

A photograph of a modern office interior. On the left, there is a large whiteboard mounted on a wall. In the center, a large window looks out onto a building with the word 'CESS' visible. In the foreground, there is a table with several office chairs around it. The floor is covered in a patterned carpet. The ceiling has recessed lighting.

*Lake Forest  
Graduate School  
of Management*

**2021 Annual Security and Fire Safety Report**



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## LETTER FROM THE PRESIDENT

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October 1, 2021

Dear LFGSM Community,

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law requiring higher education institutions to disclose their campus crime statistics and share information about their security policies. All U.S. colleges and universities receiving federal financial aid must make this information readily available to students, prospective students and faculty. The annual report also highlights how we address campus safety and how to report an incident and to whom.

I am pleased to provide you with the 2021 Annual Security Report. This report outlines the statistics about each crime committed over the past three years at our Lake Forest Campus and the Schaumburg location. Over the last three calendar years, we have had zero crimes reported, as defined in the Clery Act. It is important to note that due to the COVID-19 pandemic, both the Lake Forest Campus and our Schaumburg location remained closed to students and faculty from March 13 through December 31, 2020. All MBA and certificate classes were held via videoconference only.

Thank you for your continued help in keeping our campus locations safe. If you have any questions about the details found in this report, please contact Currie Gasche, Director of Student Experience & Engagement, at [studentservices@lfgsm.edu](mailto:studentservices@lfgsm.edu).

Sincerely,

Jeff Anderson

President & CEO



## INTRODUCTION

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Campus safety is highly valued at Lake Forest Graduate School of Management (LFGSM). Keeping the campus community informed about safety practices and procedures is one of our top priorities. To increase awareness and maintain transparency, LFGSM prepares the Annual Security and Fire Safety Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Illinois Campus Security Enhancement Act.

The Clery Act requires colleges and universities to:

1. Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. Statistics also include liquor, drug and weapon law violations if they result in a disciplinary referral or arrest.
2. Provide timely warning notices of those crimes that pose an ongoing threat to students and employees, and issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
3. Disclose in a crime log any crime that occurred on campus or any crime that is reported to the Campus Security Coordinator.
4. Publish an annual security report every year that contains three years of campus crime and fire safety statistics and certain campus security policy statements.
5. Submit collected crime statistics to the U.S. Department of Education.



## CRIME DEFINITIONS

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**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 non-negligent manslaughter
  - b. Negligent manslaughter
2. Sex assault
  - a. Forcible sex assault
  - b. Non-forcible 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 non-forcible 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.



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.

iii. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, 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.



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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.



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## 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.



## LETTER TO CAMPUS SECURITY AUTHORITIES

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To: Campus Security Authorities:

- Campus Operations Coordinators
- Finance Director
- Vice President & Chief Academic Officer
- Director of Faculty and Degree Programs
- Vice President, Finance & CFO
- HR Manager
- Registrar
- Senior Director of Admissions

From: Currie Gasche, Campus Security Authority Coordinator

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 Safety and Security Report. We are required to disclose statistics for offenses that occur on campus, in the areas we use in non-campus 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 Chief Academic Officer, Registrar, Director of Student Experience & Engagement, and Finance Director. Even if you are not sure whether an ongoing threat exists, immediately contact those mentioned above.**



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If you have any questions about this request, please contact me at 847-574-5158 or A.J. Rodino, Finance Director at 847-574-5228. Thank you for your assistance in complying with this federal law. Please complete the attached log to report any incident and return to me at 1905 West Field Court, Lake Forest IL 60045.



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## LAKE FOREST CAMPUS SECURITY

### Lake Forest Campus Specifics

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 location. This report is published annually and will be distributed to all employees, part-time Faculty and students via <https://my.lfgsm.edu/ICS/Help/Security/>. It is available to interested parties upon request.

The Annual Report includes statistics for previous three calendar years concerning reported crimes that occurred on the Lake Forest campus and on the Schaumburg non-campus location, 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, 2018, 2019 and 2020, there have been no reports of occurrences of crimes (see “Definitions” tab) on the Lake Forest Campus and Schaumburg non-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 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 is concerned with the welfare and safety of all members of the campus and non-campus locations communities and their guests. The activities of Lake Forest Campus are enhanced by strong collegial relationships with the Lake Forest Police Department.

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 Access Badge. When the Lake Forest Campus is open, there is a staff member at the front desk from 8:30 a.m. until 10 p.m. on Mondays, Tuesdays, and Thursdays. Wednesday from 8:30 a.m. to 6 pm (times may vary based on activities). Friday hours are 8:30 a.m. until 5:00 p.m. Saturday hours are 7 a.m. to 12 p.m. Students and faculty must use their Photo Access Badge to enter the building.



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Unfortunately, due to COVID, the Lake Forest Campus closed to students and faculty on March 13, 2020. Classes were held remotely via videoconference from March 13 through December 31, 2020.

Campus Security Authority Coordinator (see page 8) is in charge of security at the Lake Forest Campus. 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 9-1-1. Inform the receptionist (847) 574-5218 of your situation so they can contact the appropriate LFGSM Security Authority. LFGSM Chief Academic Officer, VP of Finance & CFO, and Director of Student Experience & Engagement 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) 574-5158.

If students have concerns about LFGSM's compliance with the Jeanne Clery 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 or FAX: (312) 353-5147. 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 Graduate School of Management

## Lake Forest Campus Evacuation Plan

### For Staff-Lake Forest Campus Evacuation Plan:

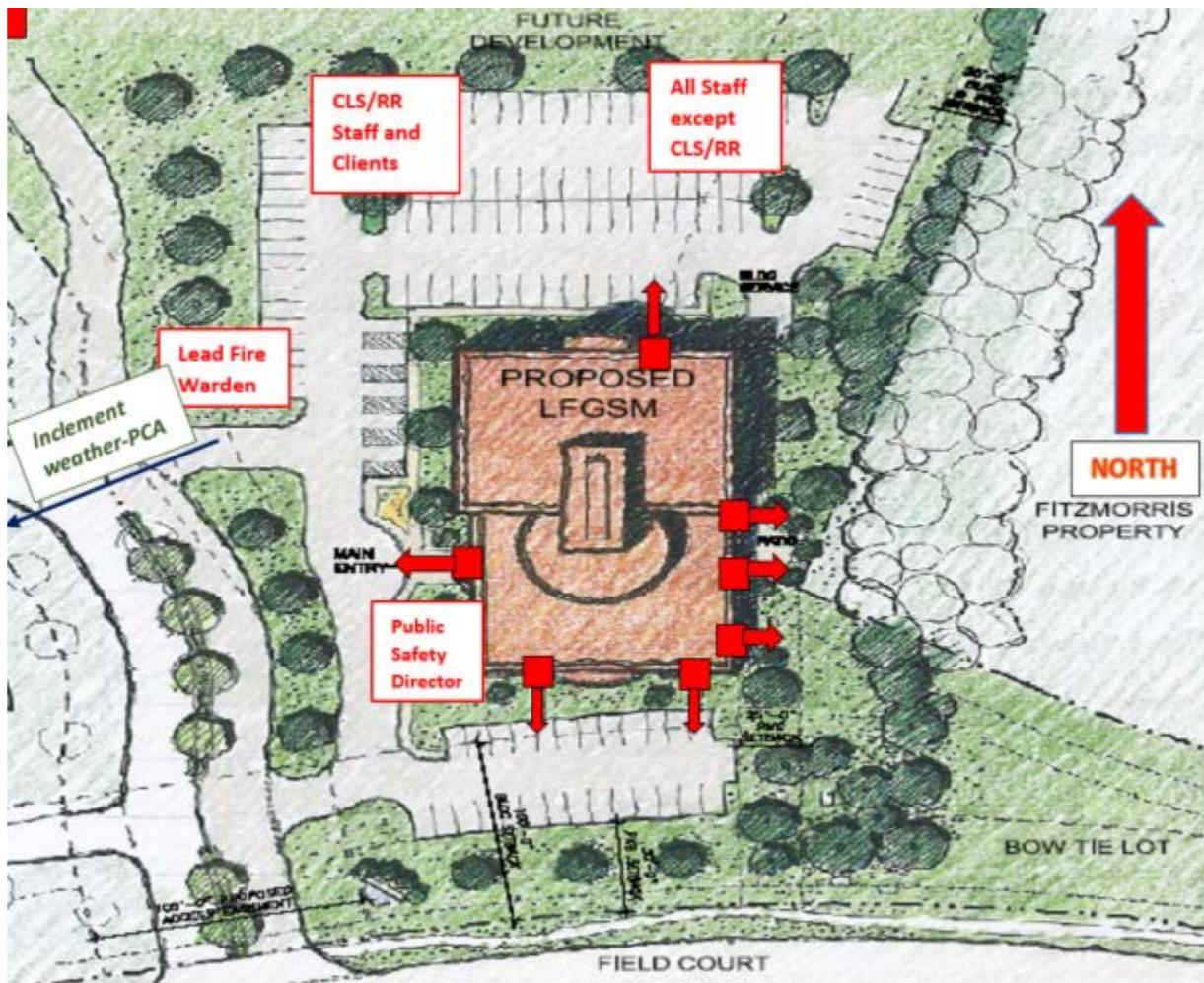
**In the majority of cases, the trigger to evacuate the building is the sounding of the fire alarm. When you hear the fire alarm the following procedures should be followed immediately:**

- 1) Exit the building immediately; do not return to your office or classroom.

*NOTE: if you have a guest in the building, you are responsible for escorting your guest to the staff gathering spot. Receptionist will check with YOU that guest is accounted for.*

- 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 **North Lot**.
  - a. Center for Leadership/Conference Center – North-West Corner of North Lot
  - b. All other staff – North-East Corner of North Lot
- 4) In the event of inclement weather, proceed across the drive to the entrance of PCA 1955 Field Court.
- 5) The Floor Wardens will be responsible for alerting the Lead Fire Warden (LFW) (Tom Perozzi) of any distressed or unaccounted-for staff/guests. Lead Fire Warden will be stationed on the grass area North-West of Main Entrance.
- 6) Do not return to the building until directed to do so by Police/Fire Department.

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## Emergency Evacuation for Evening Classes

When alarm sounds:

1. Receptionist
  - a. Put on the fire vest (at front desk – also in cloak room)
  - b. Take smart phone, Police/Fire Emergency Handbook (white binder) and file with rosters (this should be placed on desk each time there are classes for the appropriate day, at the ready) and a list of any guests.
  - c. Check rest rooms, computer room, and break out rooms
  - d. Go to appropriate place outside to await the fire department
  - e. IMPORTANT: Alert the firefighters that someone could be on second floor!
  
2. Faculty member
  - a. Take sign-in sheet/clipboard
  - b. Instruct students to meet at North Lot
  - c. Assure that the classroom is empty
  - d. Leaves and close door
  
3. In the North Lot – students gather with classmates
  - a. Faculty takes attendance
  - b. If anyone missing, faculty member alerts receptionist → firefighters



## Schaumburg Non-Campus Specifics

### 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 Schaumburg non-campus. 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/Help/Security>. 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, 2018, 2019 and 2020, there have been no reports of occurrences of Clery crimes (see “Definitions” tab) on the Schaumburg Non-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 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 Schaumburg Non-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.



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Our Schaumburg location is located on the sixth floor at 1300 East Woodfield Road, Schaumburg, Illinois. LFGSM does not own the office building.

Employees (including part-time faculty) and students enter through the main entrance of the building, take elevator to the 6<sup>th</sup> floor. They use their badge to gain entry to our reception and classrooms where a campus operations coordinator is on duty. When the Schaumburg location is open on Monday and Thursdays, our front desk is staffed from 4:00 p.m. until 10:00 p.m. Unfortunately, due to the COVID pandemic, the Schaumburg location closed to students and faculty on March 13, 2020. Classes were held remotely via videoconference from March 13 through December 31, 2020.

Campus Security Authority (see page 8) is in charge of security at the Schaumburg location 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 Location is a witness to or victim of a crime, he/she should immediately call 9-1-1 from a mobile phone to reach the Schaumburg Police Department, the Building Management at (847) 239-7500, and the Schaumburg Security Authority at (847) 574-5158. All appropriate personnel will respond as necessary to the incident. Building Management will report to the lobby to direct the police.

LFGSM VP & Chief Academic Officer, VP of Finance & CFO, and Director of Student Experience & Engagement 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 Coordinator (847-574-5158).

If students have concerns about LFGSM's compliance with the Jeanne Clery 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. The telephone is (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 Graduate School of Management

## Types of Fires

The two most common types of fires in office spaces and buildings are (1) the accidental fire caused by carelessness or equipment malfunctions; and (2) the incendiary or arson fires.

Class A - Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles, and many plastics.

Class B - Fires in flammable liquids such as grease, oil, paint and gasoline.

Class C - Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

Multi-purpose “ABC” extinguishers can be purchased to handle all classes of office fires. But they can cause extensive damage to electronic equipment, perhaps even more than a fire. However, a fire in electronic equipment will almost always require the use of an “ABC” rated fire extinguisher. “A” because there is likely to be paper nearby, and “C” because it is electrical equipment.

Common Area fire extinguishers are located adjacent to the stairwell doors on each floor; please see attached floor plans.

## Fire Safety and Evacuation Plan

This fire safety and evacuation plan is designed specifically for 1300 E. Woodfield Road. Listed below are its purposes:

1. To safely evacuate the building in case of fire or other emergency.
2. To educate the employees and tenants with all safe evacuation procedures, fire alarm systems and fire suppression systems.
3. To assign specific duties to members of the “Fire Safety Team”.

Emergencies and disasters are unpredictable and strike without warning. In order to protect the safety of the tenants and the security of the contents of the Building, ownership has developed these Emergency Procedures. By training you on the Building’s emergency procedures, we reduce the risk of life threatening occurrences and increase our ability to coordinate quick and effective responses to emergency situations.

Any obvious life-threatening situation should be telephoned FIRST to “911” and then to the Management Office. Any general questions concerning fire and exit drills or emergency procedures should be directed to the Management Office. While the Fire Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building’s procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

The Fire Safety Team shall consist of the following: Tenant General Manager (or On-Duty Manager), Maintenance/Management Staff, “Fire marshals” assigned by each tenant.



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## Emergency Telephone Numbers

Management Office (847) 239-7500  
Schaumburg Police Department 9-1-1  
Schaumburg Fire Department 9-1-1

## **Fire Alarm and Suppression Systems**

1300 E. Woodfield Rd. contains the following systems:

1. Fire alarm system
2. Automatic sprinkler system
3. Smoke detectors

### **Fire Alarm System**

The fire alarm system consists of smoke detectors and pull boxes with warning audio-visual/horns. There are fire alarm pull boxes located next to all the stairwell doors. There are smoke detectors located in strategic points throughout the building.

Fire horns and lights are located throughout the building. When a smoke detector or fire alarm pull box is activated, the fire alarm system for the entire building sounds; an automatic alarm is sent to the Fire Department, and all mechanical air movement systems in the building automatically shut down. This system will remain activated until it is reset by the Fire Department or building engineer with the direct approval of the Fire Department.

### **Automatic Sprinkler System**

The entire building is equipped with an automatic sprinkler system. The sprinkler system is designed to extinguish a fire with adequate water when a fire with sufficient heat activates a sprinkler head. Only the sprinkler head over the immediate area will flow water. When a sprinkler head is activated, it will also activate the fire alarm system for the entire building, which will, in turn, notify the Fire Department.

### **Fire Extinguishers**

Multi-purpose "ABC" extinguishers can be purchased to handle all classes of office fires. But they can cause extensive damage to electronic equipment, perhaps even more than a fire. However, a fire in electronic equipment will almost always require the use of an "ABC" rated fire extinguisher. "A" because there is likely to be paper nearby and "C" because it is electrical equipment.

# Lake Forest Graduate School of Management



Remember the “P-A-S-S” method for effective fire extinguisher use:

P – Pull the safety pin. This is usually the pin with the string attached.

A – Aim the hose, nozzle or horn at the base of the fire.

S – Squeeze the trigger handle.

S – Sweep from side to side and watch for the re-flash of the fire.

*Note: always maintain a three-foot clearance area around the fire equipment. Once the equipment has been used, do not try to re-hang it, even for a few seconds. Used extinguishers should be serviced immediately!*

## Fire Prevention Tips

Tenant Safety Coordinators are expected to eliminate or reduce the possibility of fire or other emergencies by conducting periodic inspections of their areas of responsibility in order to detect potential hazards and report any found to the Management Office. A plan for periodic inspections of each floor/area should be developed to ensure the following:

- Aisles/corridors are free of obstruction
- Work areas are clean and neat
- Exits are unobstructed
- Exit signs and lights are lit and in good repair
- Self-closing exit doors are kept in the closed position but not locked
- Fire extinguishers are accessible, operate, and in the proper locations
- Organization charts are current for Emergency Teams
- Waste receptacles have proper lids
- Chemicals and flammable liquids are in proper containers
- Good housekeeping is maintained

## Fire Prevention

1. Make sure all cigarettes and cigars are thoroughly extinguished and do not throw them into the wastebaskets, but rather the ashtrays. Also, do not leave lit cigarettes and cigars unattended.
2. Unplug electrical appliances like coffee pots or water heaters when not in use.
3. Arrange for proper use and storage of adhesives, cleaning fluids, and other flammable liquids and, where possible, substitution of less flammable products.
4. Eliminate extension cords where possible by providing more power outlets or relocating some electrical equipment. The building recommends 6 foot UL approved fused power strip extension cords with surge suppressors. Lamp extension cords or multi-jacks should not be utilized. Extension cords should never be placed in walk paths as this can cause serious accidents as the result of tripping.
5. Make sure the power is shut off on all office equipment such as typewriters, display writers, calculators, computers, copiers, etc. at the close of the business day.
6. Provide adequate ventilation for office equipment like copy machines, printers, or computers. You may want to consider additional exhaust or auxiliary cooling. If so, you can contact the Management Office for assistance in obtaining quotes.



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7. Tenants should make arrangements with Building Management to protect areas such as storage areas with fire-rated enclosures and fire extinguishers. Depending on the size and value of these areas, smoke detectors or automatic extinguishing systems should be used. Call the Management Office at (847) 239-7504 if you need assistance in arranging the purchase of any of the above equipment.
8. Tenants should take steps to safeguard their businesses from the effects of a fire in the building by protecting vital documents and company records. This can be done by off-site storage of duplicate records or fire-resistant storage areas. The specific method of protection will depend on the size and nature of the material involved.

### Fire Protection Duties

The development, implementation, and maintenance of an effective Emergency Evacuation Program require the constant, dedicated, and joint effort on the part of Building employees and tenants. Training and practice are important components of an effective program as well. These procedures establish a method for safe and orderly actions to be taken during an emergency at the Building in order to safeguard life and protect assets.

The goal of the Tenant Emergency Evacuation Team (“Emergency Team”) is to promptly direct everyone to a place of safety in an orderly and expeditious manner. During emergency evacuations, the Emergency Team should:

- Emphasize orderly evacuation;
- Caution people not to push, run, or shove; and
- Remind personnel to use handrails and remove shoes if they hinder safety.

Emergency Team members and their assistants should be selected on the basis of the following three criteria:

- Team members must be alert and resourceful individuals who can perform in a leadership role during an emergency situation;
- Team members must be generally available in their designated areas of the Building, rather than having duties and responsibilities that result in their frequent absence; and
- Team members should have a genuine interest in being part of the Emergency Team.

The idea Emergency Team consist of the following personnel: Tenant Safety Coordinator, Building Property Manager, Building Engineer, and the Fire Department.

Each tenant’s supervisors should also be familiar with the emergency plan for their respective areas so that they may assume responsibility for its implementation, if necessary.

### Tenant Safety Coordinator

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:



## Lake Forest Graduate School of Management

### 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.

Practice of emergency procedures to assure familiarity with individual responsibilities.

#### In the event of an Emergency:

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

### Property Manager/Building Engineer – Fire Floor

- In charge of all activities on fire floor, when on site.
- In contact with Management Office to report status and request assistance.
- Report status of evacuation to Management.
- Report status to the Fire Department

### Management Office

When notification of a fire is received, until the Fire Department arrives:

- Report to the building on an emergency basis.
- Maintain contact with Building Engineer on status/implementation.
- Call Fire Department.
- Order evacuation of non-fire floors upon direction of Fire Department
- Meet Fire Department.
- Direct activities in building lobby.

### Fire Department

- In charge of all building activities upon arrival at building.



# Lake Forest Graduate School of Management

## 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 pull box.
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 elevator.

### 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.



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## In Case of Fire

1. Close doors, if any, and turn off all electrical appliances and equipment.
2. DO NOT USE THE ELEVATOR – it may become a firetrap.
3. Use the nearest stairway. If one is smoke-filled, proceed to the 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 to 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.  
***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.***
7. 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.
8. If both your door and doorknob are cool, carefully open door and check for smoke in the corridor.
  - a. 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.
  - b. However, if the corridor is smoke-filled, **Return to Your Area** and follow the procedures below titled “If evacuation of an area is not possible”.
9. The last person leaving any interior enclosed area should close the door, without locking it. This will help confine any fire until the arrival of the Fire Department.
10. Everyone should proceed quickly, but calmly to the nearest stairwell. **Do Not Run!** All stairwells are constructed with fire retardant materials to provide safe evacuation for occupants.

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, 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 firefighters from the first level to move up the stairwell. Ladies should remove high-heeled shoes when walking down stairwells. Conversations should be kept to a minimum.

11. 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.
12. **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 that must be followed.
  - ii. Confidence in the responsible personnel’s ability and guidance.



## Lake Forest Graduate School of Management

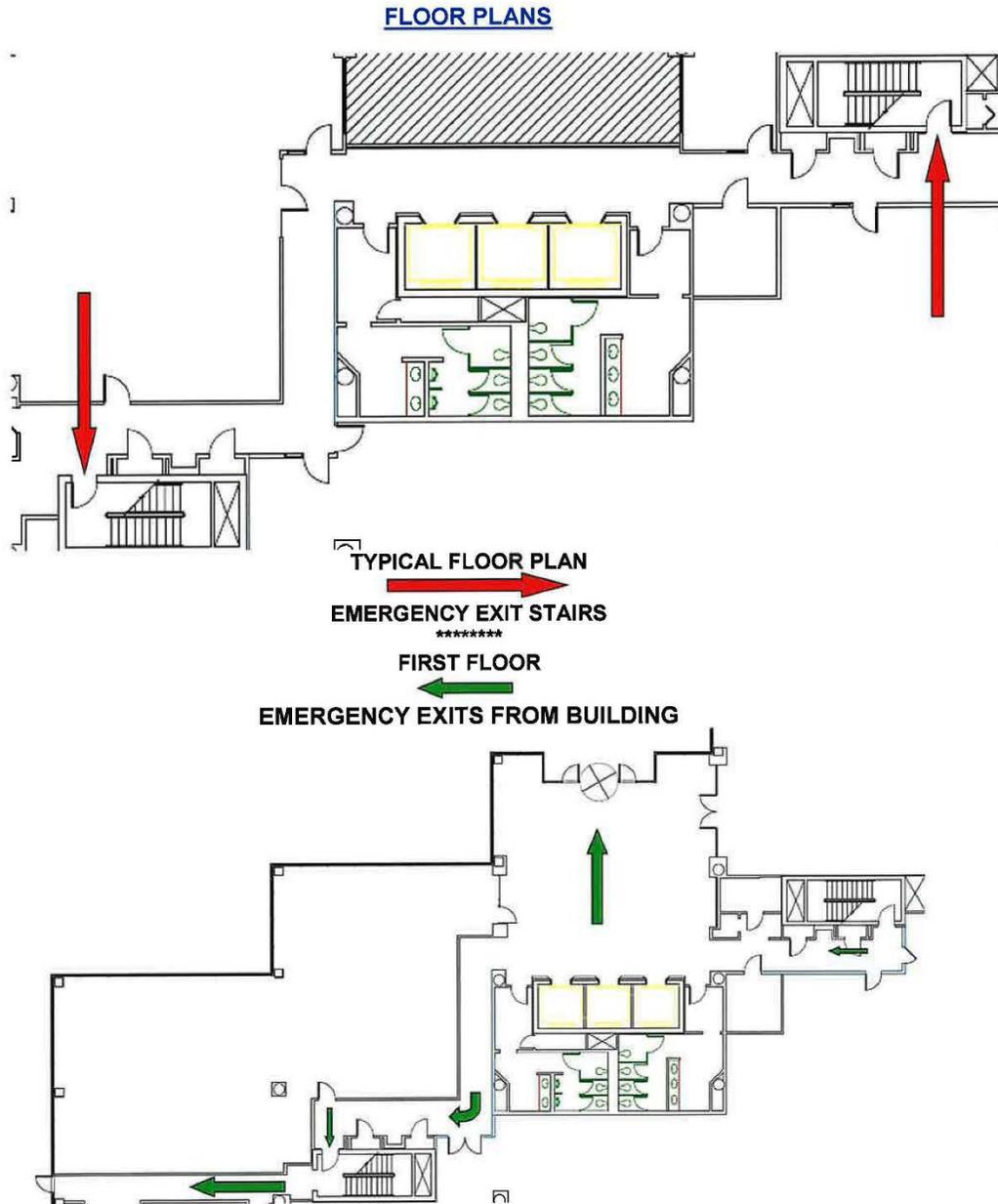
- iii. Calmness and self-confidence of responsible personnel.
13. Evacuate to the exact area designated by the Tenant Safety Coordinator or Building Manager, or Fire Department.
14. Upon arrival at the rendezvous designated by the Tenant Safety Coordinator or Building Manager, everyone should remain 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.
15. The Tenant Safety Coordinator or Alternated 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.
16. 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**

1. Move as far away 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. **Do Not Walk Upright**. The air is cleaner near the floor.
2. If a phone is accessible, call the Management Office at (847) 239-7504 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 firefighters.
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.



## Schaumburg Location Floor Plan





# Lake Forest Graduate School of Management

## LFGSM Emergency Response & Incident Command Team

Role	Title
Incident Command	Finance Director
Public Information Officer	Sr. Manager, Marketing & Communications
Safety Officer	Finance Director
Liaison Officer	Vice President, Finance & CFO
Planning Section	Finance Director
Logistics Section Chief	Finance Director
Schaumburg Director	Director of Student Experience & Engagement



# Lake Forest Graduate School of Management

## Command Role Description

Incident Command Officer	Declares crisis and activates the CRP. Present during a crisis (unless presence would be dangerous) and oversees the execution of plan stages. This person manages the entire incident and will very often be an emergency responder rather than a school Administrator.
Public Information Officer	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.
Safety Officer	Acquires supplies necessary to support the first responders. Manages the overall safety of the scene - evacuating or moving students/staff/faculty as 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.
Liaison Officer	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 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.
Planning Section Chief/Deputy	This person is responsible for documenting the event, analyzing what has transpired thus far, and planning for possible further action.
Logistics Section Chief/Deputy	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. This person manages the supply and staffing needs of the situation. 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 staff, faculty & students.
Schaumburg Director	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 a crisis.

# Lake Forest Graduate School of Management



## Threat: Communicable Disease

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

# Lake Forest Graduate School of Management



## Threat: Intruder/Active Shooter

	Level 1	Level 2	Level 3	Level 4	Level 5
	Notification of dangerous person in area, but not in the building	Discovery of dangerous person on campus	Active threat	Physical violence	Injury/death
<b>Validity</b>	Confirmed	Confirmed	Confirmed	Confirmed	Confirmed
<b>Severity</b>	Uncertain in nature, but no immediate threat to school	Possible immediate threat to building occupants	Immediate threat to building occupants	Immediate impact to school, employees, students	Immediate impact to school. Loss of life or impending loss
<b>Scope</b>	No media coverage & no general external/internal knowledge.	No media coverage & no general external knowledge. Limited internal knowledge.	Media coverage limited or non-existent. Low awareness among external audiences. Concern by employee / student population, Government / legal involvement	Attention by media &/or other audiences. Inquiries from external audiences. Extensive concern by employee/student population. Extensive 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	Medium	High or potentially high	High or potentially high
<b>Level of Action</b>	On watch, no action but alerted, begin gathering information	Baseline ICT preparedness & action to support operations. Incident Command Team is alerted by phone.	Proactive response by ICT preparedness & action to support operations. Facilities involved. Emergency services called (911). PR alerted.	Proactive response by ICT preparedness & action to support operations. Full scale reactive & proactive communication internally & externally.	Proactive response by ICT. Full scale reactive & proactive communication internally & externally.

# Lake Forest Graduate School of Management



## Threat: Acute Medical Emergency

	Level 1	Level 2	Level 3	Level 4	Level 5
		Individual severely hurt or ill	Individual needs immediate emergency treatment (911)	Ambulance/paramedic takes someone to hospital/treatment center	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.

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## Threat: Tornado/Weather Emergency

	Level 1	Level 2	Level 3	Level 4	Level 5
	Severe weather watch	Severe weather warning for Northern Illinois	Severe weather warning for Lake or Cook County	Lake or Cook County tornado/other weather sited	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, students, and employees.	Potential immediate impact to school, employees, students. Must move to shelter & alert others to stay away. Possible or actual halt in classes (building closure).	Immediate impact to school, employees/students. 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.	No media coverage & no general external/internal knowledge.	Media coverage limited. Awareness among internal/ external audiences. Low or no direct government or legal involvement.	Attention by media &/or other audiences. Inquiries from external audiences. 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	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.	Baseline ICT preparedness & action to support operations. Facilities involved.	Proactive response by ICT. Full scale reactive & proactive communication internally & externally.	Proactive response by ICT. Full scale reactive & proactive communication internally & externally.



# Lake Forest Graduate School of Management

## THE LAKE FOREST GRADUATE SCHOOL OF MANAGEMENT

### 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 Facilities & Security Manager and the Director of Student Experience & Engagement along with the LFGSM Leadership Team will issue the warning through the most appropriate means available to reach the affected campus population.

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

- a. Internal e-mail (individual or small batches) through Outlook, LFGSM gmail
- b. HTML e-mail (small groups or large groups) via Pardot
- c. Direct mail (letters, etc.) to home addresses or work addresses
- d. Telephone
- e. In-person announcement – broadcast message - at meetings, classes, etc.
- f. Posting to school web sites
- g. Paper-based information on campuses (flyers, posters, etc.)
- h. Instant messaging (for staff)
- i. Posting on Canvas - Learning Management System (for students and faculty)
- j. Posting on my.lfgsm.edu portal (for student, faculty)
- k. Posting on SharePoint (for staff)
- l. Press release (for limited distribution or via Business Wire)
- m. Press conference
- n. Video clips distributed via:
  - i. E-mail
  - ii. Facebook
  - iii. YouTube
  - iv. School web site
  - v. Combination of several of the above
- o. Announcements or discussions through social media channels:
  - i. LinkedIn group for Alumni, Students, Prospective Students
  - ii. LFGSM Facebook 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



## Lake Forest Graduate School of Management

(847-574-5158) prepares the report, collecting statistics from the Police Departments of each municipality that our campuses and non-campuses 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) may obtain a copy through LFGSM HR Manager (847-574-5244), and prospective students may obtain a copy --- through the LFGSM Sr. Director of Admissions (847-574-5154).

### *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 CAO, the CFO, and the Director of Faculty 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-campuses, our employees are contacted via email, alerted to the situation, and advised to take preventive measures against becoming a victim.

All employees (including part-time faculty) attend a program annually addressing precautions to be taken in the event of an active shooter. They are also required to annually watch a video on this topic.

When students begin their graduate program, they receive information about campus security procedures in New Student Orientation. This occurs approximately four times a year. Every new employee is informed on the security procedures during new-employee orientation, which occurs when an individual is hired.

### *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.



## Lake Forest Graduate School of Management

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 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 Chief Academic Officer, Vice President and CFO, and/or Director of Faculty and Degree Programs if fellow students, staff, or faculty behavior is in question. Administration reserves the right 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



## Lake Forest Graduate School of Management

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, approximately 27 to 49 years of age. All of our campuses and non-campus are in low-crime corporate parks, 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 formal programs to prevent dating violence, domestic violence, sexual assault and stalking. The procedures the institution will follow if one of these crimes is reported can be found in the student handbook and in the Clery Report.



# Lake Forest Graduate School of Management

## *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).*

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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 CFO and the Director of Faculty 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



## Lake Forest Graduate School of Management

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. The CAO, CFO, and/or Director of Faculty and Degree Programs will be notified.
  4. A Graduate School officer and the director 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.
- 
1. LFGSM will determine if action is necessary on the part of the School. If so, they will begin the investigation process.
  2. 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.
  1. 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.
  2. 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.
  3. 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.
  4. 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.
  5. If the accused is NOT a LFGSM student, staff member, or faculty member, the CFO, and the Director of 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.
  6. 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.
  7. 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



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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.

8. Supervisors who fail to report known violations may also be subject to disciplinary action.
9. 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 <https://home.chicagopolice.org/community/crime-prevention/>

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 312-814-2699. 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 following 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 formal 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.



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### Warning Signs of Abusive Behavior

- Past Abuse
- Threats of violence of 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-lit 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.



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## Lake Forest Graduate School of Management / Crime Data

### Crime Occurrence Locations

Offense	Year	On Campus	Non Campus	Public Property	Total
<b>Murder and Non-negligent Manslaughter</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Negligent Manslaughter</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Rape</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Fondling</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Incest</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Statutory Rape</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0



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<b>Robbery</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Aggravated Assault</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Burglary</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Motor Vehicle Theft</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Arson</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Liquor Law Arrests</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Drug Law Arrests</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0



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### Hate Crimes

The Hate Crime statistics are crimes where the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability.

**2020:** Zero Hate Crimes

**2019:** Zero Hate Crimes

**2018:** Zero Hate Crimes

### Unfounded Crime

A crime is considered unfounded for Clery Act purposes if a sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

**2020:** Zero Unfounded Crimes

**2019:** Zero Unfounded Crimes

**2018:** Zero Unfounded Crime

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