

# **Annual Security Report**

## **Kendall College**

October 1, 2011

### **1. Statement Addressing Issuing Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the President, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Dean of Students may also post a notice on the Kendall College website, providing the college community with more immediate notification. In such instances, a copy of the notice is posted on bulletin boards throughout campus. The electronic bulletin board on the Kendall College website is immediately accessible via computer by all faculty, staff and students.

### **2. Preparation of Disclosure of Crime Statistics**

Kendall College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.kendall.edu/student-resources/student-services/campus-safety/>

This report is prepared in cooperation with the local law enforcement agencies. Campus crime, arrest and referral statistics include those reported to designated campus officials (including but not limited to directors, deans, department heads, designated staff, judicial affairs, and advisors to students/student organizations), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students, faculty and staff with the web site to access this report. Copies of the report may also be obtained at the Student Life Office, office 236. Prospective employees may obtain a copy from Human Resources and the web site address will be attached to employment applications.

### **3. How to Report Criminal Offenses**

Report crimes or suspicious activity to the following areas:

## Emergencies

**Contact Security Desk at (312) 752-2445 or (312) 296-6634 cell phone or 2-2445 from any campus telephone**

**Police, Fire, and Medical Emergency Dial 911**

**Using a campus telephone dial 9-911**

**Poison Help line 1-800-222-1222**

Kendall College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Police reports are public records under state law and cannot be held in confidence.

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the dean of students' office for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

### **4. Security and Access**

Campus safety is everyone's responsibility. For the benefit of all, it is necessary to Exercise sensible precautions. **All Kendall College faculty, staff, and students must visibly wear their Kendall IDs while on campus.** The only exception to this rule is culinary staff and students who are dressed in their full uniforms ***while in Kitchens.***

Any and all questionable incidents, unlocked doors or windows, suspicious activities or persons should be reported. During the day, reports should be made to the Dean of Students, 312 752-2286 or the Facilities Manager, 312 752-2110. After 6:00 p.m., all incidents should be reported to Kendall Security: 312 752-2445 or 312 296-6634 or 22911 from any campus telephone.

Security officers are on duty 24 hours a day on campus and are trained to intervene and enforce civil law and campus policies.

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## **STANDARDS OF CONDUCT**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Kendall College assumes that members of the student body will exhibit mature and responsible behavior at all times. Kendall's rules and regulations are designed to encourage students in this direction. The College does not attempt to rigidly supervise the life of each individual student on campus or in the nearby community. However, as members of the College community, students will be expected to behave in a manner that reflects creditably on themselves and the institution.

The College recognizes that individual freedom of expression and different lifestyles are important realities of our society, but it also recognizes that the College is a community with certain organizational needs, priorities and responsibilities. Therefore, the College, as an educational institution, also must consider that which best benefits the total community.

In dealing with student disciplinary problems, behavior modification is sought when appropriate through sound guidance, mediation, professional counseling, peer influence, or family reinforcement. In cases of behavior which is considered threatening or severely disruptive to the educational community or process, the College, acting for the administration, is authorized to take whatever lawful action is required to meet the circumstances of each situation.

## **STANDARDS OF CONDUCT**

*General Responsibility* - Where violations of the following Standards of Conduct or other disciplinary violations occur, all students found to be knowingly in the presence of, or directly responsible for, such violations will be subject to disciplinary action up to and including expulsion from the College.

- 1. Illegal Drugs** – Students are prohibited from the possession, sale or consumption of any form of narcotics, hallucinogens, amphetamines, controlled substances or any other form of illegal drug on campus or at student activities conducted on campus. (Please see Residence Hall Handbook for Residence Policies regarding Illegal Drugs and the College's Drug Policy.)
- 2. Alcohol** – Members of the Kendall College community are considered adults and are thus expected to comply with the laws (local, state and federal) regarding alcoholic beverages and to take personal responsibility for their conduct. (Please see Residence Hall Handbook for Residence Policies regarding Illegal Drugs and the College's Alcohol Policy.)
- 3. Firearms, Explosives, and Other Weapons** – Possession of a firearm, explosive or other weapon will result in discipline, which may include, but is not limited to, suspension or expulsion. Culinary knife kits are considered to be instructional tools and should be used only as such. However, any item or object used to threaten or inflict bodily harm on another individual will be considered, at the time of its use, to be a weapon.
- 4. Theft/Vandalism** – Theft of or vandalism to property of the College or the property of a member of the College community is a violation of civil law and prohibited by Kendall College. Kendall College is not responsible for replacing items lost or stolen

from student lockers, residence hall rooms, classrooms, lounges, or other public or private areas. Losses should be reported to the Director of Student Life.

5. **Disorderly Conduct** – Lewd, obscene, or disorderly conduct on College property or at College-sponsored functions is prohibited.
6. **Assault and Battery** – Actions or behavior, including threats, which endanger the safety and/or well being of others, or which cause injury to another person on College property are prohibited. This prohibition is intended to cover assaults on College property or fighting among students. This prohibition includes any harassment and/or intimidation based on race, gender, ethnicity, religion, color, national origin, sexual orientation, age or disability. Hazing, intimidation or harassment. (Including phone harassment)
7. **Sales and Solicitations** – The sale or promotion of commercial products by students are restricted to promotional (non-sales) gatherings and must be approved by the Director of Student Life. Approved student clubs and organizations are allowed to participate in fund-raising activities that may involve sales of a commercial product. All other promotion or sale of products, without approval of the Director of Student Life, is prohibited. Outside vendors are not permitted on College property without prior approval of the Dean of Student Affairs or Director of Student Life.
8. **Failure to Comply** – Failure to comply with the instructions of any authorized College representative, faculty, staff, or student, acting lawfully in the performance of his/her duties is considered noncompliance and is prohibited and may result in disciplinary action.
9. **Breach of Security/Safety** – Students are prohibited from entering or providing entry into restricted rooms, buildings, and other areas of the campus after normal closing hours. Such areas are designated by posted signs, locked doors and/or gates. Students are not allowed to possess or use restricted keys without the permission of the appropriate Kendall College staff member.
10. **Identification** – Every student and staff member must visibly wear their Kendall College ID card. Upon request, students must give their ID card to authorized personnel (faculty, administrative staff, security staff, resident assistants, etc.) and comply with the directives of such officials.
11. **Fire Alarms** – Tampering with or misusing fire alarms or fire equipment is an offense that jeopardizes the safety of other members of the community, and is strictly prohibited.
12. **Windows** – The throwing or dropping of objects, or any type of liquid, out of windows and off balconies, ledges or roofs is prohibited. Being on a building roof or ledge is prohibited.
13. **Guests** – Students are always responsible for the actions of their guests. Guests must be escorted by the resident host at all times. All guests must have a guest pass on their person while on College property. Guest passes for student guests are issued by the Student Life Office, or the Receptionist.

## **DISCIPLINARY SANCTIONS**

Any Kendall student who is sanctioned for violation of College rules and regulations will first meet with the Dean of Students to attempt to resolve the situation. If the Dean of Student's decision is not acceptable to the student, or if circumstances require greater investigation and/or discussion, the student may request, or the Dean of Student's may require, a judicial hearing. In all cases, the judicial procedures and format of appeal outlined below shall be followed. Any of the listed sanctions may be recorded in the student's permanent file.

### **DEFINITIONS OF COMMON SANCTIONS**

**Disciplinary Warning** - Verbal or written notification that the student has violated provisions of the standards of conduct or other policies, rules, and procedures. Additional violations or behavioral problems will subject the student to further disciplinary action.

**Disciplinary Probation/Final Strike Option** - A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes some disciplinary/educational sanctions and restriction of privileges for a specified period of time as determined in each particular situation.

**Suspension** - A temporary denial of the privilege of continuing as a student at the College. At the termination of the suspension, the student will be entitled to resume his or her education.

**Expulsion** - A permanent denial of the privilege of continuing as a student at the College.

**Fines and/or Restitution** - Fee may be assessed as a consequence of negative behavior, and is designed to serve as compensation for actual damages and a deterrent to any future negative behavior.

**Other** - Disciplinary sanctions designed to address the conduct of the individual may be imposed if the Dean of Student Affairs determines conduct is detrimental to the College. See below for greater detail.

### **KENDALL COLLEGE SEXUAL HARASSMENT AND ANTI-HARASSMENT POLICY**

Kendall College is committed to maintaining an educational and work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of Kendall College students or employees on College property by anyone, including any student, staff member, faculty member, co-worker, vendor, or any third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, sexual orientation, or other protected group status. The College will not tolerate harassing conduct that affects tangible benefits of education or employment that interferes unreasonably with an individual's educational or working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing or practical jokes directed at a person based on his/her protected status.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment as follows: (1) When submission to the conduct is an explicit or implicit term or condition of education or employment. (2) When submission to or rejection of the conduct is used as the basis for an educational or employment decision. (3) When the conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include (but is not limited to) "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All College students and employees are responsible for helping to avoid harassment. Anyone who feels that he/she has experienced or witnessed harassment should notify one of the individuals listed below in the "Whom to Contact with a Report or Complaint" section of this policy. Students or employees may choose/request to report to a person of the employee's same sex. The College forbids retaliation against anyone who reports harassment, assists another person in making a harassment complaint, or who cooperates in a harassment investigation. The College's policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the College will keep the complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the College will take corrective action, including discipline, up to and including immediate termination of employment and/or expulsion.

### **WHOM TO CONTACT WITH A REPORT OR COMPLAINT**

**Name:** Kimberly A. Skarr, Dean of Students

**Telephone No:** 312-752-2286

### **STUDENT EMERGENCY PROTOCOL**

#### **Emergency Information**

In the event of an emergency it is critical to consider the following information.

**Be Aware**

One of the most important things you can do is to simply be aware of your environment and surroundings. Please report any suspicious persons, objects or behavior to Campus Security immediately.

**Know Kendall's Plans**

Make certain that you are familiar with any campus and/or building emergency procedure.

**Have a Communication Plan**

Take some time to develop a plan for contacting friends and family should some kind of emergency occur. Let people know where you are going and when you will be back.

**5. Law Enforcement Authority and Crime Reporting**

Campus security offices have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Facilities Manager maintains a highly professional working relationship with the local police. All crime victims and witnesses are strongly encouraged to immediately report a crime. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All incident reports are forwarded to the Dean of Students' office for review and potential action. Investigators will investigate a report when it is deemed appropriate. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services.

**6. Crime Awareness and Prevention Programs for Students and Employees**

Crime Awareness and Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year for students, parents, faculty, and at student and new employee orientations, providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

**CRIME PREVENTION PROGRAMS**

The College has established and actively participates in programs that serve to raise the level of safety awareness of the College community. These programs are provided annually and/or quarterly and include:

- 24 Hour Campus Security
- 24 Hour Residence Hall Security
- Resident Advisors Training Program
- ID Swipe Card Access

- Students, staff, and faculty visually display college ID cards
- Building Area and Parking Lot Lighting
- 9-1-1 Capability from all College phones
- Guest Sign-in Policy

Residence Hall Rooms remain locked at all times. Access is restricted to those residents issued keys for their particular dorm and/or room. Motor vehicle lots, pedestrian walkways and building exteriors are well lighted. The Security Guards and Resident Assistants conduct regular walk around inspections around the campus/residence halls and reports are made to Security and/or the Student Life Office. Shrubbery, trees and other vegetation on campus are trimmed and maintained on a regular basis with special attention given to walkways.

## 7. Policies regarding Alcoholic Beverages and Illegal Drugs

### DRUG PREVENTION PROGRAM AND DISCLOSURE

**A. INTRODUCTION** The Drug-Free Schools and Communities Act Amendments of 1989, a companion to the Drug-Free Workplace Act of 1988, required institutions of higher learning to certify to the U.S. Department of Education that it has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

**B. DEFINITIONS** For purposes of this policy the following definitions apply:

- i. "Addiction" is defined as a compulsive physiological need for alcohol or an illegal drug.
- ii. "Alcohol or Alcoholic Beverage" includes alcohol, liquor, brandy, malt liquor, whiskey, rum, gin, sake, beer, ale, wine, or any beverage containing one-half of one percent or more of alcohol by volume.
- iii. "Controlled substance" is defined as any drug listed in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812). (A list of controlled substances is available on the DEA website <http://www.usdoj.gov/dea/pubs/csa/812.htm>).
- iv. "Illegal or illicit drugs" is defined as a controlled substance in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) "illegal drugs" shall not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law; and

- v. "Substance abuse" is defined as the misuse of a substance including alcohol or the use of a substance to an extent deemed deleterious or detrimental to the user, to others, or to society.

**C. POLICY** This policy applies to all members of the College community including faculty, staff and students.

- i. Kendall College has a duty to protect its employees, students and the public from dangers posed by the abuse of alcohol and the unlawful manufacture, distribution, dispensation, possession or use of drugs. The College recognizes the legal prohibition of the use and/or possession of drugs and does not condone the illegal sale or use of drugs (including alcohol). The College will cooperate with civil officials as the law requires and will take all reasonable steps to ensure a drug-free environment in its programs. This policy strictly prohibits all employees and students from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances on College property or at any College-sponsored or approved events or on College property.
- ii. The College recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance and/or alcohol abuse problems are encouraged to take advantage of available, referral, counseling and prevention services. The College will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in the staff and faculty handbooks.

**D. ILLEGAL DRUGS AND ALCOHOL ABUSE PREVENTION PROGRAM**

- i. The program includes the annual distribution to each student and Employee.
  - i. The College shall provide annual notification to all employees.
  - ii. The Dean of Student Affairs shall provide annual notification to all students.
- ii. Kendall College shall conduct a biennial review of its program to
  - i. Determine its effectiveness and implement changes if they are needed; and
  - ii. Ensure that the disciplinary sanctions are consistently enforced.

**E. OBJECTIVES** The objectives of this policy are to:

- i. Achieve and maintain a campus community that is free from the problems of alcohol and substance abuse or dependency.
- ii. Publicize the harmful outcomes of alcohol abuse and other drug use including personal health problems, difficulties in personal and work relationships, and decreased productivity which diminishes the quality of campus life.
- iii. Encourage all members of the campus community with dependency problems to seek assistance from available campus and/or non-campus programs and services.
- iv. Comply with the Drug-Free Schools and Communities Act Amendments of 1989, as may be amended from time to time, which set forth requirements for continued receipt of federal funding.

**F. HEALTH RISKS FROM DRUGS AND ALCOHOL** Students and employees of Kendall College should be aware and informed that health risks associated with the use of illicit drugs and the abuse of alcohol can result in, but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.

- i. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse.
- ii. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.
- iii. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

- iv. Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.
- v. Marijuana contains THC (Delta-9-tetrahydrocannabinol) which accounts for most of its psychoactive or mind altering effects. The short-term effects of using marijuana include sleepiness, memory and concentration problems, impaired motor coordination, increased heart rate, dry mouth and throat, and decreased social inhibitions. The long term effects of using marijuana include impaired lung functioning, sexual problems, breast tissue development in men, and possible immune system damage.
- vi. Stimulants increase the activity of the central nervous system. Examples include amphetamines, methamphetamines, cocaine, and crack which cause short term elevations in mood, self-confidence, energy, heart rate and blood pressure. Potential difficulties associated with the more powerful stimulants such as these include possible physical addiction, psychoses, severe depressions, and anxiety syndromes such as panic attacks and obsessions. Additional health risks include seizures and cardiac arrest.
- vii. Hallucinogens are substances that distort perception of reality. The most well known hallucinogens include: phencyclidine (PCP), lysergic acid diethylamide (LSD), mescaline, and psilocybin. Under the influence of these drugs, the senses of direction, distance, and time become disoriented. They can produce unpredictable, erratic, and violent behavior in users that sometimes lead to serious injury and death. At high doses, LSD can cause convulsions, coma, heart and lung failure, and even death.
- viii. Sedatives/Tranquilizers are drugs used to reduce anxiety and tension. In some cases, they are used as sleep aids as well. Like alcohol, these drugs are central nervous system depressants. Examples include barbiturates such as Amytal, Nembutal, and Seconal, as well as benzodiazepines such as Activan, Halcion, Librium, and Xanax. Rohypnol, a date rape drug, also falls into this category. Although specific effects may vary according to the particular drug, these drugs typically induce a state of relaxation and drowsiness. At high doses, dizziness, slurred speech, impaired coordination, and amnesia may occur. Health hazards include risk for addiction and coma and/or death from overdose.

- ix. Narcotics are painkillers or analgesics. These drugs include morphine, heroin, codeine, and Dilaudid, all of which are derived from opium. Synthetic narcotics include drugs such as Demerol, Percodan, and Darvon. These drugs tend to reduce sensory feeling and sensitivity of all kinds, to pleasure as well as pain. In large doses, they induce drowsiness, mental clouding, lethargy, and even sleep. They are highly addictive. Overdose risks include convulsions, coma, and death.
- x. Anabolic Steroids are synthetic derivatives of the male hormone testosterone. These derivatives of testosterone promote the growth of skeletal muscle and increase lean body mass. The long-term, high dose effects of steroid use are largely unknown. Major side effects of anabolic steroid use include liver tumors, jaundice, fluid retention, high blood pressure, acne, and trembling. Aggression and mood swings as well as other psychiatric side effects may result from their abuse.
- xi. Students and employees should note that the above listing is not intended as all- inclusive. Further information may be gathered from a physician or the Counseling Office.

**G. ALCOHOL LAW PENALTIES** The purchase and/or possession of any alcoholic beverage by any person under 21 years of age is a misdemeanor under state law and is punishable by a prison sentence of up to one (1) year and a fine of \$1000. Persons who knowingly furnish alcohol to minors are also guilty of a misdemeanor and are subject to the same legal sanctions. In addition, the purchase and/or possession of alcohol by persons under 21 is prohibited by ordinance in the city of Chicago and is punishable by additional fines.

#### **H. DRUG LAW PENALTIES**

- i. **Illinois Law:** The penalty for persons convicted of possession of illicit drugs in Illinois is up to fifty (50) years in prison and a fine of up to \$200,000, unless the offense involved smaller quantities (200 grams or less), which is punishable from one (1) to three (3) years in prison and fines to \$15,000.
- ii. **Federal Law:** Under federal law, a conviction for possession of illicit drugs carries a prison sentence of up to three years and a fine to \$250,000. Special federal sentencing provisions for possession of crack cocaine require a mandatory prison sentence of five (5) to twenty (20) years.
- iii. The range of penalties for conviction of unlawful distribution of illicit drugs under state and federal law is summarized in the chart below. The severity of the sanctions imposed for both possession and distribution offenses depend on the quantity of drugs, prior convictions, and whether

death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near College property. In addition, other federal laws required or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport, or for concealment of a controlled substance. A person's right to purchase or received a firearm or other federal benefits, such as student loans, grants, contracts, or professional or commercial licenses, may also be revoked or denied as a result of a drug conviction.

<b>DRUG TRAFFICKING AND DISTRIBUTION PENALTIES</b>		
*Drugs	Federal	State of Illinois
Schedule I	5-40 years in prison (to life if death occurs), \$2 million fine.	6-60 years in prison, fines to \$500,000.
Schedule I, II	0-20 years in prison	2-7 years in prison
Other	(to life if death occurs), \$1 million fine.	Fines to \$200, 000
III-I	Up to 20 years in prison, fines to \$1 million	2-5 years in prison, fines to \$125,000.
Marijuana, Hashish, and Hashish Oil	Up to 20 years in prison, fines of \$4 million; less than 100 grams: 0-5 years in prison, fines to \$1 million	3-7 years in prison, fines to \$100,000 if more than 10 grams.
* Drug definitions found in section 202 of the Federal Controlled Substance Act.		

## 8. Substance Abuse Education and Counseling Services

### ***COUNSELING SERVICES***

**Off- Campus Counseling:** Referrals to professional counseling services are available to all Kendall students. Services include: short and long-term counseling, individualized clinical counseling sessions, support groups, and are provided by counseling resources in the community. The Dean of Students can assist students who are seeking referrals.

The Office of the Dean of Students is located on the 8th floor in Room 814.

Office Number: 312-752-2286

Cell Number: 312-912-5357

**On-Campus Counseling is temporarily unavailable.**

## **9. Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Kendall College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information will be provided to the victim's immediate family, if so requested.

## **10. Emergency Response and Evacuation Procedures**

### **Incident and Emergency Response**

Kendall College is committed to supporting the welfare of its students, faculty, staff, and visitors. Preparing a campus crisis/Incident Response plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. To accomplish these objectives, the college has developed an Emergency Response plan. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area.

The Incident Response Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the campus, surrounding community, and the City of Chicago. The plan is set in operation whenever a natural or induced emergency affecting the College reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

### **Emergency Notification System**

The most important function of any emergency plan is the ability to quickly communicate information to potentially affected individuals. To that end, the college has implemented a notification system that simultaneously sends email, voice announcements, and text messages. This externally hosted, web based system allows administrators to record and immediately transmit messages to phone numbers and email addresses through text, voice and fax.

In the event of a campus emergency, including weather and campus closings, students, faculty and staff members will receive emergency messages on wired and wireless telephones, cell phones and computers. If no one answers the phone, a message will be left in the end user's voice mail. To ensure that the system is operating properly and contains accurate contact information, a test message will be sent once per quarter.

Emergency contact information for the Notification System is collected from students, faculty, and staff. Each individual is required to ensure that their emergency contact information is updated. Every member of the College community is asked to verify and/or update their contact information on a quarterly basis. Updates may be made through a link housed on My Kendall at any time.

## **Emergency Evacuation Procedures**

When an alarm sounds or a voice communication is announced, please follow the instructions given.

If an evacuation is required due to a fire alarm, do not use the elevators.

If you are not able to evacuate, call 911 and notify them that you need assistance and tell them your exact location.

If you are able, proceed to the nearest stairway and let those evacuating know that you need assistance.

Please remain in the stairway with the stair door closed. The stairway is a fire-rated protected area and should keep you safe from heat and smoke.

**DO NOT RE-ENTER THE FLOOR.**

Fire wardens will walk through each floor to verify evacuation of the floor and will check each stairway. If the floor is not passable due to heat or smoke then first responders will be ascending the stairways in a primary search.

If you have previously notified security of your impairment, then assistance will be sent to look for you in your office or on your floor when an alarm occurs.

If you cannot leave your office, desk or area, call 911 and notify them of your exact location. You should call the first floor lobby desk at extension 22116 and let our staff know that you need assistance at your location. You can contact the Kendall fire director at 312-287-5293 or the assistant fire director at 847-456-6061 at any time.

If there is a fire and you cannot evacuate, take cover and stay close to the ground and cover your face to avoid inhaling smoke

If you are in a room or an office keep the door closed and take cover. If possible, place wet towels around doors to keep out smoke

Continue to call out for assistance.

## **11. Preventing and Responding to Sex Offenses**

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Kendall College strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Dean of Students' office as well as file a police report with the Chicago Police Department. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- › ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- › provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- › assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. In all such cases, the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

## **12. Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clergy Act* and the Family Educational Rights and Privacy Act of 1974, the following link is provided to the Sex Offender Registry.

<http://www.nsopw.gov/Core/Portal.aspx>

The law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited by law.

## Crime Statistics Reporting Table

### SECURITY/CRIME STATISTICS REPORT

#### Chicago Police Department

Kendall College is located under the 18th Chicago Police District. Kenneth Angarone is the Commander of the 18th Police District.

**Office:** 1160 N. Larrabee Ave.  
Chicago, IL 60610

**Phone:** (312) 742-5870

For annual crime reports and statistics please go to [www.cityofchicago.org](http://www.cityofchicago.org)

#### Kendall College Crime Report

The college believes that an informed public is a safety-conscious public. The following reported statistics, are for your information, and provided in compliance with the Crime Awareness and Campus Security Act of 1990. The statistics cover the period January 1 - December 31 for each year ending. If you have any questions, contact the Office of the Dean of Student Affairs at 312-752-2184.

OFFENSE	YEAR	ON CAMPUS PROPERT Y	NON- CAMPUS RESIDENTI AL FACILITIES	PUBLIC PROPERT Y	TOTALS
<b>Murder/Non-Negligent Manslaughter</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Negligent Manslaughter</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Sex Offenses- Forcible</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Sex Offenses- Non Forcible</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Robbery</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0

	<b>2010</b>	0	0	0	0
<b>Aggravated Assault</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Burglary</b>	<b>2008</b>	0	1	0	1
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>OFFENSE</b>	<b>YEAR</b>	<b>ON CAMPUS PROPERTY</b>	<b>Non- campus RESIDENTIAL FACILITIES</b>	<b>PUBLIC PROPERTY</b>	<b>Totals</b>
<b>Motor Vehicle Theft</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Arson</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Liquor Law Arrests</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Liquor Law Violations Referred for Disciplinary Action</b>	<b>2008</b>	0	10	0	10
	<b>2009</b>	0	28	0	28
	<b>2010</b>	0	16	0	16
<b>Drug Law Arrests</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Drug Law Violations Referred for Disciplinary Action</b>	<b>2008</b>	0	7	0	7
	<b>2009</b>	0	3	0	3
	<b>2010</b>	0	24	0	24
<b>Illegal Weapons Possession Arrests</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0

<b>Illegal Weapons Possession Violations Referred for Disciplinary Action</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
<b>Hate Crimes</b>	<b>2008</b>	0	0	0	0
	<b>2009</b>	0	0	0	0
	<b>2010</b>	0	0	0	0

There were no reported hate crimes for the years 2008, 2009 or 2010.

### **13. Statement Regarding Annual Security Report Availability**

This Annual Security Report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security. This report is available online at:

<http://www.kendall.edu/student-resources/student-services/campus-safety/>

You may also request a paper copy from office 236.

This report is distributed to all currently enrolled students (including those attending less than full time) and all employees by October 1<sup>st</sup> each year. This report is also provided to any prospective student or prospective employee upon request.