Consumer Information & Campus Security

Campus Crime & Security Reports
August 1, 2017
CAMPUS CRIME AWARENESS & SECURITY

The Crime Awareness and Campus Security Act of 1990 (Clery Act) requires the College to prepare, publish, and, upon request, distribute to all current students, employees, applicants for enrollment or employment, and third parties, the following report.

1990 - Crime Awareness and Campus Security Act
1992 - Amendments added policies on sex offenses
1998 - Amendments expanded requirements and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
2008 - Expanded Requirements
2013 - Violence Against Women Act (VAWA)
2016 - Preventing Sexual Violence in Higher Education Act (Illinois Public Act 099-0426)

Contact Information
Students, personnel, and others should contact the below personnel to report a criminal action or other emergency occurring on campus. Immediate notification provides for timely warnings and annual statistical disclosure.

**Sexual Assault Response Team (SART)**
Security (Pinnacle Security Innovations)
Main Building - Room 118
security@midstate.edu
309.692.4092 ext. 1180

Director of Student Affairs (Co-Director of Security, Title IX Coordinator)
Main Building - Room 212
security@midstate.edu
309.692.4092 ext. 2120

Director of Financial Assistance (Deputy Title IX Coordinator)
Main Building - Room 121
financialassistance@midstate.edu
309.692.4092 ext. 1210

Business Manager (Co-Director of Security, Title IX Investigator)
RDB Student Center - Room 402
security@midstate.edu
309.692.4092 ext. 4020

Director of Human Resources
Main Building - Room 117
hr@midstate.edu
309.692.4092 ext. 1170

Director of Student Success
Main Building - Room 110
studentsuccess@midstate.edu
309.692.4092 ext. 1100

Center for Prevention of Abuse Coordinator
Confidential Advisor(s)
309.691.0551
www.centerforpreventionofabuse.org

Midstate Electronic Reporting
www.midstate.edu/admissions/consumer.php

Emergency Number
9-1-1 Police / Fire / Ambulance

Non-Emergency Numbers
Peoria Police Department 309.673.4521
Peoria Fire Department 309.674.3131
Other Important Numbers
Peoria County Victim Witness Services 309.672.6094
State’s Attorney 309.672.6900
Prairie State Legal Services (Peoria) 309.674.9831
FBI (Peoria) 309.676.1922 If no answer (Springfield) 1.217.522.9675
Peoria County Sheriff 309.697.8515
Tazewell County Sheriff (Pekin) 309.346.4141
State Police (Peoria) 309.676.2116
State Police (Germantown Hills) 309.383.2131
U.S. Coast Guard 309.671.7295
U.S. Marshall Service (Peoria) 309.671.7053
If no answer (Springfield) 1.217.492.4430

Confidential Resources for Sexual Assault
Local Resources
Center for Prevention of Abuse 309.691.0551 / 1.800.559.SAFE (7233) or 309.691.4111 (Crisis Line)
www.centerforpreventionofabuse.org
Peoria Office
720 Joan Court / Peoria, IL 61614
East Peoria Office 309.698.2874
2500 N. Main Street/Suite C / East Peoria, IL 61611
Carol House of Hope 309.353.7512
Adult Protective Services 309.637.3905
Family Violence Intervention & Safe from the Start 309.686.5229

Orders of Protection
Peoria County 309.672.6074
Tazewell County 309.346.6645
Woodford County 309.467.7345

Local Hospitals
OSF St. Francis Hospital 309.655.2000 / 309.655.2109 (24hr Emergency Services)
530 NE Glen Oak Ave/Peoria, IL 61637
www.osfhealthcare.org/saint-francis
UnityPoint Methodist 309.672.4848 / 309.672.5500 (24hr Emergency Services)
221 NE Glen Oak Ave, Peoria, IL 61636
www.unitypoint.org/peoria/default.aspx
UnityPoint Proctor 309.691.1062 / 309.691.1000
5409 N. Knoxville Ave/Peoria, IL 61614
www.unitypoint.org/peoria/default.aspx

State Resources
Illinois Coalition Against Domestic Violence 1.217.789.2830 / 1.877.863.6338 / www.iladv.org
Illinois Coalition Against Sexual Assault 1.217.753.4117 / www.icasa.org
Rape Victim Emergency Assistance 1.312.744.8418 (24hr Hotline)
Department of Children & Family Services 1.800.25A.BUSE (24hr Hotline)

National Resources
Rape, Abuse, & Incest National Network 1.800.656.HOPE(4673) / www.rainn.org/get-help/national-sexual-assault-hotline
National Child Abuse Hotline 1.800.422.4453 / www.childhelp.org
National Domestic Violence Hotline 1.800.799.7233 / 1.800.787.3224 (TTY) / www.thehotline.org
National Teen Dating Abuse Lifeline 1.800.273.8255 / 1.866.331.8453 (TTY) / www.suicidepreventionlifeline.org
Crime Victim Compensation Program 1.800.228.3368

Online Resources
Victims of Sexual Assault www.victimsofcrime.org
Not Alone www.notalone.gov
Awareness Programs
Campus safety and security are the shared responsibility of both students and staff. To enhance student and staff awareness of their responsibilities for personal safety, various information and services are provided throughout the year. This includes but is not limited to pamphlets on personal safety, emergency safety information, speaker presentations, health fairs, and Wellness & Health Initiative Program (WHIP). The College partners with the Center for Prevention of Abuse in providing support, information, and displays on services available in our community.

DAILY CRIME LOG
Midstate College’s Security department maintains a daily crime log. The log includes daily activities of the officer on duty and any incidents or emergencies that occur. In addition to the daily crime log, all incidents are reported on the College’s Campus Security Report form. A copy of this form is turned in to the Director of Student Affairs for documentation in the Annual Security Report and to determine if there is a need for campus-wide notification due to any continued threats or emergencies (timely-warning).

FIRE SAFETY & MISSING PERSONS
Colleges with any on-campus student housing facilities must maintain fire safety and missing person’s logs. Any incidents must be included in the annual report. Midstate College does not offer student housing and, therefore, does not have procedures for these requirements.

ANNUAL SECURITY REPORT
Midstate College is required to report any incidents and provide a timely warning to the campus community of any occurrences of the following crimes that are considered to represent a threat to our students and employees.

Criminal Offenses
- Criminal Homicide: Murder and Non-negligent Manslaughter; Negligent Manslaughter
- Rape and Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crimes
- Any of the above mentioned offenses
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of property that were motivated by bias

Arrests and Referrals for Disciplinary Actions
- Weapons (carrying, possessing, etc.)
- Drug Abuse Violations
- Liquor Law Violations

Violence Against Women Act (VAWA) and Preventing Sexual Violence in Higher Education Act (Illinois)
- Sexual Violence
- Domestic Violence
- Dating Violence
- Stalking
**FBI Definitions of Crime Categories**
The following definitions are those outlined in the Federal Bureau of Investigation’s National Incident-Based Reporting System, which colleges are required to use in reporting their crime statistics.

**Criminal Offenses**
- **Criminal Homicide:**
  - Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
  - Negligent Manslaughter: The killing of another person through gross negligence.
- **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
- **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary:** The unlawful entry of a structure to commit a felony or theft including: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor-Vehicle Theft:** The theft or attempted theft of a motor vehicle including automobiles taken by persons not having lawful access even though the vehicle is later abandoned, including joyriding.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes**
A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a performed negative opinion of attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin. There are six categories of bias reported under the Clery Act.
- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion:** A preformed negative attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation:** A preformed negative attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/National Origin:** A preformed negative attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).
- **Disability:** A preformed negative attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

**Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property**
(These offenses are only included in the Clery statistics if they are Hate Crimes.)
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

Violence Against Women

Sexual Assault: See Rape and Sex Offenses under the Criminal Offenses section above.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

State of Illinois Definitions of Crime Categories

The following definitions are those outlined under Illinois Law.

Preventing Sexual Violence in Higher Education

Criminal Sexual Assault: In Illinois, a person commits “criminal sexual assault” if “that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a positions 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.

Criminal Sexual Abuse: Under Illinois law, a person commits “criminal sexual abuse” by sexual touching (short of penetration), by force or threat of force, or by knowing that the victim is unable to consent to or understand the act. A person also commits sexual abuse by engaging in any sexual activity (including sexual penetration): (A) with a person over the age of nine but under 17 years old when the defendant is under the age of 17, or (B) with a person over the age of 13 but under 17 years old when the defendant is at least five years older.

Aggravated Criminal Sexual Assault and Sexual Abuse: Sexual assault and sexual abuse may be punished more severely in Illinois if (A) the defendant: uses, threatens, displays, or is armed with a weapon; causes bodily harm or injury; endangers or threatens the victim’s or someone else’s life; gives the victim a controlled substance without the victim’s consent; (B) the crime is committed during the course of another felony; or (C) the victim is over 60 years old, physically handicapped, or severely mentally disabled. Depending on the age of the defendant and the victim, the relationship between the victim
 Definitions of Consent

Consent

Consent is present when clearly understandable words or actions manifest a freely given agreement to engage in specific sexual or intimate conduct.

- Consent must demonstrate that all individuals understand, are aware of, and agree to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (the same way and under the same conditions) of the sexual activity.

- Consent must take the form of "clearly understandable words or actions" that reveal one's expectations and agreement to engage in specific sexual activity.

- Consent must be freely given and cannot be the result of force.

Non-Consent

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, community members should assume that the other person does not have the capacity to give consent.

Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual violence.

Consent is not present when:

- A person's lack of verbal or physical resistance does not constitute consent. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a "no") should not – in and of themselves – be understood as consent.

- Submission resulting from the use or threat of force does not constitute consent. This means that violence, physical restraint, or the presence of a weapon, threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity) should not be understood as consent.

- Consent cannot be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

- Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.

- A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, and/or is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

- The person is underage (generally 17 in Illinois)
- Physical condition or mental disability that impairs the individual's ability to give consent
- Consumption of drugs or alcohol (voluntarily or involuntarily), being in a state of unconsciousness, asleep, or any other state in which the person is unaware that sexual activity is occurring

Signs of Incapacitation
Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:

- When an individual demonstrates that he/she is unaware of where they are, how he/she got there, or why or how he/she became engaged in a sexual interaction
- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance)
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words)

Sexual Exploitation
Sexual exploitation is taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods, or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent
- Distributing sexual information, images, or recordings about another person without that person's consent
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs

VIOLENCE AGAINST WOMEN & PREVENTING SEXUAL VIOLENCE

Federal Violence Against Women Act (VAWA)
Midstate College complies with the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act and the accompanying regulations which become effective on July 1, 2015. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled.

State of Illinois Preventing Sexual Violence in Higher Education Act (Title IX)
Midstate College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Title IX also provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, recruitment, consideration, or selection thereof whether full-time or part-time, under any education program or activity operated by the College.

The College’s Title IX Coordinator and Deputy Title IX Coordinator respond to reports of violations to Title IX compliance. A complainant has the right to contact the Illinois Department of Human Rights (IDHR), Equal Employment Opportunity Commission (EEOC) or the United States Department of Education – Office of Civil Rights (OCR) about filing a formal complaint. An IDHR complaint must be filed within one hundred eighty (180) days of the alleged incident. A complaint with the EEOC must be filed within three hundred (300) days of the alleged incident. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after the IDHR has completed its investigation of the complaint.
Sexual Misconduct Policy
Midstate College is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members. In furtherance of this policy, Midstate College has adopted the following standards of conduct for all members of our community – students, faculty, and staff, as well as College vendors, contractors, visitors, guests, and third parties – with respect to sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Midstate College provides information regarding the institution’s campus sexual assault programs to prevent sex offenses and outlines procedures to follow when a sex offense occurs. Being aware of your surroundings and behavior can go a long way in the prevention of sex offenses. The Crime Prevention Security and Safety section of this report provides information on how to prevent crimes and how to keep you safe.

Midstate College has jurisdiction to investigate any alleged violations of this policy that occur in the context of a College program or activity or that otherwise affect the College’s working or learning environments, regardless of whether that conduct occurred on- or off-campus. In situations where the alleged sexual misconduct occurred outside of the context of a College program or activity or off-campus, and where one or more of the parties are not members of the College community, the College’s ability to investigate and/or impose disciplinary sanctions may be limited. In such instances, the College reserves the right to take any steps it deems appropriate to address the situation and provide appropriate resources to those individual(s) impacted and, where appropriate, the broader College community.

Campus Sex Crimes Prevention Act
The Campus Sex Crime Prevention Act requires sex offenders already required to register in a state to provide notice, as required under State law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes became effective two years after enactment of the law (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This change takes effect two years after enactment (2002).

This act amends the Family Education Rights and Privacy Act of 1974 to clarify that nothing in the Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.
Convicted sex offenders or sexual predators attending or employed at an institution of higher education in Illinois are required to comply with the Illinois Sex Offender Registration Act. The act requires the sex offender/predator to register in person with the public safety or security director of the institution of higher education at which he or she is employed or attends.

**Sex Offender Registration Policy**
Midstate College requires registered sex offenders to register with the Title IX Coordinator. Failure by persons to comply within ten (10) days of enrollment or conviction may result in denial of enrollment or expulsion. Campus Security will work closely with the Director of Student Success to determine appropriate restrictions on a case-by-case basis. For additional information regarding sex offenders in Illinois, visit [http://www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). Law enforcement agency information provided by the state concerning registered sex offenders may be obtained through the Director of Student Affairs office and is located on the bulletin boards in the main office lobby and the Student Affairs office.

Specific to higher education institutions, the Sex Offender Registration Act states, “If the sex offender or sexual predator is employed at or attends an institution of higher education, he or she shall also register with:
1. The chief of police in the municipality where he or she is employed or attends an institution of higher education, unless the municipality is the City of Chicago, in which case he or she shall register at the Chicago Police Department Headquarters;
2. or the sheriff in the county in which he or she is employed or attends an institution of higher education located in an unincorporated area, or if incorporated, no police chief exists; and with the public safety or security director of the institution of higher education where he or she is employed or attends.”

A registered sex offender is not allowed to attend class with a minor. The Registrar tracks his or her schedule, and the sex offender will be required to make schedule adaptations when necessary. In addition to this, the sex offender’s class schedule is obtained by campus security each term for monitoring.

The State of Illinois Sexual Offender Registry List can be located at: [http://www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/) or by contacting 217.785.0653. The Registry list is also sent to the College annually and is placed on the main office and Student Affairs bulletin boards.

**Harassment Policy**
Midstate College will not condone or accept harassment, discrimination and/or suppression of any person or group of any kind and will investigate all allegations of harassment. Harassment can be:
- Verbal, non-verbal, or physical;
- Exclusion based upon personal or group differences;
- Intimidation or humiliation based on personal or group differences;
- Abusive language, threats, or similar acts of bigotry, racism, sexism, or discrimination;
- Jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices, or stereotypes;
- Any subtle or direct references based on race, sex, age, disability, sexual orientation, national origin, or religion which demean, exclude, intimidate, or adversely affects an individual(s).

**Sexual Harassment Policy**
The College is committed to providing an educational facility that is free from all forms of discrimination including sexual harassment. This is defined as anyone’s behavior that fits the definition of sexual harassment. Sexual harassment may result in disciplinary action up to and including dismissal or expulsion. In some cases, sexual harassment could subject individuals to substantial civil penalties.

The College’s policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion and national origin, unfavorable discharge from the military, marital status, disability, and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each individual in the College bears the responsibility to refrain from sexual harassment in the educational facility. No one, male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct in the educational environment. Furthermore, it is the responsibility of everyone to make sure that the educational environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment, must be eliminated. Instances of sexual harassment will be investigated.
Reporting Obligation
All College employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware to any SART team member unless they have a recognized confidentiality privilege.

Bystanders additionally have the responsibility to report crimes of sexual assault. Survivors of sexual assault are not to blame regardless of whether they were drinking, walking alone, or wearing certain clothing. None of these behaviors gives anyone the right to act violently towards another individual.

Retaliation
Midstate College strictly prohibits any material adverse action against any individual for reporting, providing information, exercising one’s rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual misconduct. Therefore, retaliatory actions such as intimidation, threats, or coercion against any such individual for having engaged in the above activities will be addressed in the most serious way by Midstate. Individuals who engage in such actions are subject to disciplinary action that may include, but is not limited to, exclusion, expulsion, or dismissal from the College, and termination of employment, including revocation of rank. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to a Deputy Title IX Coordinator, who shall investigate the matter and make findings so the College can take appropriate actions to address such conduct in a fair and impartial manner.

Amnesty for Sexual Misconduct Complainants and Witnesses
Midstate College encourages reporting of sexual misconduct and seeks to remove any barriers to an individual/group making a report. The College recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his or her own conduct. An individual(s) who reports sexual misconduct that was directed at them or another person, either as a complainant, bystander, or a third party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and does not place the health or safety of any other person at risk.

The College may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions do not include involuntary leaves for students from the College. Amnesty will not be extended for any violations of College policy other than alcohol/drug use. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

Free Expression and Academic Freedom
Midstate College is firmly committed to free expression and academic freedom. We are equally committed to creating and maintaining a safe, healthy, and harassment-free environment for all members of our community. We firmly believe that these two legitimate interests can coexist. Discrimination, harassment, and retaliation against members of the Midstate community are not protected expression or the proper exercise of academic freedom. The College will consider academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual’s statements or speech.

Reporting Procedures
All crime victims and witnesses are strongly encouraged to report incidents to both local law enforcement and campus security. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.
- Security or reporting personnel will fill out an incident report.
- When reporting an incident, provide the following information: description of the incident; date, time, and location of the incident; description of persons or vehicles involved; and any additional details that can be provided.
- Incident reports are maintained in the Daily Crime Log and copied to the Title IX Coordinator for documentation in the Annual Security Report and are kept confidential.
- The student(s) will be informed about the importance of preserving evidence which may be necessary under criminal investigation. (Do not shower, bathe, or douche, and save the clothing worn).
- The student(s) will be informed of the option to go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault. The student has the option to be assisted in getting medical attention.
- The student(s) will be informed of the option to notify proper law enforcement authorities and of the option to be assisted in notifying these authorities if the student chooses.
The student(s) will be notified of existing counseling and mental health services for victims.

The student(s) will be notified of the option for available assistance in changing academic and living situations if requested by the victim and if these changes are reasonably available.

Security or the above personnel will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system (paging, email, website, or mobile updates) unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Medical Assistance
Experiencing any form of sexual misconduct, especially acts of violence, is difficult and overwhelming. Survivors often experience a range of emotions, including fear, anxiety, and confusion, and may be unsure of what they want to, or should do, next. Regardless of whether the individual chooses to report the incident, the College strongly encourages survivors of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible and, where appropriate, also test for and treat sexually transmitted infections, test for pregnancy, and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., “date rape” drugs) and perform a rape evidence collection procedure, which are also strongly recommended to maintain all legal options.

Under Illinois law, medical personnel are required to alert police when it reasonably appears that the person requesting treatment has sustained an injury as a victim of a criminal offense, including sexual assault or violence, but individuals have the right to refuse to speak to police.

Preserving Evidence
Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. These options are available solely at the discretion of survivors, who may change their minds about pursuing them at any time. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s). Regardless of whether an incident of sexual misconduct is reported to the police or the College, Midstate strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible as this will best maintain all legal options for them in the future.

Additionally, such evidence may be helpful in pursuing a complaint with the College. While the College does not conduct forensic tests for parties involved in a complaint of sexual misconduct, the results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in a College investigation or proceeding, provided they are available at the time of the investigation or proceeding.

Suggestions for preserving evidence related to an incident of sexual misconduct are suggested below. It is important to keep in mind that each suggestion may not apply in every incident.

General Evidence Preservation Suggestions
- Do not alter, dispose of, or destroy any physical evidence.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).
- Preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.
- Even if survivors choose not to make a complaint regarding sexual misconduct, they should nevertheless consider speaking with Campus Security or other law enforcement to preserve evidence in the event that they change their mind at a later date.

Evidence Preservation Suggestions Specific to Sexual Assault
- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection. Under Illinois law, any cost for an emergency medical or forensic examination for a victim of sexual violence that is not covered by private insurance or Illinois Public Aid will be covered by the Illinois Department of Healthcare and Family Services and should not be billed to the patient.
- An individual who has been sexually assaulted should not shower, bathe, douche, smoke, brush teeth, eat, drink, or change clothes or bedding before going to the hospital or seeking medical attention.
If the individual who has been sexually assaulted decides to change clothes or bedding, he or she should not wash the
clothes worn or bedding used during the assault and should bring them to a hospital, medical facility or the police in a non-
plastic bag (e.g., paper bag).

In Illinois, individuals who have been sexually assaulted may allow the collection of evidence even if they choose not to
make a report to law enforcement. After the evidence is collected, Illinois law requires hospital staff to store it for two weeks.
A sexual assault evidence collection kit may not be released by an Illinois hospital without written consent from the survivor.

Confidential Support, Advocacy, and Counseling
Confidential support, advocacy, and counseling are provided by the Center for Prevention of Abuse. The Center provides
resources for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential
resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or the College,
except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual
or to others or where state law requires a report be made. Confidential resources can provide survivors with information about
support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking
advice from a confidential counselor does not constitute a report or complaint to the College and will not result in a response or
intervention by the College.

A complainant may report sexual misconduct to the College yet request confidentiality. If the complainant requests confidentiality
or asks that the report not be pursued, the College shall take all reasonable steps to investigate and respond to the report
consistent with the request for confidentiality or request not to pursue the investigation, as long as doing so does not prevent
the College from fulfilling its responsibility to provide a safe and non-discriminatory environment to all individuals. Upon a
request for confidentiality, the College shall inform the complainant: (1) if the College cannot ensure confidentiality; (2) that a
confidentiality request may limit the College’s ability to respond to the report, including pursuing disciplinary action against the
alleged respondent; and (3) that the College prohibits retaliation and that such retaliation is subject to disciplinary action under
this policy. The College’s Title IX Coordinator is the responsible party for making determinations as to requests for confidentiality.

Reporting Anonymously
A complainant has the right to disclose a history or incident of sexual violence without revealing any identifying information such
as name, address, etc. Reporting anonymously can prohibit the College from being able to properly investigate an allegation to
a satisfactory outcome.

Reporting to Law Enforcement
Midstate College encourages individuals to report incidents of sexual misconduct to Campus Security or local law enforcement
officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including
sexual violence crimes, and may lead to the arrest of an offender or aid in the investigation of other incidents.

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police
report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes
against a perpetrator. It is important to know that reporting the incident to police or Campus Security does not mean an individual
is obligated to testify in court.

Reports of sexual misconduct made to Campus Security will automatically be reported to the Title IX Coordinator or a Deputy
Title IX Coordinator regardless of whether the individual who experienced the sexual misconduct chooses to pursue criminal
charges.

Reporting to the College
An individual who has experienced sexual misconduct has the right to choose whether to report the incident to any member
of the SART team for investigation. As stated in the Reporting Obligation section, all College employees (including student
employees) are obligated to promptly report incidents of sexual misconduct of which they become aware unless they have a
recognized confidentiality privilege. Further, the College encourages students and third parties who have observed or been
made aware of sexual misconduct to report the incident to the SART Team for investigation.

The SART Team is trained to work with individuals who report sexual misconduct and have knowledge about on- and off-campus
resources, services, and options – including the availability of interim protective measures and accommodations. The College
has generally designated the Director of Human Resources to oversee complaints of sexual misconduct involving staff, faculty
and third parties, and the Title IX Coordinator to oversee complaints of sexual misconduct against students.
Reporting Incidents Involving Minors

The Illinois Abused and Neglected Child Reporting Act (ANCRA) includes “personnel of institutions of higher education.” Accordingly, all individuals employed and/or appointed by the College, including but not limited to faculty, staff, student employees, and volunteers are considered Mandated Reporters of child abuse and neglect. This means that all employees have a duty to immediately report or cause a report to be made whenever they have “reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.” Midstate employees have a legal obligation to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at 800.25.ABUSE/800.252.2873. Midstate College is committed to the safety and welfare of all members and visitors of our campus.

Some examples of instances in which this would apply:
- Someone beating a child or hitting a child with an object.
- Marks on a child’s body that do not appear to have been caused by accident.
- A child tells you that he or she has been harmed by someone.
- A young child is left alone (or left alone in a vehicle), appears to be undernourished, or is dressed inappropriately for the weather.

Malicious, False Accusations

It is a violation of this policy to make a report of sexual misconduct that is known to be false. Such conduct is in violation of this policy and will be investigated and adjudicated accordingly.

On-Campus Disciplinary Action

- The complainant and the respondent are both entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both the complainant and the respondent shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sexual assault or any other criminal offense.
- Possible sanctions for crimes including, but not limited to, rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure are as follows:

Employee Sanctions

The below sanctions are in addition to any criminal sanctions that may be imposed. Student workers are subject to both employee and student sanctions.
- Verbal or written warning
- Employee Performance Progress Review
- Required counseling, therapy, training, and/or education
- Campus access restrictions
- Loss of oversight, teaching or supervisory responsibility
- Termination of employment
- No trespass order
- No contact directive (with respect to an individual)
- Revocation of rank

Student Sanctions

These sanctions are in addition to any criminal sanctions that may be imposed.
- Verbal or written warning
- Disciplinary hold on academic and/or financial records
- Required counseling, therapy, training, and/or education
- Campus access restrictions
- No trespass order
- No contact directive (with respect to an individual)
- Expulsion
Third-Party Sanctions
These sanctions are in addition to any criminal sanctions that may be imposed.

- Termination of contract and services

The College may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Employee Handbook, Student Handbook, other policies or handbooks that may be developed over time, or contracts. In addition, the College may take steps to remediate the effects of a violation on victims and others.

Following an investigation, the College may extend interim protective measures and accommodations and/or take other measures to eliminate any hostile environment caused by the sexual misconduct, prevent the recurrence of any sexual misconduct, and remedy the effects of the sexual misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced below as well as counseling, training, and other preventative measures.

Interim Protective Measures and Accommodations
Interim protective measures and accommodations are reasonable measures the College can put in place to provide immediate support and added protection to an individual who reports having experienced sexual misconduct or retaliation, at no cost to that individual. These measures can be temporary in duration pending the results of an investigation but can become permanent. Interim protective measures and accommodations include, but are not limited to:

- A no-contact directive issued by the Title IX Coordinator, Director of Human Resources, or their designee.
- Adjustment of course schedules or employment schedules.
- Time off from class or work or a leave of absence.
- Safety planning - Center for Prevention of Abuse.
- Housing (Center for Prevention of Abuse) or work space relocation.

Interim protective measures and accommodations can be made available regardless of whether an individual chooses to report an incident to Campus Security or local law enforcement or pursue a complaint with the College. The Title IX Coordinator, Director of Human Resources, or their designee will determine whether interim protective measures or accommodations are reasonable and should be implemented and, if so, will work to ensure that interim protective measures or accommodations are implemented as soon as possible. The College will keep confidential any accommodations or protective measures provided to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the protective measures or accommodations.

Violations of directives related to interim protective measures or accommodations may lead to an investigation and disciplinary actions which may include exclusion, expulsion, or dismissal from the College and termination of employment, including revocation of rank.

Investigation and Resolution of Alleged Violations of the Sexual Misconduct
Reporting an incident of sexual misconduct or retaliation to the College can result in the investigation of whether a violation of this policy occurred and can also result in disciplinary action against any student, staff or faculty member, or outside party who is determined to have violated this policy. The College has generally designated the Director of Human Resources to oversee complaints of sexual misconduct and retaliation involving staff, faculty and third parties, and the Title IX Coordinator to oversee reports of sexual misconduct and retaliation against students. The College may also rely upon any Deputy Title IX Coordinator, Title IX Investigator, and outside investigators to conduct investigations as needed. Further, a report of sexual misconduct or retaliation will be routed to the appropriate office for investigation, regardless of where it is initially directed.

The College’s investigative and resolution processes of reports of violations of this policy will be prompt, fair and impartial. The procedures set forth below are intended to afford a prompt response to reports of sexual misconduct, to maintain privacy and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

Complaints of sexual misconduct and retaliation will be investigated and resolved in accordance with this policy. Because such allegations can sometimes raise novel issues and involve competing interests, the College reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this policy and which preserves fairness for both parties and maintains the integrity in the investigation and resolution processes. The College uses the preponderance of the evidence standard to determine responsibility of violations of this policy.
Advisor/Legal Counsel
Complainants and respondents may be accompanied by one advisor throughout the investigation and any hearing process. An advisor is a support person who is present to provide support to a complainant or respondent throughout an investigation and/or hearing. An advisor may not speak, write, or otherwise communicate with an investigator, hearing officer or panel on behalf of the complainant or respondent and, because these are internal College proceedings, may not function as legal counsel.

To enhance the integrity of the investigation process and help ensure fairness for all parties, advisors cannot be a witness or party in the matter or a related matter, a family member of the complainant or respondent, or an attorney. In matters in the Student Success office, advisors must also be members of the Midstate community.

However, in any matter involving a complaint of sexual assault, stalking, or dating or domestic violence, the advisor may be any person of the party’s choosing, including an attorney. In this case, the advisor is still limited to the supportive and not participatory role described above. Advisors who do not abide by these guidelines may be excluded from the process.

Privacy and Sharing of Information
The College considers complaints and investigations conducted under this Policy to be private matters for the parties involved. For that reason, the College will protect the identity of persons involved in reports of sexual misconduct to the best of its ability. The College will only share personally identifiable information with persons with a need-to-know in order for the College to investigate and respond or to deliver resources or support services. The College does not publish the names nor post identifiable information about persons involved in a report of sexual misconduct in the College Daily Crime Log or elsewhere online. The College does not confirm to outside parties the identity of an individual who may be involved in a report of sexual misconduct without that individual's consent. However, the College cannot promise complete confidentiality or privacy in the handling of sexual misconduct reports or complaints.

Most situations require the disclosure of the complainant’s identity to those involved in the investigation in order to fully investigate the matter and/or to enable the respondent to fully respond to the allegations. When individuals report allegations of sexual misconduct to the College and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged offenders or identifiable information about the alleged offenders, the College’s ability to respond to the complaints may be limited. In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the College, will attempt to honor that request but, in some cases, the Title IX Coordinator or Director of Human Resources may determine that the College needs to proceed with an investigation based on concern for the safety or well-being of the broader College community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct). Midstate reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct is reluctant to proceed.

All participants in an investigation of sexual misconduct will be informed that confidentiality helps enhance the integrity of the investigation, protect the privacy interests of the parties and protect the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the complainant and respondent will be asked to keep the information related to the investigation private to the extent consistent with applicable law. Witnesses and advisors will be directed to maintain complete confidentiality.

Upon the conclusion of an investigation, the complainant and respondent will be notified in writing, at the same time, of the outcome of the investigation, including whether the alleged conduct was found to have occurred and any sanctions imposed on the respondent that directly relate to the complainant. For the same reasons noted above, the College encourages the parties to maintain the confidentiality of this communication.

Investigations and Resolution of Complaints against Faculty, Staff and Third Parties
The College’s Title IX Coordinator, Title IX Investigator, or designee, investigates complaints of sexual misconduct, including complaints of sexual harassment and sexual assault, brought against faculty, staff and third parties.

When a complaint is received, the Title IX Coordinator, Title IX Investigator, or designee interviews parties and witnesses and reviews any relevant documents and evidence. Once an investigation is completed, the investigator makes findings on whether the preponderance of the evidence indicates that the respondent violated the College's Sexual Misconduct Policy. The investigator advises the parties of the findings in writing and communicates findings and recommendations to other College offices as needed for resolution and determination of sanctions or corrective actions. Most investigations are completed within 60 days. Parties may file an appeal of an investigator’s findings.
Investigations and Resolution of Reports against Students
The College’s Director of Student Success, Title IX Investigator, or designee, investigates reports of alleged violations of this policy by Midstate students.

When a report is received, the Title IX Coordinator, Director of Student Success, or designee will conduct an initial inquiry to determine the resolution plan. If action is required to remediate the impact of the alleged policy violation, the Title IX Coordinator, Director of Student Success, or designee will take interim actions or make accommodations as appropriate. If the report has not been resolved informally, the matter will then be assigned to an investigator who will gather full details related to the report. The investigator will interview the parties and relevant witnesses and review relevant documents and evidence.

Resolution of these reports is determined through the Student Affairs’ and Dean’s offices. If it is determined by the the Title IX Coordinator, Director of Student Success, or designee that the alleged policy violation has the potential to result in a separation from the College (e.g., suspension, exclusion, expulsion, degree revocation), the investigator will complete an investigative report that includes details of the investigation and the investigator’s findings of fact. The report will be provided to the complainant reporting the misconduct, the respondent, and the College’s hearing panel. A panel hearing will be held, in which the parties will have the opportunity to meet with the panel individually. The panel will determine responsibility for policy violations and, if applicable, sanctions. If it is determined by the Title IX Coordinator, Director of Student Success, or designee that the alleged policy violation does not have the potential to result in separation from the College, it will be resolved through an Administrative hearing.

Most investigations are completed within 60 days. There is a review/appeals process available to both complainants and respondents in all cases.

Complaints Regarding the Specific Allegations of Sexual Assault, Stalking, Dating or Domestic Violence
Individuals who report to any member of the SART Team that they have experienced sexual assault, stalking, or dating or domestic violence, whether the offense occurred on- or off-campus, will be provided with a written explanation of their rights, options, and resources, including a link to this policy. Specifically, this notice will include information about:

- Services and resources related to counseling, health and mental health, legal, and student financial aid.
- Interim protective measures and accommodations and how to request them during the course of the investigation.
- The procedures for institutional disciplinary action in cases of sexual assault, dating or domestic violence and stalking.
- Preserving evidence, reporting to law enforcement, being assisted by College officials in reporting to law enforcement, seeking a protective order, and confidentiality.

Educational Training Awareness
The Center for Prevention of Abuse provides annual training to the SART Team on issues related to sexual misconduct, investigation, and resolution.
THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) is a federal law and accompanying regulations that require colleges and universities to disclose certain timely and annual information about campus crime and security and safety policies. Compliance with the Clery Act is a condition for colleges, like Midstate, that participate in the federal student aid program and is administered by the U.S. Department of Education’s Federal Student Aid office. As a part of its Clery program, Midstate College collects and publishes statistical information on crimes occurring on and around campus as well as relevant crime and safety information.

2014 - 2016 Midstate College Crime Statistics Submitted to the Department of Education

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Criminal Offenses On-Campus</th>
<th>Criminal Offenses Public Property</th>
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<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<td>0</td>
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<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
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<tr>
<td>Sex Offenses - Forcible</td>
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<tr>
<td>Sex Offenses - Non-forcible</td>
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<td>0</td>
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<tr>
<td>Incest</td>
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<tr>
<td>Statutory Rape</td>
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<td>0</td>
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<tr>
<td>Robbery</td>
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<tr>
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<td>0</td>
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<tr>
<td>Arson</td>
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Hate Crimes - On-campus and Public Property

Bias includes but is not limited to: race, religion, sexual orientation, gender, disability, ethnicity and national origin.

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<thead>
<tr>
<th>Criminal Offense</th>
<th>Hate Crimes - On-campus</th>
<th>Hate Crimes - Public Property</th>
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<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<tr>
<td>Intimidation</td>
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<tr>
<td>Destruction/damage/vandalism of property</td>
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SECURITY AND SAFETY NOTIFICATION PROCEDURES
The Midstate College campus is located at 411 W. Northmoor Rd., Peoria, IL 61614-3595.

Campus safety can only be achieved through the cooperation of students, faculty, and staff. As a member of the Midstate College family and community, it is your responsibility to report a crime, suspicious activity, or other emergencies on campus to the appropriate College official(s). Should you become a witness to or a victim of a crime, immediately report the incident to local law enforcement officials, campus security, student affairs, or the human resources office. All crimes will be investigated and when appropriate, brought to the disciplinary committee for review and possible sanctions. Please note that your identity may not be confidential when reporting an incident.

On-Campus Security Hours
Security is available during campus hours Monday-Saturday. The guard patrols the campus buildings and is available to escort students and personnel to their vehicles. The campus is also monitored by video surveillance systems.

Security (Pinnacle Security Innovations)
Main Building - Room 118
security@midstate.edu
309.692.4092 ext. 1180

Monday - Thursday: 8:00 AM to 9:30 PM
Friday: 8:00 AM to 4:30 PM
Saturday: 9:00 AM to 12:00 PM
Emergency Contacts
Emergency contacts for students, personnel, and others are listed at the beginning of the Campus Crime and Safety section of this Handbook. To report a criminal action or other emergency occurring on campus, contact these resources as appropriate. Immediate notification provides for timely warnings and annual statistical disclosure.

Emergency Notification
Notifications for medical emergencies, accidents, fire, threats, or other emergencies are to be reported to Emergency Services and/or the previously mentioned contacts for immediate action.
- Call 9-1-1 if it is an emergent situation in which immediate attention is needed.
- In case of fire, pull the fire alarms located at any exit, as you are leaving the building. Fire alarms should only be used in the event of an emergency. If an emergency requires evacuation, there are signs clearly posted throughout the buildings indicating the best routes for evacuation.
- Contact Security or one of the previously mentioned personnel to report an incident/emergency.
  - When reporting an incident, provide the following information: description of the incident; date, time, and location of the incident; description of persons or vehicles involved; and any additional details that can be provided.
- Security or the above personnel will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system (paging, email, website, or mobile updates) unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- Once the incident has been resolved and normal activities are able to resume, incident reports will be completed, reviewed, and copied to the Director of Student Affairs/Title IX Coordinator for documentation.
- Procedures will be evaluated for quality of processes and to gauge future improvement.

Midstate College tests emergency response and evacuation procedures on an annual basis and documents each test, including the date, time, and whether it was announced or unannounced. The College publicizes emergency response and evacuation procedures in conjunction with at least one test per calendar year.

CONCEALED CARRY PROHIBITED ON-CAMPUS
In accordance with Section 65(d) of the Firearm Concealed Carry Act for the State of Illinois, licensed citizens may carry concealed weapons; however, the same law also lists numerous prohibited areas in which licensed citizens may NOT carry a concealed weapon, and colleges and universities are among those.

TIMELY WARNING AND ANNUAL DISCLOSURE OF CRIME STATISTICS
The Director of Student Affairs/Title IX Coordinator is responsible for timely warnings and the annual disclosure for crime statistics. Student Affairs in conjunction with the College’s administration will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system (paging, email, website, or mobile updates) unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Daily Crime Log and Security Incident Reports are utilized to determine on-campus crimes. Midstate utilizes the Peoria Police Department website to monitor and record crimes that occur within the designated area surrounding the campus that have been reported to the local police.

Peoria Police Department website:  http://www.peoriagov.org/peoria-police-department/
PPD Crime View Community web link:  http://peoria.il.crimeviewcommunity.com/default.aspx

FACILITIES AND SECURITY ACCESS
Facilities services and security have access to all classrooms, offices, and other areas of the campus. The Facilities Department maintains the buildings and grounds with a concern for safety and security. Facilities staff inspect the facilities regularly, promptly make repairs affecting safety and security hazards, and respond to reports of potential safety and security hazards such as broken windows, locks, etc. Students and staff can assist facilities staff by contacting the maintenance@midstate.edu email address. Each maintenance email is dispatched to the entire group of facilities personnel for proper handling and documentation. Facilities and Security staff additionally monitor the premises to review lighting and other environmental concerns for safety.
Midstate does not offer residence living, and, therefore does not have policies regarding maintenance entering personal living space.

**CAMPUS SECURITY AUTHORITY**

Midstate College utilizes Pinnacle Security Innovations as its campus law enforcement. Security guards have the full authority to contact state and local police agencies as necessary. On occasion, Pinnacle Security Innovations security guards are off-duty police officers and, in this situation, have the authority to make arrests. The security guards have the authority to ask questions and request identification at any time; they have the authority to ask students, personnel, and/or others to leave the premises when deemed necessary for the safety of the campus. They may also detain individuals until local law enforcement arrives. Criminal incidents will be referred to local law enforcement and detailed daily crime logs and incident reports will be filed with Security and Student Affairs.

**CRIME PREVENTION SECURITY AND SAFETY**

Midstate personnel and students should feel safe on the College campus at all times. Security personnel are available to assist during campus hours. Contact the Security office if you have any questions or concerns regarding your safety.

Report any of the following issues or concerns:
1. Threats made by email, phone, letter, or in person.
2. Emergencies or any criminal incident or suspicion.
3. Sexual Harassment is not to be tolerated on any level. Report any issues to the Director of Student Affairs or the Director of Human Resources. (See Student or Employee Handbook for full copy of Sexual Harassment Policy) Flyers from the Illinois Department of Human Resources (IDHR) are also provided on campus bulletin boards.

**Building Security**
1. Contact the Director of Student Affairs for special events or building access requests. Requests must be made prior to the event so that security can be properly notified. If proper permission is not received, you will be asked to leave the premises.
   - Contact Information: Room 212, studentaffairs@midstate.edu, or ext. 2120
2. All classrooms, sections, or buildings will be locked on Fridays, weekends, or during break weeks when there are no classes, meetings, or functions in session. Security will open areas for special needs and requests.

**Weekend Security**
The Midstate College facilities are open on Saturdays only during class hours. This will fluctuate throughout the year based on the number of Saturday classes and their length. The times will also vary during finals and break weeks. For confirmation of campus hours, check with the main office or Student Affairs office.

**Computer Security**
Midstate College has an advanced network system that enables us to connect to each other’s computers, share files, and use the Internet. Security is a very important part of this system. Any workstation that has been logged into by a student, a faculty member, or a staff member should never be left unattended.

All students and employees should be aware that it is unacceptable to give out your password to anyone for any reason. Every Midstate student and employee must maintain the security and integrity of our computer systems by following these simple procedures:
1. Keep your office locked when you are not in it or you are gone for the day.
2. Always log off or lock your computer when leaving it unattended.
3. Do not store your password in a visible location.
4. If you are using a temporary password assigned by the administration, you need to have it changed by the Network Administrator or Computing Services Manager.
5. Do not give your password to anyone. Exception: If Technical Support needs to enter your computer for maintenance purposes, you can enter the password for them or, if you give them the password, immediately change your password once the work has been completed.
6. Any student that has trouble logging into the system should contact Technical Support immediately for assistance.
7. Always fill out a Technical Assistance form whenever there is a problem that should be brought to Computing Service’s attention.
8. IT assistance is available in the Technical Support office during regular campus hours.
Campus and Public Safety Tips
Your efforts, individually and collectively, can contribute to a campus environment that is as safe and secure as possible. Campus safety requires continued active support of the entire College community, so please be responsible. Report all crimes, actual, attempted, or suspected. If you have any suggestions which might be useful, please send them to the Student Affairs office.

Protect Yourself:
- Stay alert and trust your instincts. If you feel uncomfortable in a place or situation, leave.
- Communicate that you are calm, confident, and know where you are going.
- Try not to walk alone. Ask a friend to walk with you. If you must walk alone, walk with confidence and avoid dark, remote areas.
- Stay on the part of sidewalks furthest away from shrubs, dark doorways, and alleys.
- Don’t overload yourself with packages or wear shoes or clothing that restricts movement.
- Avoid displaying large amounts of cash or jewelry.
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant, or lighted home.
- Avoid isolated bus stops at times when few other people are around.
- Do not reveal your name, phone number, or address to strangers.
- Never admit that you are alone or that you will be away from home.
- Keep an eye on neighbors’ homes or apartments while they are away and have them do the same for you.
- Keep your local police department’s phone number next to your phone.
- Keep your personal and college keys safe, and don’t lend them to anyone. At night, have your keys ready before you get to your door or car. If your keys are lost or stolen, report it immediately and replace your locks.
- Lock your doors every time you leave, and don’t leave your belongings unattended in the library, lounges, or classrooms. Engrave your valuables with an ID number.
- Take a self-defense course.

If You Are Attacked:
- SCREAM!
- Scratch, bite, jab, stamp, but act fast.
- Run toward the nearest lighted area or group of people and keep screaming.
- Rely on your nails, fists, feet, and teeth. Do not carry a weapon; it can be turned against you.
- If the assailant has a weapon, passive resistance (vomiting, urination, telling a possible rapist that you’re diseased or menstruating) may be your best defense.
- Every attack and attacker is different. Try to evaluate the situation and the assailant, and act accordingly.
- If you’re held up, don’t resist. You can never tell if a robber is armed, and no amount of money is worth your life.
- Report the incident and try to give as detailed a description as possible: approximate age, height, weight, details on hair, clothing, scars, and tattoos. You won’t have to decide until later whether to press charges.

Protect Your Residence:
- Keep doors locked at all times.
- Draw shades and curtains whether or not you are at home.
- Keep money and jewelry locked in a safe place.
- Leave a light on while you are away, or use a timer.
- Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track.
- Don’t hide spare keys in mailboxes, planters, or under doormats.
- Make a record of your valuables, and keep it in a safe spot.
- Don’t leave a note that says you are not home.
- Never prop doors open.
- Keep ladders and tools in a locked area.
- Have someone cut your lawn while you’re on vacation.
- Never study or sleep alone in your residence with the doors unlocked. If you expect friends or roommates later, make them knock; don’t leave the door open for them.
Protect Your Office
- Keep your purse, wallet, and other valuable items with you at all times or locked in a drawer or closet.
- Never leave keys lying out and never leave them in the lock.
- Never leave change or cash on the desk or in a top drawer.
- Notify security personnel of any suspicious persons or vehicles.
- Lock doors when working after normal hours.
- Report any broken or flickering lights and doors that don’t lock properly.

In Your Vehicle:
- In a car, keep doors locked while driving, park in well-lighted areas and always check the back seat before getting into a car.
- Do not leave your car running even if you are going to just “run in” for a few minutes. An unattended car with the motor running is an open invitation for it to be stolen.
- Make sure you turn your steering wheel so it locks in place.
- Always put valuables in the trunk or hidden compartments. Do not leave loose change or CD’s in the center tray.
- Always lock your car and remove the keys. Make sure the windows are closed.
- Never leave an ID tag on your key ring.
- Keep your vehicle registration on your person, not in the glove compartment.
- Leave only the ignition key with parking attendants.
- Never pick up hitchhikers.
- If you have car trouble, raise the hood and remain in the car with your doors locked. If a stranger approaches your car, ask them to find the closest police station but do not encourage their help.

At A Party:
- Be aware of your alcohol consumption. Alcohol impairs your judgement.
- Before you leave, make your friends aware of whom you are leaving with.
- Be alert to your surroundings. Know the address of the party just in case.
- Avoid isolated areas within the apartment, house, or fraternity.
- Always pour or open your own drink. Do not accept beverages from people you do not know.

Nuisance/Obscene/Threatening Phone Calls:
In Illinois, it is a violation of law to use your telephone, or knowingly allow your telephone to be used, for placing indecent, threatening, or harassing calls. Nuisance and obscene phone calls are classified in the Illinois criminal code as Class B Misdemeanors (720 ILCS 135/1-2). Threatening calls are classified as a Class 3 Felony (720 ILCS 135/12-16). If you receive harassing or threatening calls:
- Hang up immediately on obscene callers or strangers who ask questions about personal matters.
- Do not engage the caller in conversation.
- Pay attention to background noise and the caller’s voice (gender, etc.) that may assist in identifying the caller.
- If the call is recorded on the answering machine, save the tape.
- Keep a log or record of the call(s) that includes date, time, and comments.
- Do not volunteer your name or other personal data to any caller you do not know. If you have an interest, ask the caller for his/her phone number and say you will get back to them.
- Do not tell others about your calls. Many disturbing calls are made by people you know.
- If the caller keeps calling, contact your phone carrier and/or the local police.
- If the call is a threat to your safety, contact your phone carrier and/or the local police.
- List only first initials and last name in telephone directories.
- Be suspicious of wrong number calls; do not divulge your name or address.
- Never reveal that you are home alone.
Credit Card Tips:
- Check to see if you've been given back your card once you've paid for what you bought.
- Watch your credit slip being filled out, and make sure it is not being passed through the machine more than once.
- Destroy a credit card that is out of date. Cut it in several pieces and throw it away.
- Destroy the carbons, but keep the receipts.

Identity Theft
Identity theft occurs when someone uses your personal information, such as your name, Social Security number, credit card number, or other identifying information without your permission, to commit fraud or other crimes.

How identity theft occurs: Skilled identity thieves use a variety of methods to gain access to your personal information. They get information by stealing records from their employer; hacking into the organization's computers; rummaging through your trash; stealing credit and debit card numbers as your card is processed by using a special information device in a practice known as "skimming"; stealing wallets or bank and credit card statements; or completing a "change of address form" to divert your mail to another location.

“Phishing” is a kind of credit and debit card fraud. By pretending to be an email from a bank or similar site, scammers “fish” for account numbers, passwords, Social Security numbers and other personal information. Phishing email schemes change frequently and often have links or attachments with links. Users who click on the links are taken to look-alike sites where they are asked to enter personal data.

Once identity thieves have your personal information, they may: go on spending sprees, open new credit card accounts, take out auto loans, establish phone or wireless service in your name, file for bankruptcy under your name, or give your name to the police during an arrest.

If you are a victim of ID theft, or if you suspect that your personal information has been used to commit fraud or theft, take the following four steps immediately:
1. Contact the fraud departments of one of the three major credit bureaus (Equifax 1-800-525-6285; Experian 1-888-397-3742; or TransUnion 1-800-680-7289) to place a fraud alert on your credit report. The fraud alert requests creditors to contact you before opening any new accounts or making any changes to your existing accounts. As soon as the credit bureau confirms your fraud alert, the other two credit bureaus will be automatically notified to place fraud alerts, and all three credit reports will be sent to you free of charge.
2. Close the accounts that you know or believe have been tampered with or opened fraudulently. Use the ID Theft Affidavit (available at https://www.consumer.ftc.gov/articles/pd-0094-identity-theft-affidavit.pdf) when disputing new, unauthorized accounts.
3. File a police report. Get a copy of the report to submit to your creditors and others who may require proof of the crime.
4. File your complaint with the Federal Trade Commission (FTC). The FTC maintains a database of identity theft cases used by law enforcement agencies for investigations. Filing a complaint also helps the FTC to learn more about identity theft and the problems victims are having so that they can better assist you.

For more in-depth information on ID Theft, check out http://www.criminal-justice-careers.com/crime/id-theft.html

Consumer Fraud
It can be hard to resist a phone call from a charity seeking desperately needed funds for flood victims, endangered species, or the homeless; a postcard claiming you’ve won an amazing sweepstakes prize if you just call and send an “administrative fee”; or an investment offer giving you an “exclusive” chance to earn potentially enormous profits; but such phone calls may make you a victim of telemarketing fraud. Here is what you can do:
- If a caller asks for your credit card, bank account, or Social Security Number to verify a free vacation, a prize, or a gift, say, “No,” and hang up.
- If you are calling a 900 number in response to an advertisement or something you receive in the mail, make sure you know all the charges up front.
- Before you agree to support a charity that calls seeking money, ask for written information about its finances and programs, and feel free to hang up if you do not feel comfortable. It is your choice.

If you feel that you have been conned, call the police and/or the Better Business Bureau.
To Protect Yourself And Others In An Emergency:

- Be aware of policies regarding fire and tornado safety. Know fire escape/exit procedures.
- If you discover a fire, use the fire exits and leave the area immediately; do not use the elevator; pull fire alarms as you exit the building.
- If you are involved in or witness a car accident or any other medical emergency, contact 9-1-1 or campus security immediately.

CRIMINAL ACTIVITY AT OFF-CAMPUS LOCATIONS

Colleges are required to provide a statement of policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities. Midstate College does not provide off-campus student organizations or housing facilities and, therefore, does not have procedures for these requirements.

POLICY REGARDING DRUGS AND ALCOHOL (See Drug & Alcohol Program section for full details)

Midstate College has adopted the following standard of conduct effective October 1, 1990, for all students and employees in accordance with the Department of Education, the Final Regulations: Drug-Free Schools and Campuses.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of College activities is prohibited.

Any violation of this standard of conduct will result in disciplinary actions being taken, such actions being expulsion from College, termination of employment, referral for prosecution, if applicable, and/or requiring completion of an appropriate rehabilitation program.

All students and employees sign a statement verifying they understand the above statement.

EMERGENCY RESPONSE AND EVACUATION

The cooperation and involvement of students, faculty, and staff in a campus safety program are essential. Students, faculty, and staff must assume responsibility for their personal safety and the security of their personal belongings by taking simple, common-sense precautions. The following notification procedure is to be used in case of accident, outbreaks, fire, tornado, bomb, or other emergencies.

1. Immediately notify local law enforcement, Campus Security, Student Affairs, or the Business Manager (as listed above).
2. All phones in classrooms and hallways can access internal extensions and 9-1-1 without a passcode.
3. Identify yourself and give the location you are calling from.
4. State the emergency.
5. Start the evacuation process (evacuation maps are located in all classrooms, lobbies, and common areas).
6. In the case of an accident where a person is injured, remain with the victim and make the person as comfortable as possible until help arrives.
7. Campus-wide notifications will be made in order to provide the safety and security of all students and employees. Notifications will be made through the campus-wide paging system, network email system, mobile updates (texts), and website notifications depending on the situation. The Director of Student Affairs in conjunction with administration will initiate the notification process providing email and website notifications, announcements on the paging system, and prompting the mobile update notification.
8. Timely warnings will be issued as soon as pertinent information is available in regards to crimes on campus.

Tornadoes

In the event of a tornado, all instructors/department directors are instructed to secure their classrooms/offices and escort all students/staff to the lower level of the main building. Keep everyone calm and move to the main building lower level as quickly as possible. Stay away from windows. Everyone should sit on the floor in a tucked position with their hands over their heads. Remain on campus in the shelter areas. When the warnings are lifted, everyone may return to normal routines. All personnel/students should familiarize themselves with the following: location of evacuation routes, storm shelter areas, fire exits, fire extinguishers, etc. In case of an emergency, notify the main office to call 911, and start evacuation.
A continuous steady blast of the Civil Defense Siren indicates a confirmed tornado sighting in proximity of the campus. Midstate College also has three weather alert radio systems provided by the National Weather Service to keep us informed of sightings and possible conditions in Peoria County. In the event of a weather emergency, announcements will be made over the paging system. To report seeing a tornado, call Lincoln National Weather Service or call local police, sheriff, or state police.

Announcements will be made over the paging system in the event of a tornado.
1. Even if no Tornado Warning is announced but you hear Civil Defense sirens; (other than at 10:00 AM on the first Tuesday of each month)
2. Stop what you are doing immediately;
3. DO NOT GO OUTSIDE TO LOOK!
4. Remain on campus and proceed to the shelter areas in the main building in an orderly manner;
5. Do not use the elevator;
6. Stay away from windows; protect yourself from being struck by falling objects, injured by flying debris or being blown away;
7. Remain in the hallway or shelter areas until authorized personnel advise “all clear.”

The instructor/department director is responsible for the following:
1. Knowing locations of storm shelters and evacuation routes;
2. Enlisting assistance from others to aid in the evacuation of any persons with disabilities;
3. Making sure that all electrical apparatus is off;
4. Evacuating the classrooms/offices;
5. Directing students/staff to the shelter areas in the main building;
6. Closing windows, turning off lights, and shutting doors;
7. Assembling students/staff in the shelter areas and take attendance.

Fire
STAY CALM. Instructors/department directors escort students/staff out of the building(s). Have all students/staff meet in the back parking lot by the tower. Do not go back into the building for any reason. All personnel/students should familiarize themselves with the following: location of fire exits, evacuation routes, fire extinguishers, etc. In case of an emergency, start evacuation and pull the fire alarm on your way out of the building (located at each exit). When a fire alarm sounds or there are other warnings that there is a fire, all persons are required under state law to exit the building immediately. Failure to evacuate is a criminal offense. Persons in charge of a facility (including faculty teaching classes) are responsible for evacuating their area and may be held personally liable for a failure to evacuate.

Announcements will be made over the paging system and/or fire alarms will sound.
1. Stop what you are doing immediately;
2. DO NOT GO INVESTIGATE!
3. All persons must evacuate the building(s) in an orderly manner;
4. Do not use the elevator;
5. During adverse weather, don’t forget your personal weather apparel;
6. Immediately after exiting the building, proceed directly to the back parking lot by the tower;
7. Do not leave campus as it will interfere with entering emergency units;
8. Do not enter building until an “all clear” is given.

The instructor/department director is responsible for the following:
1. Knowing locations of fire extinguishers and evacuation routes;
2. Assigning students or other personnel to assist all persons with disabilities;
3. Making sure that all electrical apparatus is off;
4. Evacuating the classroom or offices;
5. Directing students/staff to exits;
6. Closing windows, turning off lights, and shutting doors;
7. Assembling their students/staff in the back parking lot by the tower and taking attendance.

Earthquake
Federal, State, and local emergency management experts and other official preparedness organizations all agree that “Drop, Cover, and Hold On” is the appropriate action to reduce injury and death during earthquakes. Midstate College participates in the annual Great ShakeOut earthquake drills (www.shakeout.org) each October. The drill provides opportunities to practice how to protect ourselves during earthquakes.
You cannot tell from the initial shaking if an earthquake will suddenly become intense…so always Drop, Cover, and Hold On immediately!

• DROP to the ground (before the earthquake drops you!),
• Take COVER by getting under a sturdy desk or table, and
• HOLD ON to your shelter and be prepared to move with it until the shaking stops.

If there is no table or desk near you, drop to the ground and then, if possible, move to an inside corner of the room. Be in a crawling position to protect your vital organs, and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be the start of a big one…and that’s why you should always Drop, Cover, and Hold On immediately!

If you are unable to Drop, Cover, and Hold On: If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fall on you.

In a Wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

In Bed: If you are in bed, hold on and stay there, protecting your head with a pillow. You are less likely to be injured staying where you are. Broken glass on the floor has caused injury to those who have rolled to the floor or tried to get to doorways.

In a High-Rise: Drop, Cover, and Hold On. Avoid windows and other hazards. Do not use elevators. Do not be surprised if sprinkler systems or fire alarms activate.

In a Store: When shaking starts, Drop Cover and Hold On. A shopping cart or getting inside clothing racks can provide some protection. If you must move to get away from heavy items on high shelves, drop to the ground first and crawl only the shortest distance necessary. Whenever you enter any retail store, take a moment to look around: What is above and around you that could move or fall during an earthquake? Then use your best judgment to stay safe.

Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.

Driving: Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.

In a Stadium or Theater: Stay at your seat or drop to the floor between rows and protect your head and neck with your arms. Don’t try to leave until the shaking is over. Then walk out slowly watching for anything that could fall in the aftershocks.

Near the Shore: Drop, Cover, and Hold On until the shaking stops. If severe shaking lasts twenty seconds or more, immediately evacuate to high ground as a Tsunami might have been generated by the earthquake. Move inland two miles or to land that is at least 100 feet above sea level immediately. Don’t wait for officials to issue a warning. Walk quickly, rather than drive, to avoid traffic, debris and other hazards.

Below a Dam: Dams can fail during a major earthquake. Catastrophic failure is unlikely, but if you live downstream from a dam, you should know flood zone information and have prepared an evacuation plan.

MYTH – Head for the Doorway: An enduring earthquake image of California is a collapsed adobe home with the doorframe as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. True – if you live in an old, unreinforced adobe house. In modern houses, doorways are no stronger than any other part of the house. You are safer under a table.

More information:
www.shakeout.org/dropcoverholdon
www.dropcoverholdon.org
www.earthquakecountry.org/dropcoverholdon
**Bomb Threats & Suspicious Packages**

If you receive a bomb threat, you should remain calm and follow these guidelines:

- If possible, pay attention to our telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible.
- Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds like machinery, traffic, other voices, music, television, etc.
- Note any characteristics of the caller’s voice such as gender, age, education, accent, etc.
- Attempt to obtain information on the location of the device, i.e., building, floor, room, etc.
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify local law enforcement and campus security.
- If the threat was left on your voice mail, do not erase.

If you receive a suspicious package or locate a suspicious item:

- Do not move or open the item.
- Clear employees and students away from the immediate area.
- Lock the area.
- Contact local law enforcement and campus security.
- Meet responding police officers outside.

**Active Shooter Response**

In the event of an Active Shooter, below is information provided by the Department of Homeland Security and can be viewed at: http://www.youtube.com/watch?v=5VcSwejU2D0

**Run** – When an Active Shooter is in your vicinity:

- If there is an escape path, attempt to evacuate;
- Evacuate whether others agree to or not;
- Leave your belongings behind;
- Help others escape if possible;
- Prevent others from entering the area;
- Call 911 when you are safe.

**Hide** – If evacuation is not possible, find a place to hide

Your hiding place should:

- Be out of the shooter’s view;
- Provide protection if shots are fired in your direction;
- Not trap or restrict your options for movement;
- and be sure to, lock doors, turn off lights, turn off cell phones.

**Fight** – As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter;
- Act with physical aggression;
- Improvise weapons;
- Commit to your actions.

**911** – When law enforcement arrives:

- Remain calm and follow instructions;
- Keep your hands visible at all times;
- Avoid pointing or yelling;
- Know that help for the injured is on its way.
**Soft Lockdown**
A Soft Lockdown occurs when there is a potential danger in the area that has been determined by the Peoria Police Department. Once the College is notified by the PPD or the Code Red system, the College will proceed to announce the Soft Lockdown and place the campus in Lockdown as follows:
- Announcement will be made through campus-wide paging system;
- External doors to each building will be locked until notification is received by the PPD or Code Red that the area is clear;
- During the Lockdown, everyone is free to walk around freely within the building they are in and proceed with classes and normal operation;
- Everyone must stay in the building they are in until the all-clear has been given;
- Once the all-clear is received, an announcement will be made through the campus-wide system;
- External doors will be unlocked, occurrence is over.

**Code Red**
Code Red is provided by the Peoria Police Department and is an Emergency Response System. Participating in the Code Red system provides notification by your local emergency response team in the event of emergency situations or critical community alerts. Examples include: evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports.

By adding your phone number you agree to receive telephone calls that deliver messages from your local municipality or employer that are pre-recorded and sent by the Emergency Communications Network. To participate in this program, go to the PPD website at: http://www.peoriagov.org/peoria-police-department/; go to the bottom right of the PPD homepage and click on “Code Red.”
In case of FIRE stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. DO NOT use the elevator or leave the property as you will interfere with emergency services.

In case of SEVERE STORM WARNINGS stay with your class, follow the evacuation path, go to the Storm Shelter Areas. DO NOT use the elevator or leave the property.
In case of **FIRE** stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. **DO NOT** use the elevator or leave the property as you will interfere with emergency services.

In case of **SEVERE STORM WARNINGS** stay with your class, follow the evacuation path, go to the Storm Shelter Areas. **DO NOT** use the elevator or leave the property.
Midstate College - Evacuation Plan
Arlene H. Bunch Business Center
Building 2

In case of **FIRE** stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. DO NOT leave the property as you will interfere with emergency services.

In case of **SEVERE STORM WARNINGS** stay with your class, follow the evacuation path, go to the Storm Shelter Areas. DO NOT leave the property.

- Red: Emergency Exits
- Green: Storm Shelter Areas
- Blue: Fire Extinguishers
- Pink: Fire Alarm
In case of **FIRE** stay with your class, follow the evacuation path, exit the building, and go to the back of the rear parking lot. DO NOT use the elevator or leave the property as you will interfere with emergency services.

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