Dr. Elaine Davies, Title IX Coordinator at 630-829-6495. It does not matter whether you are a student, staff or faculty. The incident must be reported immediately.

C. Application:

The policy covers all persons:

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

D. Definitions:

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

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

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

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

Firearms and dangerous weapons are prohibited on property owned or controlled by the University, and at University-sponsored events. All persons in possession of firearms and/or weapons in violation of University policy or the Illinois Compiled Statutes on Carrying a Concealed Firearm in a Prohibited Area (430 ILCS 66/7 (e) (15) and Unlawful Use of Weapons 720 ILCS 5/24-1 (a) (4)) are subject to arrest and prosecution. Firearms and dangerous weapons, including but not limited to BB guns, crossbows, facsimile weapons, martial arts devices, paint-ball guns, or any other device deemed dangerous, are not permitted in any University residence facility or any other building, facility, campus, or other property owned or controlled by the University.

3. **REPORTING**

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

You may also dial 630-829-6122, for the Benedictine University Campus Safety (the “Campus Safety”) to report a medical emergency, criminal act, suspicious person or incident. Campus Safety is located on the ground floor of the parking structure, in the southwest side of the campus. The Department’s mailing address is Benedictine University Campus Safety, 5720 College Road, Lisle, Illinois 60532.

There are 20 emergency call boxes, including in emergency phones in all elevators on campus. When activated, you can speak directly to a Campus Safety Officer, to report your concern.

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

A “Silent Witness” link is found on the web pages of the Campus Safety. You may confidentially report any crime, concern, misdeed or emergency at: https://benu.formstack.com/forms/silent_witness

You may also report a crime or emergency to any faculty or staff member, who will contact the appropriate authority. A crime or emergency may also be reported to any Campus Security Authority (CSA, see Appendix A). Institutional personnel will assist the student in notifying law enforcement authorities, if the student requests the assistance of these personnel. You may specifically contact **Brad Delphey, Director, Campus Safety**, 630-829-6122, or **Dr. Elaine Davies, Title IX Coordinator**, 630-829-6495. You may report a crime or concern in-person, via e-mail, telephone call, or US Mail. You may report anonymously, request anonymity, or voluntarily identify yourself, if you chose.

Resident students may report criminal acts, or emergencies to the Resident Assistant, Resident Coordinators or **Joshua Williams, Residence Life Coordinator**, 630-829-6603.

4. CAMPUS BEHAVIORAL AND THREAT ASSESSMENT TEAMS

The Director, Campus Safety together with the Dean of Students, Residence Life and a representative from Athletics meet on a weekly basis to review action steps taken by each office for the preceding week and discuss enhancements to current procedures. Out of this weekly meeting, the group may make recommendations to the Campus Response Evaluation Team (C.A.R.E.) or the Threat Assessment Team (TAT) for further discussion and investigation.

C.A.R.E. meets on a quarterly basis or sooner, if need be, and supports individuals outside of their peer network, to identify academic, social, personal troubles and/or disruptive behavior and direct those individuals to the necessary assistance they may need to resolve their problems. Any individual member of the campus community, internal or external, may report confidentially to C.A.R.E., their concerns or observation, through a university web link to C.A.R.E. They may also contact the Campus Safety or any member of C.A.R.E., regardless of whether or not a code of conduct violation has occurred, with the understanding that their identity will remain confidential.

TAT meets on a monthly basis or sooner, if need be, and responds when a person of concern is identified. This person could show signs of suicidal ideation, attempts, threats or gestures, behavior determined to be, or of concern, that may be potentially destructive or violent to self or others. TAT is a subgroup of C.A.R.E. and members of C.A.R.E. are also members of TAT so there is consistent communication.

A. CAMPUS RESPONSE EVALUATION TEAM (C.A.R.E.)

The purpose of the C.A.R.E. Team is to serve the University community by:

- Effectively responding to referrals of students, faculty and staff who are experiencing distress, engaging in harmful or disruptive behavior or who are at risk of jeopardizing their academic success or employment security;
- Providing policy recommendations that further prevention, intervention and response efforts for the community and its members; and
- Fulfilling the University's obligation to operate a behavior assessment and management process consistent with best practices for higher education.

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

This multi-disciplinary approach to identifying and developing plans of remediation also include services in intervention from local psychiatric facilities to include Linden Oakes Hospital, Naperville, Illinois, which provides 24 hours/day, 7 days/week inpatient and outpatient services. C.A.R.E. may require a mandatory evaluation, with a recommendation from the facility that the individual referred no longer poses a threat to the campus community. C.A.R.E. members consist of faculty, staff and administrators from many disciplines around campus including Campus Safety, Health Services, Student Life/Residence Life, Athletics, Academic and Career Enrichment Center, Human Resources, and Academic Divisions/Provost.

C.A.R.E. information is posted on the University's main Website and reviewed during on-going violence prevention initiatives, through PowerPoint and personal awareness presentations, to include students, faculty, and staff.

All immediate life-threatening situations or observations should be reported immediately to Campus Safety for prompt intervention.

B. THREAT ASSESSMENT TEAM (TAT)

The University has established a Threat Assessment Team to engage in the behavior assessment and management of persons of concern on behalf of the University. These efforts include:

1. Identifying person and situations of concern, to include developing and implementing strategies and materials to help encourage the University community to report threats and other troubling or disturbing behavior exhibited by current or former students, current or former employees and or guest/visitors;
2. Gathering information from multiple sources (on campus and outside the institution) regarding the person or situation of concern;
3. Evaluating the information gathered to determine whether the person or situation of concern poses a threat of violence, self-harm, or both; and
4. Developing, implementing and monitoring case management plans to reduce any threat posed, using available resources and requesting the University's assistance to secure resources where needed.

C. C.A.R.E. and TAT Member Responsibilities:

- Respond to reports of which may range from class attendance concerns to violence;
- Investigate the situation by consulting with the reporter;
- Determine the action plan;

- Respond quickly to behavior indicating a student, faculty, staff or visitor who poses a risk to self or others;
- Identify resources for troubled students and personnel and make referrals to appropriate campus and off-campus resources;
- Help secure therapeutic actions that are appropriate, such as treatment or counseling;
- Notify, within FERPA/HIPPA guidelines, parents, guardians and/or next of kin;
- Initiate action to place a student in the custody of a mental health facility capable of supporting specific behaviors;
- Periodically assess outcomes of actions taken.

D. IF THERE IS AN IMMEDIATE THREAT TO AN INDIVIDUAL OR OTHERS CALL 911. ONCE IT IS SAFE TO DO, CONTACT CAMPUS SAFETY (630) 829-6122. STAY CALM AND TALK REASSURINGLY WITH THE INDIVIDUAL UNTIL HELP ARRIVES.

Contact C.A.R.E. for any of the following concerns:

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

How to refer an individual to C.A.R.E.:

- For a student concern, print and complete a C.A.R.E. referral form at https://benu.formstack.com/forms/care_team_referral and submit it to Krasa Center, Room 175. If you prefer, you may contact Marco Masini, Dean of Students at (630) 829-6006 or mmasini@ben.edu.
- For a faculty, staff concern, print and complete a C.A.R.E. referral form for Faculty/Staff at https://benu.formstack.com/forms/care_team_referral and submit it to Goodwin Hall, room 318. If you prefer, you may contact Kelly Zapp, Director, Human Resources at (630) 829-6031 or kzapp@ben.edu
- For all other individuals, contact Campus Safety, located on the first floor of the Parking Garage at (630) 829-6122.

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

5. NOTIFICATION AND PREPAREDNESS

A Guide to Safety at Benedictine University

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

The Clery Act is intended to assure that students and their families, as higher education consumers, have access to accurate, complete, and timely information about safety on campus so that they can make informed decisions.

Violence Against Women Act 2023 (VAWA) further amends the Clery Act. This is an update to the Clery Act, expanding the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Illinois passed legislation, which was enacted August 2016 entitled Preventing Sexual Violence in Higher Education Act (PSVHE). The new law imposes a number of requirements on higher education institutions related to their policies, procedures, provision of services, and responses to sexual violence on campus between students. While most of the Act's requirements mirror the federal law requirements under Title IX of the Education Amendments of 1972 and the Clery Act, the new Illinois law also places several additional requirements on public universities, public community colleges, and independent not-for-profit or for-profit higher education institutions.

Title IX of the Education Amendments of 1972 (Title IX) is a federal civil law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assaults, sexual battery, and sexual coercion. Title IX was amended in 2020.

The University is committed to maintaining a positive learning, working and living environment. The University does not discriminate or allow harassment on the basis of race, color, religion, national origin, sex, gender, gender identity, age, marital status, citizenship, mental or physical disability status, sexual orientation, order of protection status, military or veteran status, or any other characteristic protected by law in admission and access to and treatment and employment in its educational programs and activities.

In pursuit of these goals, the University will not tolerate acts of discrimination, harassment, sexual misconduct (including dating/domestic violence or stalking) or retaliation against or by any administrator, staff, faculty or student as such behavior seriously undermines the University's effectiveness as an educational institution and a workplace. The University will provide resources for support and complaint resolutions. A person who has been a victim of sexual violence or harassment is strongly encouraged to report the crime to the Title IX Coordinator or one of the Deputy Coordinators.

Title IX Coordinator
Dr. Elaine Davies
Director, Multicultural Student Affairs
5700 College Road, KC 178
Lisle, IL 60532
630-829-6495
edavies@ben.edu

Annual Reporting and the Disclosure of Crime Statistics

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

Distribution and Notification of Annual Security Report

Annually by October 1, an e-mail notification is sent to all current students, faculty, and staff providing the website <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> to access to this report. Upon request:

- A written paper copy of the report is also available at Campus Safety (5720 College Road, Lisle, IL 60532); or
- By calling the nonemergency telephone number, (630) 829-6122.

Newly enrolled students receive written notification providing the website <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> to access this report.

- Notification will be provided to newly enrolled students in their Admitted Student Packet during their initial advising.
- A link has been added on our Admissions website for students enrolled in the traditional undergraduate programs for both freshmen, transfer, Lisle Graduate/Doctoral programs and International Programs.
<https://ben.edu/>

Upon request, prospective students and employees:

- May obtain a written paper copy of the report at Campus Safety located at 5720 College Road, Lisle, IL 60532; or
- By calling the non-emergency telephone number (630) 829-6122; or
- By visiting Benedictine's University's web site at: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> or <https://ben.edu/office-of-institutional-compliance-and-risk-management/>

Prospective employees are notified about this report via Benedictine University's Human Resources jobs website at: <https://ben.edu/human-resources/>

New employees are provided a PowerPoint presentation containing a link to the Annual Security and Fire Safety Reports in their training materials during new hire orientation.

Prospective students and parents of students can also read about and reference Clery Act information on the Office of Admissions webpage at <https://ben.edu/>, <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/> and <https://ben.edu/office-of-institutional-compliance-and-risk-management/>

Current Employees can find the Annual Security and Fire Safety Reports by clicking the link to Campus Safety: <https://ben.edu/campus-links/campus-safety/campus-safety-reporting/>

6. RESOURCES

A. **Campus Safety**

Campus Safety consists of security professionals, with no police powers, who maintain a close working relationship with the Village of Lisle Police Department. Meetings are held between the leaders of both departments on both a formal and informal basis. The Campus Safety officers communicate regularly on incidents that occur in and around the campus area. Campus Safety officers work closely with the investigative staff of the Lisle Police Department when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written Memorandum of Understanding between Campus Safety and the Village of Lisle Police Department.

As of the date of this Report, Campus Safety is comprised of the following: Director, Assistant Director, Associate Director, four (4) Campus Safety officers, four (4) student workers and the Emergency Preparedness Manager, which are unarmed and nonsworn with no official powers of arrest authority.

Campus security is maintained through vehicle and foot patrols, which monitors electronic security and safety equipment, non-emergency telephone requests for service and radio communications. Services are provided 24 hours/day, 7 days/week, including special events, athletic competitions and large gatherings. Campus Safety fosters a positive relationship with the community, providing personal and workplace safety, security training, fire prevention, drug and alcohol awareness, and training for Residence Life staff. All officers are certified in CPR/AED and first aid and maintain on-going training and development, including domestic violence and conflict resolution strategies.

Campus Safety is augmented by area law enforcement agencies, which provides law enforcement and first responder resources to address serious acts of criminality, emergency fire and medical services, emergency disaster and recovery efforts. Active Threat training is conducted on campus with the local police agency. Campus Safety maintains a page on the University's website, which provides information on services, registered sex offenders, anonymous reporting, residence hall safety, Clery Act crime statistics, alternatives to drinking, and traffic enforcement initiatives.

The Director, Campus Safety serves on several University committees that have a direct impact on campus safety, security and violence prevention. Campus Safety officers enforce all University policies.

The Campus Safety office is located on the ground level of the parking garage in the southwest part of the Lisle campus. The office hours are Monday - Friday, 8:00 a.m. - 4:00 p.m. Campus Safety officers are on campus 24 hours a day, seven days a week. Campus Safety can be contacted at (630) 829-6122. **For emergencies, dial 911.**

B. Access to and Security of Campus Facilities

Academic and Administrative Buildings:

The Lisle campus is open to the public. The majority of academic and administrative buildings are open during normal business hours and are secured during the late evening hours, depending upon special event scheduling and community usage. During holiday breaks all buildings are locked and if a staff member needs access to a building to get to their office they are instructed via email to contact Campus Safety who will allow entry into the building. The designated 24-hour non-academic building is the Krasa Student Center, first floor. This building is monitored 24/7 by Campus Safety using security cameras. Campus Safety regularly patrols the interiors and exteriors of all campus facilities.

Residence Halls:

Access to Ondrak and Jaeger residence halls is restricted to residents, their approved guests, and other approved members of the University community. Residents gain entry by swiping their student ID card at the card access readers. Founders' Woods apartments do not have card accessed controlled entry but individual keys entry. Residents are cautioned against permitting strangers to enter the buildings. Residence assistants (RA) and Student Life staff enforce campus policies and security measures within the residence halls and apartments to achieve a community respectful of individual and group rights and responsibilities. RAs also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

Visitors must be chaperoned at all times by a resident student while in the residence hall. Security measures shall include, but are not limited to; access control measures, and security cameras in the hallways.

Maintenance of Campus Facilities

The Lisle campus facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Safety regularly patrols campus and reports malfunctioned lights and other unsafe physical conditions to Facilities Management for correction. Campus community members can additionally report hazards directly to Facilities Management.

The campus' overall safety and security is supplemented by a variety of technological systems including:

- Campus-wide master key system for all lockable doors;
- Exterior building and parking lot lighting;
- CCTV system in various campus buildings;
- Residence Hall card access control;
- Emergency call boxes in parking lots and building entrances;
- Fire alarm system;
- Emergency telephones located in numerous building common areas;

- Intrusion detection/panic alarms;
- Radio communications between Campus Safety, Residence Life, Sports Complex, Athletics and Facility Operations;
- Written building access/room opening protocol;
- Posted “No Trespassing” signage at all campus property access points;
- Campus-wide interior and exterior public address system; and
- Photo ID cards for faculty, staff, students, contractors and visitors.

All systems are controlled and audited by Facility Operations and Campus Safety.

Unlawful Entry and Trespassing

Persons making or attempting to make unauthorized entry into property owned or controlled by the University or University events are subject to arrest. “No trespassing – official business only” signs are posted at all entrances to the campus and Campus Safety and/or Residence Life staff may issue “no trespass” notices verbally or in writing, delivered in-person or via postal mail. If either Residence Life or Campus Safety issue a “no trespass”, they must inform the other department of the issuance for enforcement. The following conduct is prohibited:

- Unauthorized possession or use of campus keys, access cards or identification cards;
- Violation of published University regulations including those relating to entry and use of University facilities, and any other regulations, which may from time to time be enacted;
- Violation of rules applicable to residence halls and apartments; and
- Violation of local, state, or federal laws pertaining to unlawful entry and trespassing.

C. Timely Warning

A Timely Warning Notice (TWN) is sent when a crime that poses a serious or continuing threat to members of the University community occurs within the Benedictine University Clery Geography (on campus, in the residence halls, public property near campus, non-campus property) and is reported to Campus Safety, Campus Security Authority or local law enforcement agencies. The University will immediately take into account the safety of the community, determine the content of the notification and initiate the notification system. The TWN is sent primarily by blast email to all students and employees on campus. TWNs can also be sent/communicated via BenAlert and a variety of other notification methods, as outlines in the Emergency Warning section of this report. The Director, Campus Safety distributes TWNs to the University community.

In general, Campus Safety will issue TWN in the following circumstances:

1. It is a Clery-reportable crime or Campus Safety determines that a TWN is otherwise appropriate;
2. The crime was reported to Campus Safety either directly or through local law enforcement; and
3. There is a serious or continuing threat to the University community.

Decisions about whether to issue a TWN, the information to include, and the form in which it will be issued, will be made on a case-by-case basis by Campus Safety, in light of the relevant circumstances. In addition to issuing TWNs for campus crimes, Campus Safety will provide prevention strategies to inform the campus community of actions to take, to ensure a safe environment.

D. Emergency Warning

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

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

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

- AlertWave™ Emergency Notification System - wireless public address, emergency communication, and mass notification system located in common areas of all campus buildings, which use speakers, horns, and strobe lights.
- BenAlert emergency notifications. These are a series of pre-scripted messages that provide instruction on what to do during a particular emergency <https://ben.edu/emergency-preparedness/>
- Fire alarms in all campus buildings are automatically activated in the event of a fire or can be activated by a pull station.
- Broadcast e-mail with the "Importance: High" option (message will appear with a red exclamation point in each user's inbox) and emergency details to #All Main Campus Adjunct Faculty; #All Main Campus Faculty; #All Main Campus Staff; #All Main Campus Student.
- Broadcast voicemail with emergency details with the "Urgent Delivery" option to all users who have a voicemail account, including all faculty and staff with an assigned private telephone number, and all department or area office telephones. The urgent message is the first one played back when listening to voicemail messages. However, there is no visible or

audible signal that differentiates an “urgent” from a regular voicemail until a user logs into their voicemail box. Please note that voicemail broadcasts require more time to distribute. The last user may not receive a message for 10-20 minutes after initializing the process.

- ThorGuard lightning detection system located on top of the Sports Complex and parking garage. The University utilizes the ThorGuard audible alarm that will be activated by the Campus Safety on the signal from the Alertus system.
- Benedictine University website (www.ben.edu) and Emergency Information Web page (<https://ben.edu/emergency-preparedness/>) with emergency details posted.
- The University’s Emergency Notification Phone Tree. Each University office is responsible for creating and maintaining a phone tree to ensure effective communication of emergency details.
- Residence Life staff will personally contact each resident student through a variety of means including letters, posters and notification to Resident Advisors.
- CERT members will place posters or notices on campus buildings, and for health-related incidents, CERT will prepare and/or distribute factsheets with definitions, a plan of action, and a description of action steps already taken, including the identification of isolation or quarantine areas.
- The President may issue an email to the internal community and a letter to current and prospective Benedictine parents, alumni and friends of the University.
- CERT members and their designees may provide verbal notification by walking around campus to communicate emergency details.
- The electronic sign and campus TV network.
- Public address announcements via the Kindlon Hall carillon.
- Student campus leaders – Student Senate, Candor and other student groups.
- The Emergency Preparedness Manager or her designee will update the Emergency Closing Center (“ECC”), which is then automatically broadcast to all Chicago area radio and TV stations, the ECC website, at <https://www.emergencyclosingcenter.com/>

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

E. Wellness Center

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

Campus Safety or Residence Life staff can be contacted after hours and weekends for mental health/physical harm emergencies. Faculty/staff/student common problems also addressed by the Campus Response Evaluation Team (C.A.R.E.), Residence Life staff, Wellness Center and Campus Safety are, but not limited to anxiety, stress, depression, sadness, loneliness, homesickness, eating problems, emotional/physical and sexual abuse, alcohol and drug problems, identity issues, family problems, shyness, death of a loved one, overload, juggling family and school. First contact will consist of initial assessment/treatment and/or referral.

All information with regards to counseling remains confidential, except in situations where there is a threat to life and safety. The Counseling Center prohibits the release of any information without explicit, informed and written authorization. Wellness Center works closely with C.A.R.E., Campus Safety, Campus Ministry and outside professional agencies to minimize any threat to one's self and the entire internal and external campus community.

F. Campus Emergency Response Team (CERT)

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

The Procedures consists of a one-page document, displayed throughout every campus building, located on the University website, and is made available in hard-copy to all community members. Highlighted in the Procedures are the following topics: Medical Emergency; Fire; Severe Weather; Suspicious Person;

Suspicious Package; Utility Failure; Hazardous Material; Sexual Misconduct; and Active Shooter procedures.

G. Victim Advocacy Resources

A person who has been a victim of a sexual assault has the following options to report it and may choose to contact any of the following to make the report:

- Dr. Elaine Davies, Title IX Coordinator;
- Campus Safety (630) 829-6122;
- Residence hall staff member;
- Dean of Students;
- Wellness Center;
- Counseling Center;
- Campus Security Authority members;
- Lisle Police Department (630) 271-4200; or
- YWCA Rape Hotline (630-971-3927).

Victims are encouraged to report the crime **immediately** and are strongly urged to preserve all physical, trace and serological evidence, to include clothing, bedding and body fluids, associated with the assault, to ensure a successful criminal prosecution, or administrative sanction against the offender, if desired. The University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the University and in the community. Upon request, assistance will be provided in changing academic schedules and living arrangements.

Even if a victim decides not to file a criminal complaint with the police, it is recommended that the individual contact a University or community resource for support. Victims are entitled to confidential services either on or off campus, whether or not charges are pressed. Resources both on campus and in the community are:

On-Campus Resources

Title IX Coordinator: 630-829-6495

Wellness Center Krasa 116 or call 630-829-6046

The Counseling Center Krasa 010 or call 630-829-1800

Off-Campus Resources

YWCA Rape 24-hour emergency number 630-971-3927

Non-emergency number 630-790-6600

Lisle Police Department 630-271-4200

DuPage County State's Attorney Victim/Witness Advocates

505 N. County Farm Road

Wheaton, IL 60187

630-407-8008

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

Illinois Domestic Violence Act

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

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

(Excerpt from the Illinois Domestic Violence Act webpage, Illinois Attorney General)

Domestic violence consists of physical assault, sexual abuse and stalking. The violence takes many forms and can happen all the time or occasionally. If you are in an abusive situation, you are urged to seek help. For on-campus resources, refer to the following:

Domestic Violence Resources

Family Shelter Service

24 hours a day

630-469-5650

Illinois Coalition Against Domestic Violence
877-863-6338

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

H. Crime Prevention, Fire Safety and Safety Awareness Programming

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

The University is committed to providing a safe learning and work environment for the campus community. The University has a zero tolerance standard with regard to threats and/or violent behavior, whether direct, indirect, implied, or actual conduct by any person, including faculty, staff, students and members of the public. The University will respond immediately and decisively to resolve disruptive or destructive behavior, by means of awareness and educational programming, enforcing University policies, discipline or sanctions of employees and students, and criminal prosecution.

The University offers many programs designed to inform students and employees about campus security procedures and practices and the prevention of crimes. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Various campus organizations and departments throughout the year sponsor crime prevention programs on personal safety and security. These programs include general crime prevention and security awareness programs, such as safety education programs and discussions about topics such as alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and prevention, bystander intervention, fire safety emergency response and evacuation procedures, and theft prevention. Residence Life staff hold programs in residence halls to explain campus security and safety, campus policies, and expectations related to student conduct, behavior, fire safety measures, and procedures. During new student orientation, crime prevention and security awareness procedures are discussed. New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees during scheduled orientation sessions throughout the year. Crime Prevention and security awareness presentations are

conducted when requested by various groups, including students and employees of the University.

Several crime prevention, fire safety, and safety awareness events occur each year. In the fall semester, fire evacuation drills are conducted in each academic, administrative and resident hall building. These are live drills where students, faculty, staff and visitors all evacuate the buildings tested to assemble. Active threat drills are conducted across the entire campus at the same time in the fall semester. Emergency team members walk through each building checking to see if all students, faculty and staff are practicing the proper procedures, which are emailed prior to the drill. Any students, faculty, staff or visitors in open areas during the drill are gathered and get an explanation of what to expect and what they should do to protect themselves.

Additional safety awareness and crime prevention training/programming occurs throughout the year during October, January and April specifically for Domestic Violence Awareness month (October), Stalking Awareness Month (January) and Sexual Assault Awareness Month (April).

The training and programming initiatives are available to all students, faculty and staff. Programs conducted during the 2023 calendar year can be found at:

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I. University Information

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

1. [Campus Safety](#) website
 - Annual Security and Annual Fire Safety Reports
2. [Missing Student Notification Policy](#)
3. [Student Handbook](#)
4. Employee Handbook
5. Victim's Economic Security and Safety Act (VESSA)
6. [Drug and Alcohol Policy](#)

J. Federal and State Laws and Regulations

1. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery)
2. The Violence Against Women Reauthorization of 2023 (VAWA) Act
3. Title IX of the Education Amendments Act of 1972 (Title IX)
4. Higher Education Act of 1998
5. Higher Education Opportunity Act 2008
6. Illinois Campus Security and Enhancement Act of 2008
7. Illinois Preventing Sexual Violence in Higher Education Act of 2016

8. Family Educational Rights and Privacy Act
9. Federal Safety and Drug Free Schools and Communities Act
10. Federal Drug Free Workplace Act of 1988
11. Uniform Crime Reporting for State and Federal
12. Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender Information)
13. Illinois Fire Sprinkler Dormitory Act
14. Illinois College Student Immunization Act
15. Private College Campus Police Act

K. Approval and Revisions

This Plan has gone through the appropriate approval process and will be reviewed on an annual basis by the Emergency Preparedness Manager.

Appendix A – Campus Security Authorities

A CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with the institution.

1. A campus police department or a campus security department;
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department;
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

Below is a list of current Campus Security Authorities:

Carrie Ankeny, cankeney@ben.edu, Director, Campus Ministry, Kindlon Hall, room 416, 630-829-6028

Brittany Bilbrew-Williams, bbilbrew-williams@ben.edu, Campus Safety Officer, Parking Garage, room 121, 630-829-6122

Al Brown, abrown13@ben.edu, Campus Safety Officer, Parking Garage, room 121, 630-829-6122

Katie Buell, kbuell@ben.edu, Assistant Director for Activities and Organizations, Krasa Student Center, room 111, 630-829-6128

Josie Carparelli, jcarparelli@ben.edu, Recruiting Coordinator, Goodwin Hall, room 318, 630-829-6042

Elaine Davies, edavies@ben.edu, Director, Academic Accommodations and Accessibility and Title IX Coordinator, Kindlon Hall, room 310, 630-829-6495 or 630-829-6032

Brad Delphey, bdelphey@ben.edu, Director, Campus Safety, Parking Garage, room 133, 630-829-1101

Michi Dubes, mdubes@ben.edu, Emergency Preparedness Manager/Safety Specialist, Parking Garage, room 132, 630-829-6364

Kate Heidkamp, kheidkamp@ben.edu, Head Coach – Softball/Senior Associate Director of Athletics, Rice Center, room 236, 630-829-6149

Marco Masini, mmasini@ben.edu, Dean of Students, Krasa Student Center, room 177, 630-829-6006

Liz Melendez, lmelendez@ben.edu, Director, Residence Life, Krasa Student Center, room 109, 630-829-6496

Paul Nelson, pnelson@ben.edu, Director of Athletics, Rice Center, room 241, 630-829-6144

Claude Ortega, cortega@ben.edu, Campus Safety Officer, Parking Garage, 630-829-6122

Karla Palencia, kpalencia@ben.edu, HRIS Assistant, Goodwin Hall, room 318, 630-829-6020

Joe Pawlisz, jpawlisz@ben.edu, Campus Safety Officer, Parking Garage, room 121, 630-829-6651

Susan Salerno, ssalerno@ben.edu, Nurse/Health Educator, Krasa Student Center, room 116A, 630-829-6046

Lou Simios, lsimios@ben.edu, Director, Athletic Stadium-Operating, Ricer Center, room 233, 630-829-6085

Debra Vanderploeg, dvanderploeg@ben.edu, Assistant Director, Campus Safety, Parking Garage, room 134, 630-829-1104

Harold Watson, hwatson@ben.edu, Director, Student Activities & Recreational Sports, Krasa Student Center, room 113, 630-829-6129

Brad Wilcoxon, bwilcoxon@ben.edu, Associate Director, Campus Safety, Parking Garage, room 135, 630-829-1102

Joshua Williams, jwilliams15@ben.edu, Residence Life Coordinator, Krasa, room 105, 630-829-6603

Kelly Zapp, kzapp@ben.edu, Director, Human Resources, Goodwin Hall, room 318, 630-829-6031

Cheryl Heinz, cheinz@ben.edu, Chair, Biology Department, Birck Hall, room 319, 630-829-6581

Patrick Polasek, ppolasek@ben.edu, Faculty, Scholl Hall, room 228J, 630-829-6472

Niina Ronkainen, nronkainen@ben.edu, Faculty, Birck Hall, room 322, 630-829-6549

Jayashree Sarathy, jsarathy@ben.edu, Faculty, Birck Hall, room 339, 630-829-6580

Tammy Sarver, tsarver@ben.edu, Faculty, Scholl Hall, room 228L, 630-829-6473

Regina Schurman, rschurman@ben.edu, Faculty, Birck Hall, room 132, 630-829-2171

Paula Sochacki, psochacki@ben.edu, Faculty, Kindlon Hall, room 224F, 630-829-6597