

# **Lake Forest Graduate School of Management**

*Jeanne Clery*

Disclosure of

## **Campus Security Policy and Campus Crime Statistics**

October 1, 2016

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## **DEFINITIONS**

2015

**CAMPUS BUILDING** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purpose.

**NON-CAMPUS** 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution 2) Any building or property owned or controlled by the institution that is used in direct support of or in relation to the institution's educational purposes is frequently used by the students and is not within the same reasonably contiguous geographic area of the institution.

**PUBLIC PROPERTY** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

## **REPORTING CRIME STATISTICS**

An institution must report statistics for the three most recent calendar years for the occurrence of certain serious crimes reported to local police agencies or to campus security authorities. The following offenses are covered:

1. Criminal Homicide
  - a. Murder and nonnegligent manslaughter
  - b. Negligent manslaughter
2. Sex assault
  - a. Forcible sex assault
  - b. Nonforcible sex assault
3. Violence Against Women Act Offenses
  - a. Domestic Violence
  - b. Dating Violence
  - c. Stalking Incidents
4. Robbery
5. Aggravated Assault
6. Burglary
7. Motor Vehicle Theft
8. Arson
9. Any Hate-Associated (see page 4 for definition) Factors related to the above listed crimes or crimes of:
  - Group A
    1. Murder and Non-negligent manslaughter
    2. Forcible sex offenses
    3. Non-forcible sex offenses
    4. Robbery
    5. Aggravated assault

6. Burglary
7. Motor vehicle theft
8. Arson

Group B

1. Larceny-theft
2. Simple assault
3. Intimidation
4. Destruction/damage/vandalism of property

An institution must report statistics for the three most recent calendar years on arrests and separately for instances in which persons were not arrested but were referred for campus disciplinary action for the following offenses:

1. Illegal Weapons: Carrying, Possessing, etc.
2. Drug Abuse Violations
3. Liquor Law Violations

Definition of a referred for campus disciplinary action includes the referral of any student to any campus official who is empowered to initiate a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

## **Crime Reporting Definitions**

The following definitions are to be used for reporting crimes in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program.

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violation, drug abuse violations and liquor law violations are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

### **Category I**

#### ***1. Criminal Homicide-***

- a. ***Murder and Non-negligent Manslaughter:*** The willful (non-negligent) killing of one human being by another.
- b. ***Negligent Manslaughter:*** The killing of another person through gross negligence.

#### ***2. Sex Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation***

- a. ***Sexual Offenses-Forcible:*** Any sexual act directed against another person, forcibly and/or against the persons' will; or not forcibly or against the persons will where the victim is incapable of giving consent.
  - i. ***Forcible Rape*** – The carnal knowledge of a person, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
  - ii. ***Forcible Sodomy*** – Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly against that persons will where the victim is incapable of giving consent because of his/her youth or because of

- his/her temporary or permanent mental or physical incapacity.
- iii. **Sexual Assault With An Object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - iv. **Forcible Fondling** – The touching of the private body parts of another person for the purpose of sexual 1gratification, forcibly and/or against that persons will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- b. ***Sexual Offenses-Non forcible: Unlawful, non-forcible sexual intercourse.***
    - i. **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - ii. **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
3. ***Violence Against Women Act Offenses***
- a. ***Domestic Violence*** – The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by 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.
  - b. ***Dating Violence*** – The term “dating violence” means violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, (iii) the frequency of interaction between the persons involved in the relationship.
  - c. ***Stalking*** – The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others: or (B) suffer substantial emotional distress.
4. ***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.
5. ***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.)
6. ***Burglary***: An incident must meet **three conditions** to be classified as a Burglary.
- a. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted
  - b. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
  - c. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the

intent cannot be determined, the proper classification is Larceny.

7. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
8. **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.

## **Category II**

**Hate Crime:** Any criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based in their race, ethnicity/national origin, religious belief, gender, disability, gender identity, or sexual orientation.

*Note:* For Clery purposes, hate crimes include any offense in the following two groups that is *motivated by bias*.

### **Group A** – described in section above

- Murder and Non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

### **Group B**

1. **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. *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.
2. **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.
3. **Intimidation:** To unlawfully place 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.
4. **Destructive/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **Category III**

### ***Arrests and Disciplinary Referrals for Violation of Weapons, Drug, and Liquor Laws***

1. **Weapon Law Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
2. **Drug Abuse Violation:** Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations

of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

3. ***Liquor Law Violations:*** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**To: Campus Security Authorities:**

- LFGSM Campus Operation Coordinator for Lake Forest Campus (Daytime and Nighttime)
- LFGSM Campus Operation Coordinator for Schaumburg Campus
- LFGSM Manager, Academic Materials & Technology for Allstate Onsite, BCBS Onsite
- Director of Student Services
- External Relations & Facilities Manager
- VP-Chief Academic Officer of EPS
- Dean, Faculty and Degree Programs
- VP External Relations & Human Resources

From: Kim Placentino, Campus Security Authority Coordinator

Date: October 1, 2016

RE: Crime Statistics

According to a federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a “Campus Security Authority.”

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for students and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings.” *YOU* have been designated as a Campus Security Authority (CSA) because of your regular involvement with our students, staff, and/or faculty.

The criminal offenses for which we are required to disclose statistics are defined and explained in the “Definitions” tab of our Campus Security Report.

We are required to disclose statistics for offenses that occur on campus, in or on noncampus buildings, or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

**Our school has a responsibility to notify the campus community about crimes which pose an ongoing threat to the community, and, as such, Campus Security Authorities are obligated by law to report crimes to the VP-Chief Academic Officer of EPS, Registrar, Director of Campus Operations, and Facilities Manager. Even if you are not sure whether an ongoing threat exists, immediately contact those mentioned above.**

If you have any questions about this request please contact me at 847-574-5170 or Ann Rahn at 847-574-5249.

Thank you for your assistance in complying with this federal law. Please complete the log page in the in this “Campus Security Authority” tab to report any incident and return to me at 1905 West Field Court, Lake Forest IL 60045.

Cc: President & CEO  
VP Chief Academic Officer of EPS  
VP Finance & CFO  
VP IT  
VP CLS  
Director of Campus Operations  
HR Analyst, Benefits Coordinator  
Facilities Manager  
Registrar



### Daily Crime& Disciplinary Action Log - October 2016 through September 2017

Date Re-reported	Date & Time of Occurrence	Date Reported to VP/EPS	Specific Location	ID &/or Description of Persons Involved	Nature of Incident <i>See "Definitions" on 1<sup>st</sup> Page</i>	Details of What Happened	Disposition of the Complaint

The Campus Security Authority is responsible for a copy of this log being distributed to the VP & CAO of EPS, Director of Student Services, Director of Campus Operations & Security, Registrar's Office and Facilities, each time a crime or disciplinary action is reported.

### Daily Crime& Disciplinary Action Log - October 2016 through September 2017

Date Re-ported	Date & Time of Occurrence	Date Reported to VP/EPS	Specific Location	ID &/or Description of Persons Involved	Nature of Incident <i>See "Definitions" on 1<sup>st</sup> Page</i>	Details of What Happened	Disposition of the Complaint

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**THE LAKE FOREST GRADUATE SCHOOL OF MANAGEMENT**  
**LAKE FOREST CAMPUS SECURITY**  
*Includes Allstate, and Blue Cross Blue Shield (BCBS) Noncampus Locations*  
**October 1, 2016**

**ANNUAL DISCLOSURE of CRIME STATISTICS and PROCEDURES**

In accordance with the provisions of the Jeanne Clery Act (Crime Awareness & Campus Security Act of 1990) Lake Forest Graduate School of Management is publishing for all employees (including our part-time faculty) and students this Annual Security Report for the Lake Forest Campus and Allstate and Blue Cross Blue Shield noncampus locations. This report is published annually and will be distributed to all employees via SharePoint and part-time Faculty and students via <https://my.lfgsm.edu/ICS/>. It is available to interested parties upon request.

The Annual Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus in certain off-campus buildings or property owned or controlled by the Lake Forest Graduate School of Management, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security issues, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other relevant matters.

In the past three years 2013, 2014 and 2015 there have been no reports of occurrences of Clery crimes (see “Definitions” tab) on the Lake Forest Campus and Allstate and BCBS noncampus locations.

Lake Forest Graduate School of Management is committed to maintaining a safe educational and work environment that is conducive to academic learning and work productivity. To implement this commitment and to be in accordance with provisions of the Jeanne Clery Act (Crime Awareness & Campus Security Act of 1990), this policy covering Campus Security has been developed. All employees (including part-time faculty) and students are subject to this policy and its supporting procedures.

Lake Forest Graduate School of Management and the Lake Forest Campus are concerned with the welfare and safety of all members of the campus and noncampus locations communities and their guests. The activities of Lake Forest Campus are enhanced by relationships with the Lake Forest Police Department. The activities of the Allstate noncampus location are enhanced by relationships with the Allstate Security Department and the Cook County Police. The activities on the BCBS noncampus location are enhanced by relationships with the Chicago Police Department. All of the above mentioned departments share the responsibility of maintaining law and order on the Lake Forest Campus as well as the Allstate and BCBS noncampus locations.

The Lake Forest Campus is located at 1905 West Field Court in Lake Forest, IL. All students, faculty, and guests must enter and exit through the Lake Forest Campus main entrance. The Lake Forest Campus employees may enter through either of two entrances, using their photo ID Card. The Lake Forest Campus has an on-site staff member on duty from 8:30 a.m. until 10:00 p.m. on Mondays, Tuesdays, and Thursdays. Wednesday from 8:30am-6pm (times may vary based on activities). Entry doors are locked at 5:00 p.m. Friday hours are 8:30 a.m. until 5:00 p.m. Saturday hours are 7:00 a.m. to 12:00 p.m. Students and faculty must use their Photo ID Card to enter access the building during designated locked door hours.

The Allstate noncampus location is located at 2775 Sanders Road, Northbrook, IL. All Allstate students employed by Allstate are to enter and exit through Willow Building using their personal ID badge. All faculty, other students, or guests must enter and exit using the Willow Building entrance.

The Blue Cross and Blue Shield non-campus location is located at 300 E. Randolph Street, Chicago, Illinois 60601. All students and faculty members have a security access ID badge to allow access to the 28<sup>th</sup> floor of the facility. The procedure is: On the first day faculty and students who do not work in 300 E. Randolph are to go to the security desk at the main floor and show a picture ID. The security desk will then issue a badge that will allow them through the turnstiles to enter the elevator banks. These badges must be refreshed every 8 weeks. Students who work at 300 E. Randolph can use their employee badges for access, and are not issued a separate ID. Classes are held on Wednesday nights from 4:00 p.m. to 8:30 p.m.

Campus Security Authority (see page 6) is in charge of security at the Lake Forest Campus and the Allstate and BCBS non-campus locations. They should be notified of any crimes or any other emergencies. They will not have the authority to arrest individuals but will work with local police, by notifying the proper authorities immediately of these crimes/emergencies.

#### **How to Report a Crime or Other Emergency:**

If an employee (including part-time faculty) or student of the Lake Forest Campus is a witness to or victim of a crime, he/she should immediately notify the Lake Forest Police Department at 847-234-2601 and the Lake Forest Campus Security Authority at 847-574-5218 (day) or 847-574-5178 (evening and Saturday).

If a student or faculty member of LFGSM at the Allstate non-campus location is a witness to or victim of a crime, he/she should immediately notify the Allstate Security Department at 847-402-5898 and the Allstate Campus Security Authority at 847-574-5202. The Allstate 24-hour Security Department is located at the C-Dock entrance. Cook County Police can be contacted at 847-235-1188.

If a student or faculty member of LFGSM at the Blue Cross and Blue Shield non-campus location is a witness to or victim of a crime, he/she should immediately notify the Blue Cross and Blue Shield Campus Security Authority at 847-574-5202 and/or BCBSIL Security Office available 24 hours at (312) 653- 6560. BCBSIL Security will compose an incident report and report to the appropriate authorities. The Chicago Police Department can be reached at 9-1-1.

The LFGSM EVP Educational Programs and Solutions, VP Finance, and Registrar will handle all reports of these crimes to members of the campus community.

#### **COMPLAINT PROCEDURE:**

Any questions about these regulations and/or procedures that the School follows should be directed to the Lake Forest Campus Security Authority Coordinator at 847-574-5170.

If students have concerns about LFGSM's compliance with the Jeanne Clearly Campus Security Act, they should contact the U.S. Department of Education, Office of Postsecondary Education Regional Office for Region V, 111 N. Canal Street, Suite 1094, Chicago, IL 60606-7204, telephone - (312) 353-8192. When a complaint is filed against an institution alleging noncompliance with the campus security regulations, the Department will assess the complaint and determine the appropriate response.

## Lake Forest Campus Evacuation Plan:

**In the majority of cases, the trigger to evacuate the building is the sounding of the fire alarm. When you hear the fire alarm the following procedures should be followed immediately:**

- 1) Exit the building immediately; do not return to your office or classroom for keys, coats, etc.
- 2) Exit via the nearest stairwell and/or entrance. It is your responsibility to be familiar with the general layout of the building and the nearest exit point.
- 3) After exiting the building, proceed to the south parking lot, and gather with other LFGSM colleagues at the designated meeting spot.
- 4) LFGSM designated meeting spot: south parking lot. In the event of inclement weather, proceed across Field Court to the entrance of Pactiv Corporation 1900 Field Court.
- 5) The Lead Floor Warden will confirm your presence by a roll call.
- 6) If you know of anyone who is still in the building, advise the Lead Floor Warden (Office Hours) or receptionist (after Office Hours) immediately.
- 7) Do not return to the building until directed to do so by Police/Fire Department.

### Floor wardens are assigned as follows:

**During Office Hours: \*\*\*Lead Floor Warden: Ann Rahn**

LOCATION:	FLOOR WARDENS:	MEET AT:	SPECIFICS:
<b>2<sup>ND</sup> FLOOR</b>	<b>STASIA ZWISLER</b>	Jeff's Office to acknowledge that both are present. If not, one must take responsibility for the whole floor.	West Side MB Offices, Conf. Rm., West Side Work Stations, including Center Street (3 rows), Ladies' Room, Intern's Desk, Lounge Outside of Elevators
	<b>GREG KOZAK</b>		East Side MB Offices, East Side Work Stations (not Center Street)(2 rows), Lan Room, Men's Room Mail Room, Copier Room, Popoli Lounge
LOCATION:	FLOOR WARDENS:	MEET AT:	SPECIFICS:
<b>1<sup>st</sup> FLOOR</b>	<b>CARRIE BUCKWALD</b>	Reception Desk to acknowledge that both are present. If not, one must take responsibility for whole floor.	Halls A-B-C ( <b>note:</b> do not close doors to Halls A & C), if open: Electrical Room (Hall A) and AV Room (Hall C), Ladies' Room, Computer Room, West Hallway Classrooms and Breakout Rooms, Moore Alumni Lounge
	<b>ANN RAHN ***</b>		Student Lounge, Servery, Servery Store Room, Men's Room, if open: Janitor's Closet, East Hallway Classrooms and Breakout Rooms
LOCATION:	FLOOR WARDENS:	MEET AT:	SPECIFICS:
<b>BASEMENT</b>	<b>CAROL MODLIN</b>	Student Lounge (middle lounge between Classrooms 2 & 5) to	Front Stairwell, Basement Entrance, Check Half of Basement Closest to your door
	<b>KIM</b>		Back Stairwell, Half Basement Closest to your Door

	<b>PLACENTINO</b>	acknowledge that both are present. If not, one must take responsibility for both stairwells and whole basement.	
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**After Office Hours: i.e.: during class hours**

Faculty member(s), Campus Support Services

MBA faculty should take attendance roster with them when they evacuate the building. After checking attendance, faculty should give roster to Campus Support Services.

**The Floor Wardens are responsible for:**

1. Having the Muster Report  
(<http://my2.lfgsm.edu/MusterReports/StaffMuster.aspx> ) saved as a bookmark in the browser on your Smartphone. Please test your ability to access it during every test that we conduct.
2. Calling 9-1-1 for evacuation assistance, alerting them to any persons with disabilities that will need help descending the stairs.
3. Walking the floor after the fire alarm has sounded, *bringing along their cell phones* in the event that any other communication is necessary.
4. Ensuring that all staff, students, and guests have left the building
  - a. Checking washrooms, offices, classrooms, and the conference room, *closing all doors*
  - b. Assisting disabled occupants and non-English speaking occupants exiting the building
    - i. For disabled persons:
      1. Persons who are unable to easily negotiate exit stairs should wait at the top of the stairwell (not blocking the stairs), along with the Floor Wardens, until everyone has evacuated the floor and traffic in the stairwell has cleared before proceeding downstairs.
      2. Floor Wardens should not attempt to carry anyone down the stairs, but should immediately notify authorities (9-1-1) that there are disabled persons requiring assistance. (See #1 and #2)
5. The Floor Wardens normally will wait with and follow the last occupant from their area of the building.
6. Floor Wardens should be capable of recognizing when to abandon the operation and evacuate themselves.  
(This situation would usually occur if the Floor Warden's safety is threatened.)
7. The *Lead Floor Warden* – taking role call in the South Parking Lot when all employees are assembled – will be Ann Rahn. In his absence, a member of the Management Board (by alpha) will take responsibility.

## **Post Evacuation Procedures**

### **Accounting for Personnel**

The receptionist will have:

- A muster report available online at <http://my2.lfgsm.edu/MusterReports/StaffMuster.aspx> from any wireless mobile device
- List of all suppliers and guests in the building from the reception desk sign in sheet
- Attendance sheets for scheduled MBA classes
- Class list of Corporate Education events – including faculty
- Emergency contact information for all staff (in a sealed envelope)

***During Office Hours***, the *Lead Floor Warden* is responsible for accounting for all building occupants by referring to and checking off the lists mentioned above and the muster report, and notifying authorities (fire/police/security) for unaccounted occupants. The *Lead Floor Warden* has the responsibility to check in with each of the floor wardens to confirm that each area of the building has been checked. ***After Office Hours***, the Receptionist has this responsibility.

Police/Fire Department non emergency number - The City of Lake Forest 1-847-234-2601

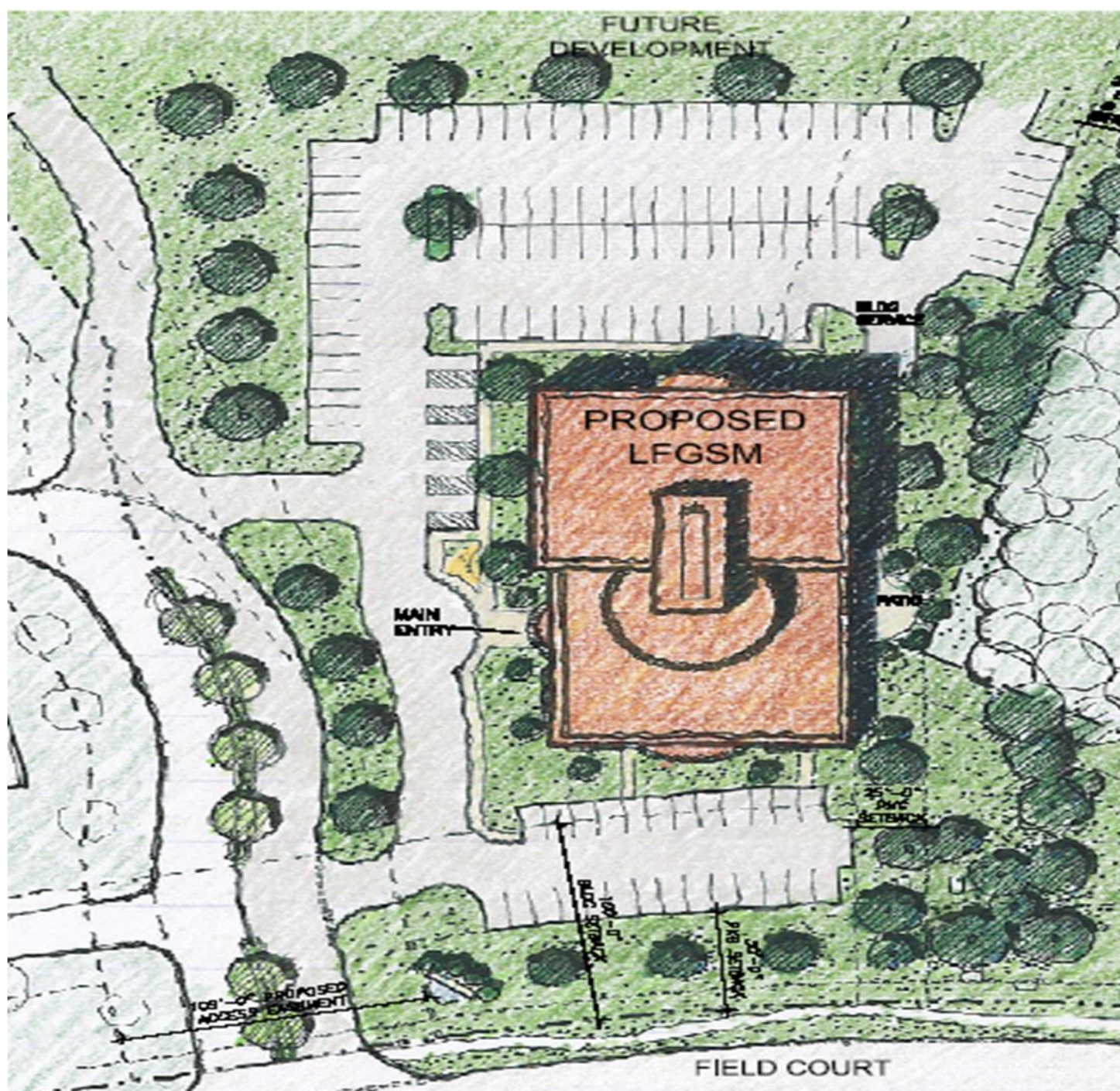
Commonwealth Edison – 1-800-334-7661

ADT Security – 1-800-238-2727

Emergency 911

***An Evacuation Drill will be conducted in cooperation with the Lake Forest Fire Department at least one time per calendar year.***





## **THE LAKE FOREST GRADUATE SCHOOL OF MANAGEMENT SCHAUMBURG CAMPUS SECURITY**

**October 1, 2016**

### **ANNUAL DISCLOSURE of CRIME STATISTICS and PROCEDURES**

In accordance with the provisions of the Jeanne Cleary Act (Crime Awareness & Campus Security Act of 1990) Lake Forest Graduate School of Management is publishing for all employees (including our part-time faculty) and students this Annual Security Report for the Schaumburg noncampus. This report is published annually and will be distributed to all employees via SharePoint and part-time Faculty and students via <https://my.lfgsm.edu/ICS/>. It is available to interested parties upon request.

The Annual Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus in certain off-campus buildings or property owned or controlled by the Lake Forest Graduate School of Management; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security issues, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other relevant matters.

In the past three years 2013, 2014 and 2015 there have been no reports of occurrences of Clery crimes (see “Definitions” tab) on the Schaumburg Campus.

Lake Forest Graduate School of Management is committed to maintaining a safe educational and work environment that is conducive to academic learning and work productivity. To implement this commitment and to be in accordance with provisions of the Jeanne Cleary Act (Crime Awareness & Campus Security Act of 1990), this policy covering Campus Security has been developed. All employees (including part-time faculty) and students are subject to this policy and its supporting procedures.

Lake Forest Graduate School of Management and the Schaumburg Campus are concerned with the welfare and safety of all members of the campus and their guests. The activities of the Schaumburg Campus are enhanced by its relationship with Crossroads Partners Management and the Schaumburg Police Department all of whom share the responsibility of maintaining law and order on the Schaumburg Campus.

The Schaumburg Campus is located at 1300 East Woodfield Road, Schaumburg, IL 6<sup>th</sup> Floor. Employees (including part-time faculty) and students enter through the main entrance of the building, take elevator to the 6<sup>th</sup> floor, and enter through a reception area where an on-site staff member is on duty. The campus is staffed from 3:00 p.m. until 10:00 p.m. on Mondays and Thursdays.

Campus Security Authority (see page 6) is in charge of security at the Schaumburg Campus and should be notified of any crimes or any other emergencies. The Schaumburg Security Authority will not have the authority to arrest individuals but will work with local police, by notifying the proper authorities immediately of these crimes/emergencies.

**How to Report a Crime or Other Emergency:**

If an employee (including part-time faculty) or student of the Schaumburg Campus is a witness to or victim of a crime, he/she should immediately notify Schaumburg Police Department at 911, the Building Management at 847- 239-7500, and the Schaumburg Campus Security Authority at 847-756-3942. All appropriate personnel will respond as necessary to the incident. Building Management will report to the lobby to direct the police.

The LFGSM VP, Chief Academic Officer of EPS, Facilities Manager, and Registrar will handle all reports of these crimes to members of the campus community.

**COMPLAINT PROCEDURE:**

Any questions about these regulations and/or procedures that the School follows should be directed to the Lake Forest Campus Security Authority Coordinator (847-574-5170).

If students have concerns about LFGSM's compliance with the Jeanne Clearly Campus Security Act, they should contact the U.S. Department of Education, Office of Postsecondary Education Regional Office for Region V, 111 N. Canal Street, Suite 1094, Chicago, IL 60606-7204, telephone - (312) 353-8192. When a complaint is filed against an institution alleging noncompliance with the campus security regulations, the Department will assess the complaint and determine the appropriate response.

## IN CASE OF FIRE

**All tenants and building employees shall comply with the following:**

1. Close doors, if any, and turn off all electrical appliances and equipment.
2. **DO NOT USE THE ELEVATOR** - it may become a fire trap.
3. Use nearest stairway. If one is smoke-filled, proceed to next stairwell. There are two stairwells from the seventh floor down to the first floor (see floor maps). There is also a fire and security communications station on each floor level that is a direct connection to the building fire command room on the first floor. Please note if you are in the East or West stairwell.
4. Supervisors will check their areas completely to assure that no one remains. Leave the premises.
5. Whenever there are one or more persons who lack or have limited mobility capabilities, priority help must be given such persons in evacuating them to shelter areas. Identify buddy-aid for each such person.
6. Stay in formation until you emerge at the ground floor exit.



## REPORTING AN EMERGENCY

### IF YOU SMELL SMOKE:

1. Call Management Office - (847) 239-7500. Report location and any other available details.
2. Notify your designated Tenant Safety Coordinator or Building Employee Manager.
3. Wait for a response from the Management Office.  
**DO NOT use the elevator.**  
**DO NOT evacuate unless instructed to do so.**

### IF YOU SEE FIRE:

1. Close all doors leading to the fire. Pull the nearest fire alarm pullbox.
2. Call 911, then call Management Office - (847) 239-7500, and report the fire, giving exact location and any other available details.
3. Notify your designated Tenant Safety Coordinator.
4. Follow the **“BUILDING EVACUATION PLAN”**.

**DO NOT use the elevators.**

### BOMB THREAT:

1. Follow checklist on page 17 of this manual. Complete as much information as possible and be prepared to relate this information to the police when they arrive.
2. Have someone call the Management Office (847) 239-7500 while you have the caller on the phone. Building Management will call the police.
3. The Management Office will give the order to evacuate, if necessary.
4. If a bomb is reported to be located in your premises, **DO NOT handle any suspicious parcels or items.**

### IF ORDERED TO EVACUATE:

1. If evacuation is necessary, the Management Office will notify you. In the event the telephones are not operational, the Tenant Safety Coordinator will decide if evacuation is required.
2. Follow the evacuation instructions precisely.
3. **DO NOT use the elevator.** Use stairwells only.

## TENANT EMERGENCY RESPONSIBILITIES

1. Each tenant should appoint a safety coordinator and one alternate for approximately every 75 employees. The people chosen should be individuals who are usually on site and who are familiar with the names and faces of all employees in your office. One safety coordinator should be responsible for the development and implementation of the tenant's own fire safety program. This program should include:

a. Development of evacuation plans.

- \* Familiarize employees with the location of all exit stairwells.
- \* Familiarize each employee with location and operation of fire extinguishers.
- \* Inform employees of person responsible for the order to evacuate.
- \* Inform the Management Office of all handicapped people who might require assistance during evacuation.

b. Coordination of employees in emergency response procedures upon discovery of a fire in the tenant space.

c. Practice of emergency procedures to assure familiarity with individual responsibility.

## SAFETY COORDINATOR

A tenant safety coordinator should be someone who is reliable, respected by the other employees within your firm, and capable of providing guidance in the event of a fire or other emergency. This individual should rarely travel and be familiar with the names and faces of all employees in your office. Your office manager or personnel manager, or both, depending on the size of your firm, would probably be good candidates for safety coordinator. You should appoint an alternate for every safety coordinator.

In the event of a fire or other emergency, the tenant safety coordinator is responsible for ordering the evacuation of your space (depending on the severity of the situation) and also for making sure everyone is evacuated from the space and into the exit stairwells.

The following pages give specific information on items which should be included in your Fire Safety program. It also gives detailed instructions on what to do in the event of a fire and demonstrates the important role the safety coordinator plays.

### FIRE SAFETY COORDINATOR INSTRUCTIONS

1. In the event of a fire in the tenant's space, the safety coordinator is in charge until the Building Manager, or an appointed alternate, arrives. The safety coordinator and the other designated employees should initiate the following emergency procedures:

- a. Close all doors leading to the fire.
- b. Immediately call the Management Office at (847) 239-7500.
- c. A designated building employee should wait by the elevator to direct the Building Manager and fire brigade to the fire scene.
- d. The safety coordinator should coordinate his/her activities with those of other tenants' safety coordinators on the fire floor.
- e. When the Building Manager or Engineer arrive on the fire floor, he/she is in charge and all tenants will take any orders issued.**

## TENANT EVACUATION PROCEDURES

If a tenant evacuation has been ordered, the safety coordinator should be designated to walk their areas to assist employees/guests, and make sure everyone is aware of the evacuation order.

Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by Fire Department officials or Building Management.

1. Before opening any door to the corridor, check the door and knob for heat. If it is warm, stay in your office and seal around the door seams using wet towels. **DO NOT OPEN DOOR!** Find another exit to the corridor.

2. If both your door and doorknob are cool, carefully open door and check for smoke in the corridor.

If smoke is present, cover your mouth and nose with a wet handkerchief or cloth and stay low. Crawling is recommended since the clearest air is closest to the floor.

However, if the corridor is smoke-filled, **RETURN TO YOUR AREA** and follow the procedures in the section, "If evacuation of an area is not possible".

3. The last person leaving any interior enclosed area should close the door, without locking it. This will help to confine any fire until the arrival of the Fire Department.

4. Everyone should proceed quickly, but calmly to the nearest stairwell.

**DO NOT RUN!**

All the stairwells are constructed with fire retardant materials to provide safe evacuation for occupants. (See enclosed floor plan for stairwell locations).

Avoid escaping to the roof, if at all possible, as you could get trapped on the roof.

Once you are in the stairwell, should you encounter smoke on your descent, return to the second floor and proceed to a different stairwell. (Be sure to feel door with the back of your hand before opening). Avoid crowding or undue haste. Descend the stairs with special care - a fall might injure you and those who follow.

When approaching the next landing, you should be prepared to move to the center (toward the inside) of the stairwell to allow any firemen from the first level to move up the stairwell. Ladies should remove high-heeled shoes when walking down stairwells. Conversation should be kept to a minimum.

5. If the corridor and/or stairwells are clear, form a single line at the stairwell exit



door and proceed calmly and carefully down the staircase to your designated rendezvous.

No one, however, should open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another area.

6. **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps:

- i. Knowledge of procedures which must be followed.
- ii. Confidence in the responsible personnel's ability and guidance.
- iii. Calmness and self-confidence of responsible personnel.

7. Evacuate to the exact area designated by the tenant safety coordinator, building's manager, or Fire Department.

8. Upon arrival at the rendezvous designated by the safety coordinator or manager, everyone should remain in the prearranged area. No one should wander about or leave the designated area unless directed to do so by the Fire Department or Building Management.

9. The tenant safety coordinator or alternate should take a head count to determine if anyone is missing from their area. This information should be relayed to the building personnel at the front desk.

10. If your designated evacuation area is outside of the building, move to areas across the street to insure you do not inhibit firefighting activities.

## IF EVACUATION OF AN AREA IS NOT POSSIBLE

If evacuation of an area is not possible because all escape routes are blocked by fire or thick smoke, the following procedures should be observed:

Move as far away **It is vital that you remain calm.** from the fire as possible. Close all doors as you go. Every closed door between you and the fire provides a barrier against smoke. If caught

in smoke, take short breaths, breathe through your nose and crawl to escape. The air is clearer near the floor.

### DO NOT WALK UPRIGHT.

2. If a phone is accessible, call the Management Office at (847) 239-7500 with your precise location. If unable to reach the Management Office, call 911 with your location.

3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.

4. Hang a cloth or other signal in a window to attract the attention of firemen.

5. **DO NOT BREAK THE GLASS.** Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

## **THE LAKE FOREST GRADUATE SCHOOL OF MANAGEMENT**

**October 1, 2016**

### **POLICY STATEMENTS**

#### **Emergency Notification and Timely Warnings:**

Lake Forest Graduate School of Management will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Director of Campus Operations and LFGSM Administration will issue the warning through the most appropriate means available to reach the affected campus population.

#### **Types of communication vehicles available to LFGSM:**

- a. Vendor Emergency Notification System (email, text & twitter)
- b. Internal E-mail (individual or small batches) through Outlook
- c. HTML e-mail (small groups or large groups) via Exact Target
- d. Direct mail (letters, etc.) to home addresses or work addresses
- e. Telephone
- f. In-person announcement at meetings, classes, etc.
- g. Posting to school web sites
- h. Paper-based information on campuses (flyers, posters, etc.)
- i. "Classroom Vision" PowerPoint slides on display in classrooms before classes
- j. Instant messaging (for staff)
- k. Posting on Learning Management System (for students and faculty)
- l. Posting on my.lfgsm.edu portal (student, faculty & staff)
- m. Posting on SharePoint (for staff)
- n. Press release (for limited distribution or via Business Wire)
- o. Press conference
- p. Video clips distributed via:
  - i. E-mail
  - ii. Facebook
  - iii. YouTube
  - iv. School web site
  - v. Combination of several of the above
- q. Announcements or discussions through social media channels:
  - i. LinkedIn groups for Alumni, Students, Prospective Students, BAC
  - ii. Facebook fan page

#### **Preparation of the Annual Disclosure of Crime Statistics**

Lake Forest Graduate School of Management prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Authority Coordinator (847-574-5170) prepares the report, collecting statistics from the Police Departments of each municipality that our campuses and noncampuses are located. Each year, an e-mail notification is sent to all employees (including part-time faculty) and students that

provides a link to access this report. All prospective employees (including part-time faculty) and prospective students may obtain a copy from the Campus Security Authority Coordinator.

#### Policy Regarding Reporting a Crime Confidentially

Persons wanting to report a crime or incident can do so confidentially by contacting the Campus Security Authority. The reporting person's name will be kept confidential, but the incident may be included in the annual crime statistic report without divulging the person's name or any other information that would infringe on his/her confidentiality. The Campus Security Authority will complete a written report of any incidents that occur. The report is kept on file and copies are distributed to the EVP-Educational Programs and Solution, the VP Human Resources, and the Dean of Faculty Relations and Degree Programs. Follow-up investigations are conducted and local law enforcement agencies are notified when appropriate.

#### Policy Regarding Informing All Employees (Including Part-Time Faculty) and Students about the Prevention of Crimes

LFGSM exercises vigilance during special events by taking precautionary measures for the security of our constituents. If it comes to the attention of the Graduate School that there are criminal activities in the area surrounding our corporate campuses and corporate non-campus, our employees are contacted via email, alerted to the situation, and advised to take preventive measures against becoming a victim.

#### Policy Regarding the Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Enforcement of Federal and State Drug Laws

Lake Forest Graduate School of Management is committed to maintain an educational and work environment that is conducive to academic learning and work productivity.

It is against local, state, and federal law to possess or distribute illicit drugs and/or to use alcohol irresponsibly. Violation of these laws may be punishable by fines and/or imprisonment.

Therefore, LFGSM has a standard of conduct, as a condition of student and faculty participation, which clearly prohibits the unlawful possession, use or distribution of illicit drugs and/or use of alcohol by employees (including part-time faculty) and students on its property.

LFGSM will impose disciplinary measures (sanctioned by local, state, and federal statutes) on employees (including part-time faculty) and students for violations of the standard of conduct, up to and including expulsion or termination and referral for prosecution.

Following are guidelines to identify some unacceptable behaviors; it is impossible to list every circumstance or situation that might warrant corrective action. Students should discuss suspicious behavior with the VP-Educational Programs and Solutions, VP Human Resources, and/or Dean of Faculty and Degree Programs if a fellow student's, staff member's, or faculty member's behavior is in question. Administration reserves the rights to discipline, suspend, or immediately discharge a faculty member, staff member, or student for any conduct that is not in the best interests of the School

##### *Questionable Behavior*

- *"Loss of control" (inability to control the amount of alcohol or drug use)*
- *Noticeable increase in alcohol or drug use*
- *A pattern of excessive alcohol or drug use*
- *Personal or family embarrassment because of alcohol or drug use*
- *Arguments because of alcohol or drug use*
- *Occasional memory lapses following alcohol or drug use*
- *Sneaking alcohol or drug*

- *Felling guilty because of alcohol or drug use*
- *Loss of interest in school, work, or family activities*
- *Avoiding situations where alcohol or other drugs are not available*
- *Decline in work, school, or social relationships*

A list of substance abuse counseling services can be found in the Yellow Pages of the telephone book under Alcoholism or Drug Abuse and Addiction.

#### Policy Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

Lake Forest Graduate School of Management will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

#### Points of Information for the Lake Forest Graduate School of Management (LFGSM) Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Report

LFGSM does not have any campus residences.

LFGSM does not have any officially recognized student organizations with off-campus locations

The types of students that are served by the Lake Forest Graduate School of Management are working adults, 30 to 60 years of age. Our campuses and non-campus are corporate campuses and corporate non-campus. All of our campuses and non-campus are in low-crime areas as evidenced by our crime report, showing no crimes for the past three years.

- LFGSM does not employ or contract for any law enforcement or security personnel.
- LFGSM does not have any written memorandum of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses.
- LFGSM does not have procedures in place for pastoral and professional counselors to assist the students in reporting crimes.
- LFGSM does not have programs designed to inform employees (including part-time faculty) and students about campus security procedures and practices.

## LFGSM Emergency Response and Evacuation Procedures

### Incident Command Team

	Name	Title	Work phone	Cell phone	Home phone	e-mail address
<b>Incident Command</b>	Ann Rahn	External Relations & Facilities Manager	847-574-5249	847-924-4070	847-295-2334	<a href="mailto:arahn@lfgsm.edu">arahn@lfgsm.edu</a>
	Deputy <i>Bryan Watkins</i>	<i>VP-EPS</i>	<i>847-574-5270</i>	<i>847-489-3452</i>	<i>847-291-0961</i>	<i><a href="mailto:bwatkins@lfgsm.edu">bwatkins@lfgsm.edu</a></i>
<b>Public Information Officer</b>	Barb Siegel	Director of Marketing	847-574-5214	224-628-4425	847-945-1468	<a href="mailto:bsiegel@lfgsm.edu">bsiegel@lfgsm.edu</a>
	Deputy <i>Kristen Williamson</i>	<i>Communications Manager</i>	<i>847-574-5184</i>	<i>847-651-8611</i>	<i>847-651-8611</i>	<i><a href="mailto:kwilliamson@lfgsm.edu">kwilliamson@lfgsm.edu</a></i>
<b>Safety Officer</b>	Carrie Buchwald	VP-CLS	847-574-5164	224-595-3554	847-283-0496	<a href="mailto:cbuchwald@lfgsm.edu">cbuchwald@lfgsm.edu</a>
	Deputy <i>Greg Kozak</i>	<i>VP - RDI &amp; Information Technology</i>	<i>847-574-5194</i>	<i>847-707-0712</i>	<i>847-223-6053</i>	<i><a href="mailto:gkozak@lfgsm.edu">gkozak@lfgsm.edu</a></i>
<b>Liaison Officer</b>	Stasia Zwisler	VP External Relations & HR	847-574-5222	847-347-1955	847-788-1271	<a href="mailto:szwisler@lfgsm.edu">szwisler@lfgsm.edu</a>
	Deputy <i>Linda Stolberg</i>	<i>HR Generalist</i>	<i>847-574-5244</i>	<i>773-315-7242</i>	<i>847-8812821</i>	<i><a href="mailto:lstolberg@lfgsm.edu">lstolberg@lfgsm.edu</a></i>
<b>Operations Section Chief</b>	Carolyn Brune	Sr. Director of Admissions	847-574-5154	847-404-9215	847-837-0205	<a href="mailto:cbrune@lfgsm.edu">cbrune@lfgsm.edu</a>
	Deputy <i>Stasia Zwisler</i>	<i>VP HR &amp; Fund Raising</i>	<i>847-574-5222</i>	<i>847-347-1955</i>	<i>847-788-1271</i>	<i><a href="mailto:szwisler@lfgsm.edu">szwisler@lfgsm.edu</a></i>
<b>Planning Section Chief</b>	Greg Kozak	VP-Information Technology	847-574-5194	847-707-0712	847-223-6053	<a href="mailto:gkozak@lfgsm.edu">gkozak@lfgsm.edu</a>
	Deputy <i>Barb Siegel</i>	<i>Sr. Corporate Accounts Mgr</i>	<i>847-574-5310</i>	<i>224-628-4425</i>	<i>847-945-1468</i>	<i><a href="mailto:bsiegel@lfgsm.edu">bsiegel@lfgsm.edu</a></i>
<b>Logistics Section Chief</b>	Greg Kozak	VP-Information Technology	847-574-5194	847-707-0712	847-223-6053	<a href="mailto:gkozak@lfgsm.edu">gkozak@lfgsm.edu</a>
	Deputy <i>Bryan Watkins</i>	<i>EVP-EPS</i>	<i>847-574-5196</i>	<i>847-489-3452</i>	<i>847-291-0961</i>	<i><a href="mailto:bwatkins@lfgsm.edu">bwatkins@lfgsm.edu</a></i>
<b>Branch Director - Schaumburg</b>	Kim Placentino	Director Shared Services	847-574-5170	847-571-0607	847-234-1203	<a href="mailto:kplacentino@lfgsm.edu">kplacentino@lfgsm.edu</a>
	Deputy <i>Nicole Radtke</i>	<i>Campus Operation Coord. Sch</i>	<i>847-574-3942</i>	<i>847-989-1208</i>	<i>847-989-1208</i>	<i><a href="mailto:nradtke@lfgsm.edu">nradtke@lfgsm.edu</a></i>
<b>Branch Director - On Sites:</b>	Kim Placentino	Director of Campus Operations-Ed.	847-574-5170	847-571-0607	847-234-1203	<a href="mailto:kplacentino@lfgsm.edu">kplacentino@lfgsm.edu</a>
<b>Allstate, BCBSA</b>	Deputy <i>Alan Minarik</i>	<i>Manager, Academic Mtrs &amp; Technolo</i>	<i>847-574-5202</i>	<i>847-917-2821</i>	<i>847-367-6434</i>	<i><a href="mailto:amiarik@lfgsm.edu">amiarik@lfgsm.edu</a></i>
<b>Jeff Anderson</b>		President & CEO	847-574-5210	847-340-7953	847-816-3432	<a href="mailto:janderson@lfgsm.edu">janderson@lfgsm.edu</a>
<b>Faculty Listing</b>	Mosilda Asanji	<a href="https://my.lfgsm.edu/ICS/Faculty/Faculty_Contact_Information.inz">https://my.lfgsm.edu/ICS/Faculty/Faculty_Contact_Information.inz</a>				
		<a href="H:\EPS\Jenzabar Queries\J Active Faculty List - Email &amp; Cell Phone.xlsx">H:\EPS\Jenzabar Queries\J Active Faculty List - Email &amp; Cell Phone.xlsx</a>				
<b>Student Listing</b>	Chris Perlstrom, Diana Booth have access to current student listing.					
	<i>Emergency Weather Procedures could be used to communicate any school closing</i>					
<b>Staff Listing</b>	Emergency Contact Listing available at Lake Forest front desk					

#### **Incident Command**

Declares crisis and activates the CRP. Present during crisis (unless presence would be dangerous) and oversees execution of plan stages.

Staff Listing	Emergency Contact Listing available at Lake Forest front desk				
<b>Incident Command</b> <b>Ann Rahn/Bryan Watkins</b>	Declares crisis and activates the CRP. Present during crisis (unless presence would be dangerous) and oversees execution of plan stages. This person manages the entire incident and will very often be an emergency responder rather than a school Administrator.				
<b>Public Information Officer</b> <b>Barb Siegel/Kristen Williamson</b>	This person is responsible for releasing information to families, community members, and the media during a crisis. The media can be a tremendous help in getting information to families and community members. Ensures LFGSM site and social media sites are updated for students/staff/faculty to obtain information. Directs Operations Officer and				
<b>Safety Officer</b> <b>Carrie Buchwald/Greg Kozak</b>	Acquires supplies necessary to support the first responders. Manages the overall safety of the scene - evacuating or moving students/staff/faculty first responders. Manages the overall safety of the scene - evacuating or moving students/staff/faculty as appropriate to ensure the risk of injury or harm is mitigated.				
<b>Liaison Officer</b> <b>Stasia Zwislser/Linda Stolberg</b>	Responsible for coordinating with all of the agencies who have responded to the crisis. It is critical that this person be a good communicator and able to convey important information both to responders about the situation or the school facility and to school staff about necessary actions. Also reaches out to other LFGSM contacts such as attorney, EAP, etc. as appropriate.				
<b>Operations Section Chief</b> <b>Carolyn Brune/Stasia Zwislser</b>	This person manages student and staff care during a crisis. This includes physical (food and water), medical (CPR and first aid), and mental needs (psychological services), as well as student release.				
<b>Branch Directors</b> <i>(Other campuses)</i> Kim Placentino +	Stays in close communication with Operations Officer to assess situation & determine next steps & communication plan. Also stays in close communication with Public Info. Officer if their immediate campus is directly involved in crisis.				
<b>Planning Section Chief</b> <b>Ann Rahn/Barb Spiegel</b>	This person is responsible for documenting the event, analyzing what has transpired thus far, and planning for possible further action.				
<b>Logistics Section Chief</b> <b>Greg Kozak/Barb Siegel</b>	This person manages the supply and staffing needs of the situation. The logistics officer focuses on acquiring the supplies needed to assist the emergency responders. The logistics officer's school staff logistics responsibilities will include long-term needs (beyond the first four hours) for things like food, water, and bathroom facilities, as well as transportation. The logistics officer is also responsible for locating and assigning staff to fill various tasks for emergency situations. This could include finding staff to carry messages from the operations officer to those staff members directly managing				

## Threats

### Threat: Communicable Disease

	<b><u>Level 1</u></b> <b>Disease Awareness</b> Communicable disease outbreak is a potential health threat	<b><u>Level 2</u></b> <b>Disease Exposure</b> Known contact with infected person(s)	<b><u>Level 3</u></b> <b>Confirmed, Contained</b> Confirmed student/employee infected; probable exposure to other constituents	<b><u>Level 4</u></b> <b>Uncontained, Widespread</b> (>10%) confirmed cases of students/employees infected	<b><u>Level 5</u></b> <b>Death from Disease</b> Death resulting from infectious disease
<b>Validity</b>	<ul style="list-style-type: none"> <li>Unconfirmed possible exposure</li> </ul>	<ul style="list-style-type: none"> <li>Unconfirmed direct exposure by student/employee</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed medical diagnosis</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed medical diagnosis</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed case of death within LFGSM community</li> </ul>
<b>Severity</b>	<ul style="list-style-type: none"> <li>Uncertain but no immediate threat to school</li> </ul>	<ul style="list-style-type: none"> <li>Uncertain but no immediate threat to school</li> </ul>	<ul style="list-style-type: none"> <li>Possible threat to school, employees, students</li> </ul>	<ul style="list-style-type: none"> <li>Probable, immediate, impact to school, employees, students</li> </ul>	<ul style="list-style-type: none"> <li>Immediate impact on school</li> <li>Loss of life</li> <li>Possible or actual suspension of classes (building closure)</li> </ul>
<b>Scope – as it relates to LFGSM</b>	<ul style="list-style-type: none"> <li>No media coverage &amp; no general external/internal knowledge</li> </ul>	<ul style="list-style-type: none"> <li>No media coverage. Internal communications &amp; internal rumor control</li> </ul>	<ul style="list-style-type: none"> <li>No media coverage, Internal communications &amp; internal rumor control</li> <li>No direct government or legal involvement</li> </ul>	<ul style="list-style-type: none"> <li>Attention by media &amp;/or other audiences</li> <li>Inquires from external audiences</li> <li>Concern by constituent population</li> <li>Possible government /legal involvement</li> </ul>	<ul style="list-style-type: none"> <li>Extensive attention by media &amp;/or other audiences</li> <li>Extensive inquiries from external audiences</li> <li>Probable government /legal involvement</li> </ul>
<b>Liability</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None or limited</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>
<b>Level of Action</b>	<ul style="list-style-type: none"> <li>On watch, begin gathering information, general awareness and sanitization</li> </ul>	<ul style="list-style-type: none"> <li>On watch, ICT convened, active communication with constituents</li> </ul>	<ul style="list-style-type: none"> <li>ICT preparedness &amp; action to support operations (COMMUNICABLE DISEASE: Do NOT send out communication per updated CDC recs 10.9.09)</li> <li>Facilities involved</li> </ul>	<ul style="list-style-type: none"> <li>Active response by ICT, support staff &amp; spokesperson w/ communications internally &amp; externally</li> </ul>	<ul style="list-style-type: none"> <li>Intense Active response by ICT</li> <li>Full scale reactive &amp; proactive communication internally &amp; externally</li> </ul>



Threat: Intruder/Active Shooter

	<b>Level 1</b> Notification of dangerous person in area, but not in the building	<b>Level 2</b> Discovery of dangerous person on campus	<b>Level 3</b> Active threat	<b>Level 4</b> Physical violence	<b>Level 5</b> Injury/death
<b>Validity</b>	<ul style="list-style-type: none"> <li>Confirmed</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed</li> </ul>
<b>Severity</b>	<ul style="list-style-type: none"> <li>Uncertain in nature, but no immediate threat to school</li> </ul>	<ul style="list-style-type: none"> <li>Possible immediate threat to building occupants</li> </ul>	<ul style="list-style-type: none"> <li>Immediate threat to building occupants</li> </ul>	<ul style="list-style-type: none"> <li>Immediate impact to school, employees, students</li> </ul>	<ul style="list-style-type: none"> <li>Immediate impact to school</li> <li>Loss of life or impending loss</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>No media coverage &amp; no general external/internal knowledge</li> </ul>	<ul style="list-style-type: none"> <li>No media coverage &amp; no general external knowledge</li> <li>Limited internal knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Media coverage limited or non-existent</li> <li>Low awareness among external audiences</li> <li>Concern by employee/student population</li> <li>Government /legal involvement</li> </ul>	<ul style="list-style-type: none"> <li>Attention by media &amp;/or other audiences</li> <li>Inquires from external audiences</li> <li>Extensive concern by employee/student population</li> <li>Extensive government /legal involvement</li> </ul>	<ul style="list-style-type: none"> <li>Extensive attention by media &amp;/or other audiences</li> <li>Extensive inquiries from external audiences</li> <li>Extensive government /legal involvement</li> </ul>
<b>Liability</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None or limited</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>High or potentially high</li> </ul>	<ul style="list-style-type: none"> <li>High or potentially high</li> </ul>
<b>Level of Action</b>	<ul style="list-style-type: none"> <li>On watch, no action but alerted, begin gathering information</li> </ul>	<ul style="list-style-type: none"> <li>Baseline ICT preparedness &amp; action to support operations</li> <li>Incident Command Team is alerted by phone</li> </ul>	<ul style="list-style-type: none"> <li>Proactive response by ICT preparedness &amp; action to support operations</li> <li>Facilities involved</li> <li>Emergency services called (911)</li> <li>PR alerted</li> </ul>	<ul style="list-style-type: none"> <li>Proactive response by ICT preparedness &amp; action to support operations</li> <li>Full scale reactive &amp; proactive communication internally &amp; externally</li> </ul>	<ul style="list-style-type: none"> <li>Proactive response by ICT</li> <li>Full scale reactive &amp; proactive communication internally &amp; externally</li> </ul>

Threat: Acute Medical Emergency

	<b>Level 1</b>	<b>Level 2</b> Individual severely hurt or ill	<b>Level 3</b> Individual needs immediate emergency treatment (911)	<b>Level 4</b> Ambulance/paramedic takes someone to hospital/treatment center	<b>Level 5</b> Multiple people hurt or sick medical attention needed immediately
<b>Validity</b>	• Unconfirmed	• confirmed	• confirmed	• confirmed	• confirmed
<b>Severity</b>	• Uncertain but no immediate threat to school	• Uncertain but no immediate threat to school • Immediate threat to individual	• no immediate threat to school, • Immediate threat to individual	• Immediate impact to employee/students • Minimal impact to School	• Immediate impact to school • Loss of life or impending loss • Possible or actual halt in classes (building closure)
<b>Scope</b>	• No media coverage & no general external/internal knowledge	• Potential rumor issue internally • No media coverage & no general external knowledge	• No media coverage & no general external knowledge • Low awareness among internal/external audiences • 911 involvement • No government involvement	• No media coverage & limited general external knowledge • Concern by internal population • Limited government/legal involvement	• Extensive attention by media &/or other audiences • Extensive inquiries from external audiences • Extensive government/legal involvement
<b>Liability</b>	• None	• None or limited	• Low	• Medium	• High or potentially high
<b>Level of Action</b>	• On watch, no action but alerted, begin gathering information	• ICT is alerted by phone	• ICT preparedness & action to support operations • Facilities involved	• Proactive response by ICT, support staff & spokesperson; ltd. Int./ext. communications	• Proactive response by ICT • Full scale reactive & proactive communication internally & externally

Threat: Tornado/Weather Emergency

	<b>Level 1</b> Severe weather watch	<b>Level 2</b> Severe weather warning for Northern Illinois	<b>Level 3</b> Severe weather warning for Lake or Cook County	<b>Level 4</b> Lake or Cook County tornado/other weather sited	<b>Level 5</b> Weather related damage to building or personal injuries
<b>Validity</b>	• Unconfirmed	• Unconfirmed	• confirmed	• confirmed	• confirmed
<b>Severity</b>	• Uncertain but no immediate threat to school	• Uncertain but no immediate threat to school	• no immediate threat to school, employees, students	<ul style="list-style-type: none"> <li>• Potential immediate impact to school, employees, students</li> <li>• must move to shelter &amp; alert others to stay away</li> <li>• Possible or actual halt in classes (building closure)</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate impact to school, employees/students</li> <li>• Loss of life or impending loss</li> <li>• Possible or actual halt in classes (building closure)</li> </ul>
<b>Scope</b>	• No media coverage & no general external/internal knowledge	• No media coverage & no general external/internal knowledge	<ul style="list-style-type: none"> <li>• Media coverage limited</li> <li>• Awareness among internal/ external audiences</li> <li>• Low or no direct government or legal involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Attention by media &amp;/or other audiences</li> <li>• Inquiries from external audiences</li> <li>• Concern by internal population</li> <li>• Limited government /legal involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive attention by media &amp;/or other audiences</li> <li>• Extensive inquiries from external audiences</li> <li>• Extensive government /legal involvement</li> </ul>
<b>Liability</b>	• None	• None	• Limited	• High or potentially high	• High
<b>Level of Action</b>	• On watch, no action but alerted, begin gathering information	• On watch, no immediate action required	<ul style="list-style-type: none"> <li>• Baseline ICT preparedness &amp; action to support operations</li> <li>• Facilities involved</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive response by ICT</li> <li>• Full scale reactive &amp; proactive communication internally &amp; externally</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive response by ICT</li> <li>• Full scale reactive &amp; proactive communication internally &amp; externally</li> </ul>

## Policies, Procedures, and Programs regarding Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking

LFGSM recognizes the serious physical and psychological impact of sexual harassment, sexual assault, domestic violence, dating violence, and stalking and prohibits these offenses.

*If you feel you are the victim of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, report the incident immediately to the Campus Security Authority (see page 6)*

If you are sexually assaulted:

1. Report the incident immediately to a LFGSM Campus Security Authority (see page 6), building security, and/or local Police.
2. Do not wash, shower, change clothes or douche before calling or going for help.
3. All efforts should be made to preserve evidence. Do not touch any evidence of an attack.

Investigation:

The formal responsibility for conducting the investigation and disciplining action has been delegated to the VP Human Resources and the Dean of Faculty Relations and Degree Programs (for LFGSM Faculty and Students only). These officers will be considered the Judicial Administrator.

Their responsibilities include:

1. Administering the regulations of LFGSM
2. Counseling students and stakeholders involved in matters regarding sexual harassment, sexual assault, domestic violence, dating violence, and stalking
3. Coordinating any necessary proceedings, including assembling a Judicial Board
4. Processing communication and maintaining a confidential, central file of actions taken

Upon receiving a complaint:

1. An incident report will be completed by a Campus Security Authority,
2. Police will be contacted and engaged, if necessary.
3. VP-Chief Academic Officer of EPS, VP Human Resources, and/or Dean, Faculty and Degree Programs will be notified.
4. A Graduate School officer and Dean will meet with accuser privately to take an incident report. You will be treated with courtesy, sensitivity, dignity, understanding, and professionalism at all times.
5. The School will not release your name to the public and the press.
6. LFGSM will determine if action is necessary on the part of the School. If so, they will begin the investigation process.
7. LFGSM will assemble a Judicial Board, comprised of appropriate School leaders and possible peers of the accused and accuser, who will assist the LFGSM Judicial Administrator. This body

(no more than six members, including the lead Judicial Administrator) will be assembled within seven business days of the determination that action needs to be taken on the complaint. (The Judicial Board will be present for the interviews and the discipline hearings. The accused may challenge the participation of any member of the Judicial Board for good and substantial reasons, but the member's continuation is at the discretion of the Judicial Administrator conducting the hearing.

8. If it is determined that action is appropriate, LFGSM will initiate a prompt, complete investigation lasting not more than 15 business days.
  - a. The investigation will include interviews with the person making the complaint, with any individual alleged to have committed the offense, and possibly witnesses.
9. The accused will be sent written notice by registered mail, certified mail, and/or hand-delivery specifically citing the alleged offense(s). The notice will inform the accused of his/her rights and of the judicial process in place at LFGSM.
10. Both the accuser and the accused are entitled to the same opportunities and to have an advisor of their choice during the interviews and disciplinary proceedings.
11. The accused and accuser may appear in person and present evidence in defense and ask witnesses to attend on his or her behalf. Each witness must submit a written statement no less than 48 hours prior to the date of the interview.
12. If the accused is NOT a LFGSM student, staff member, or faculty member, the VP Human Resources and the Dean, Faculty and Degree Programs (LFGSM Faculty and Students only) will complete the investigation to the best of their ability and take necessary action to protect the LFGSM community member as necessary. If requested by a victim, Lake Forest Graduate School of Management will change a victim's academic situation after an alleged sex offense and will advise on options that are reasonable available.
13. If the accused IS a LFGSM student, staff member, or faculty member, both the accuser and the accused will be advised within ten business days after the completion of the investigation, in writing, of Lake Forest Graduate School's final determination of any disciplinary proceeding with respect to the alleged sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Along with the decision will be the rationale for that decision.
14. If it is determined based on any evidence and the interviews that inappropriate conduct has occurred, LFGSM will act promptly to eliminate the offending conduct and ensure that it does not occur again. The type of sanction will depend upon the severity of the violation. Where it is appropriate, we will also impose disciplinary action, discharge, or other sanctions as deemed necessary. Such actions may range from counseling to termination of employment or expulsion from the MBA program and may include other forms of discipline that we deem appropriate under the circumstances.
15. Supervisors who fail to report known violations may also be subject to disciplinary action.
16. In situations where the accused or accuser feels that a decision has been unfair or a sanction unduly harsh, an appeal may be made by submitting a written request within ten business days of the notification of the decision. This appeal is made to the Judicial Administrator (state formal name), 1905 West Field Court, Lake Forest, IL 60045, who will review the request and decide whether or not a further hearing will occur and communicate the decision in writing to the individual who made the appeal.

Lake Forest Graduate School of Management Area Contacts for *Local Crime Prevention Programs* are:

Chicago Police Department's Preventive Programs Section conducts a variety of programs designed to encourage citizen involvement in crime prevention and to recommend various methods and techniques to guard against becoming a victim of crime. A range of workshops, lectures, seminars, security surveys, and crime prevention and safety tips are offered free of charge. For more information, contact the <http://egov.cityofchicago.org>

Violence Against Women Policy Advisor provides several programs to address domestic violence and sexual assault including the Emergency Department Domestic Violence Training Project, date rape drugs, etc. For more information call 312-814-5846. For emergency help when experiencing domestic violence, go to <http://www.nationalcenterdvtraumamh.org/resources/chicago-and-illinois-domestic-violence-agencies-and-organizations/>

Illinois State Police Sex Offender Information: The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois. The database is updated daily and allows searching by city, county, and zip code. <http://www.isp.state.il.us/sor/>  
LFGSM offers no on-campus counseling, mental health, or other student services for victims of sex offenses.

#### Sexual Assault Prevention

- Avoid working, studying, or being alone in buildings or isolated areas of the campus.
- Avoid excessive use of alcohol and do not use illicit drugs; they interfere with clear thinking and effective communication.
- Know your sexual desires and limits. Communicate them clearly.

#### Warning Signs of Abusive Behavior

- Past Abuse
- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Jealousy
- Controlling behavior
- Unrealistic expectations
- Isolation
- Blames others for problems
- Blames others for their feelings
- Hypersensitivity
- Cruelty to animals or children
- "Playful" use of force during sex
- Rigid sex roles
- Jekyll-and-Hyde personality

If attacked or confronted by an assailant, try to attract attention. Assess the situation: options are to fight, run, or reason with the assailant. If you find yourself in an unwanted sexual situation, be

assertive. Just say no! If you are told no when you make sexual advances, accept it. No MEANS No!

General Safety Tips:

- Always be alert and aware of your surroundings and project a confident attitude.
- All suspicious activity should be reported to the appropriate security department.
- Timely and accurate reporting of information makes it easier to gather critical evidence and increases the odds of successfully apprehending and prosecuting the accused.
- Avoid walking at night alone; walk with a group. If you must walk alone, make sure to use well-lighted paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return times.
- Keep your doors locked in your vehicle.
- Use designated crosswalks and pedestrian crossings to safely cross roadways.
- Carry only necessary cash and credit cards, and avoid wearing expensive jewelry. However, always carry enough money for an emergency phone call or ride home.