

2018 Wheaton College Clery Act Crime and Fire Safety Reports, Honey Rock Campus

Mission & Objectives

Institutional Mission Statement

Wheaton's mission statement expresses the stable and enduring identity of the College - our reason for existence and our role in society and the church. All the purposes, goals, and activities of the College are guided by this mission.

Wheaton College exists to help build the church and improve society worldwide by promoting the development of whole and effective Christians through excellence in programs of Christian higher education.

This mission expresses our commitment to do all things - "For Christ and His Kingdom."

Honey Rock as a Campus of Wheaton College

Honey Rock Campus is a separate campus of Wheaton College, located in Three Lakes, WI. All students who are attending courses at the Honey Rock campus are students of Wheaton College in Wheaton, IL. Therefore, all policies and programs that pertain to Wheaton College apply to the Honey Rock campus, as well. Many of the policies and programs included in this Annual Security Report are those of Wheaton College, and are valid for any students attending classes at Honey Rock, or staff working on that campus.

Security Awareness and Crime Prevention Programs

Recognizing that the most effective way to increase security and prevent crime is to educate community members on safe practices, the College regularly hosts security awareness and crime prevention programs on its main campus in Wheaton, IL. The goal of these programs is to inform the campus community about safety procedures and practices, and to encourage the campus community to be responsible for their own security and the security of others.

At the beginning of the school year during Orientation, the Chief of Public Safety delivers a video presentation to incoming students outlining the ways in which they can keep themselves and their belongings secure by following basic safety strategies. The video also addresses fire safety concerns and elements of the fire code that students are required to follow.

There are also programs designed to educate employees about security awareness. Each department has a safety representative, and they meet several times a year to discuss safety best

practices. The Chief of Public Safety is also a member of the College's Student Care Network—a collaborative team of people from different College departments—and they meet regularly to discuss how different departments can work together to address security issues across campus in the interest of promoting safety and awareness. The Chief of Public Safety is occasionally asked to give a presentation to the rest of the SCN which covers security awareness and crime prevention in a workplace context.

Crime prevention programs specifically aimed at students include the aforementioned video presentation during Orientation, as well as a self-defense class taught by the Applied Health Sciences department which runs for half a semester.

Public Safety is available to provide additional security awareness and crime prevention programs at the request of individual departments or Student Development. These may either cover general safe practices or more specific concerns, depending on the request.

Investigation and Enforcement Authority, Jurisdiction

The Wheaton College Honey Rock campus does not maintain any security personnel on-site. For any incident that requires an immediate emergency response, Honey Rock staff is responsible for calling 9-1-1 to request assistance from local Emergency Services providers. Victims of a crime are encouraged to immediately contact Honey Rock staff or to call 9-1-1 directly to report a crime.

As there are no on-site security personnel, there is no written Memorandum of Understanding with the local police department.

Collection of Crime Data

Wheaton College Public Safety prepares the Annual Security Report (“ASR”) to comply with the Campus Security Act of 1990, more commonly known as the Clery Act. The ASR includes several College policies related to campus safety, in addition to crime statistics for the previous three years. The full text of this report can be located on our web site at <https://www.wheaton.edu/about-wheaton/offices-and-services/public-safety/> under the heading “Clery Act Report.” If you are attempting to access the site from off campus, you can connect via the Wheaton College home page at <http://www.wheaton.edu/> and then search for Public Safety.

Crimes that are reported directly to Public Safety at its primary Wheaton, IL, campus are logged and an official report is written detailing the nature of the crime and the outcome of any investigation conducted. We use these reports as the initial basis for compiling the statistics in the ASR. In addition, Public Safety also requests data from the Wheaton Police Department and other Campus Security Authorities (“CSAs”) regarding crimes that may have been reported to those departments but not to Public Safety, but which still must be included in the crime statistics. Each CSA provides updated information on their educational efforts and programs to comply with the act.

The Clery Act requires that the ASR include statistics for the following crimes occurring over the past three calendar years: murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses (rape or fondling), non-forcible sex offenses (incest or statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, dating violence, domestic violence, and stalking. Also included in the statistics are students who were referred for disciplinary sanctions or arrest for: liquor law violations, drug violations, and illegal weapons possession. In addition, all hate crimes are included that target victim(s) based on their race, gender, religion, sexual orientation, ethnicity, disability, gender identity, or national origin. In addition to the crimes enumerated in the previous paragraph, hate crimes also include larceny-theft, simple assault, intimidation, or destruction, damage, or vandalism of property where the victim was targeted for one of the aforementioned reasons.

The Clery Act requires campuses to report designated crimes that occur in residence halls, campus grounds and buildings, public property adjacent to campus, and non-campus buildings or property owned or controlled by the College that is used by students for educational purposes. The FBI's Uniform Crime Reporting ("UCR") System is the source of the definitions that we use for Clery Act reporting.

The Clery Act also requires campuses to log and report any fires that occur in on-campus student housing facilities. A "fire" is here defined as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner." All fire statistics for the past three years can be found in the second half of this report or at the website <https://www.wheaton.edu/about-wheaton/offices-and-services/public-safety/emergency-prevention-and-response/crime-prevention-awareness-and-reporting/crime-statistics-and-clery-act/>

Campus Security Authorities

The following departments and their supervisors have the responsibility to report crimes to Public Safety to be included in the ASR:

- Residence Life
- Student Development
- Athletics
- Wheaton in Chicago
- Wheaton College Science Station
- HoneyRock
- Student Health Services
- Global and Experiential Learning

Networking

Public Safety sends copies of its crime reports/case reports to a limited number of people, depending upon the circumstances. Those who may receive a copy include the Vice President of Student Development, Dean of Student Care and Graduate Student Life, Dean of Residence Life, Director of Risk Management, Director of Human Resources, and others as needed to keep them

informed of security incidents. Students who engage in criminal activity off-campus are referred to Student Development.

Reporting a Crime

Students can report crimes to Honey Rock staff or by calling 9-1-1 to summon Emergency Services. For crimes that are in progress or have just occurred, students are urged to call 9-1-1 immediately. For non-urgent reports, students can also contact on-site Honey Rock staff, or Public Safety (630-752-5911), or Student Development (630-752-5022), both of which are staffed at the main campus in Wheaton, IL.

There are no campus police or security personnel at Honey Rock. Students are encouraged to report all crimes to local law enforcement in an accurate and timely manner, especially if the crime requires an immediate response from law enforcement. Witnesses to a crime are further encouraged to report all crimes to local law enforcement when the victim of a crime elects to, or is unable to, make such a report.

There are no non-campus locations of student organizations—such as fraternity houses—associated with Wheaton College Honey Rock campus.

Reporting a crime in a confidential manner

If you are a victim of a crime and do not want to pursue action within the College's disciplinary channels or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief of Public Safety or a designee of Wheaton College can file a report on the details of the incident without revealing your identity.

Designees include all Public Safety Officers and those College employees responsible for reporting Clery violations: Dean of Student Care and Graduate Student Life, Dean of Residence Life, Director of Student Health Services, Director of the Counseling Center, and the Director of Honey Rock. With the exception of the Director of Honey Rock, all aforementioned personnel are located at the College's main campus in Wheaton, IL. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College and for Honey Rock.

Any crimes which fall within the purview of Title IX offenses will be referred to the Title IX Coordinator for investigation in compliance with the law. The College will generally honor the wishes of the victim of sexual misconduct in whether or not to involve law enforcement, but may in some circumstances need to take further action. More information on privacy and confidentiality in Title IX matters can be found in the College's Discrimination, Harassment, and Sexual Misconduct Policy.

Information reported to the professional counselors in the Counseling Center is privileged, by law, to the extent that these counselors are not allowed to report most crimes to anyone outside their department. However, the counselors are encouraged, at their discretion and if they believe it to be in the best interest of the student, to let students know that the students themselves may report any crimes to Public Safety. If the victim of a crime wishes to keep their identity confidential when reporting the crime to Public Safety, such a report will be treated in the same aforementioned manner as other confidential reports.

Student Disciplinary Proceedings Results Policy

The College will, upon written request, disclose to the alleged victim (or next of kin, where appropriate) of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense.

Security and Access

The Honey Rock campus maintains no security personnel; as such, the students and staff who reside at the campus are responsible for securing buildings when they are unoccupied. There are several residential housing facilities, including cabins, but these do not have regular hours to determine when they are secure or open. There are some facilities, including the dining hall, that are open 24/7 and accessible to anyone who is living at the Honey Rock campus.

Honey Rock staff are responsible for maintaining campus facilities, and for taking security considerations into account when doing routine maintenance and other repairs. If a staff member notices a maintenance issue that leaves an area unsafe or unsecure, they will communicate with other staff and their supervisor to determine and implement an appropriate remedy.

Weapons and Explosives

Wheaton College prohibits the possession or discharge of fireworks on all of its campuses. Students may not possess or store weapons or explosives on campus. Students will incur a \$75 fine for such possession. Disciplinary action will be taken by the College for unauthorized possession or use of the following:

- A. Firearms or replicas thereof: replicas will be confiscated and not returned;
- B. Explosives and/or explosive devices;
- C. Weapons or devices which injure or have the potential to injure another person or property, such as water balloon launchers and nunchucks;
- D. Pellet guns, air-soft guns, B-B guns, and paintball guns;
- E. Fireworks;
- F. Dangerous chemicals or fuels;
- G. Knives;
- H. Bows and arrows; and
- I. Swords.

Drug and Alcohol Policy

Possession, Use, or Sale of Controlled Substances

The Student Handbook, in affirming the standards set forth in the Community Covenant, prohibits the unlawful manufacture, distribution, dispensing, possession, use, or sale of controlled substances or any illegal drug while one is a student at Wheaton College. Students in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion and referral for prosecution. (Please refer to the Conduct Policy in the Student Handbook for details.) In addition to Wheaton College sanctions, State and Federal law provide for fines and/or imprisonment for the unlawful possession, sale, manufacture or distribution of drugs or alcohol. Moreover, an individual student convicted of any offense under Federal or State law involving the possession or sale of a controlled substance will lose eligibility to receive any grant, loan, or work assistance beginning on the date of conviction and ending on a date specified by whether it was a first or second conviction. The College is required to notify the source of financial aid within 10 days of a conviction of a violation of this law.

The College expects that students will personally uphold their commitment to the Community Covenant by refraining from the use of illegal drugs and alcohol while they are enrolled, and to create living environments that are free from alcohol and illegal drug use. Students who allow alcohol and/or illegal drugs into their living spaces will be held accountable under the student conduct process outlined in the Student Handbook.

Possession, Use, or Sale of Alcohol

Wheaton College and all Wheaton College-related functions will be alcohol-free. This means the possession or consumption of alcohol in any form will be prohibited in, on, or around all campus properties, owned or leased. The same prohibition applies to all Wheaton College vehicles, whether on or off campus, and to all Wheaton College events or programs, wherever they may be held. While enrolled in Wheaton College, undergraduate members of the community will refrain from the consumption of alcohol in all settings. Graduate students, faculty members and staff members will use careful and loving discretion in any use of alcohol. They will avoid the serving or consumption of alcohol in any situation in which undergraduate members of the Wheaton College family are or are likely to be present.

In addition to being a violation of the College's alcohol-free policy, it is also unlawful for persons under 21 years of age to purchase or consume alcohol. Students in violation of state underage drinking laws may be subject to disciplinary action not limited to suspension or referral for prosecution.

If a student is found to be under the influence and it is not clear if the student will be safe, the College will call an ambulance to have the student properly assessed at the hospital.

Additional information concerning the College's alcohol and drug policy, including a full

description of the policy and the reasoning behind it, can be found in the Student Handbook.

Substance Abuse Education Policies

The Student Development Office and the Counseling Center sponsor a variety of drug awareness and prevention programs to inform students of health risks. Students struggling with alcohol and/or drug use may contact the Wheaton College Counseling Center to request help and to learn about drug and alcohol treatment options. The Wheaton College Counseling Center is a free, confidential resource and is not connected to the Wheaton College conduct process. The Counseling Center is located on the first floor of North Harrison Hall at the main campus in Wheaton, IL, and may be reached at 630.752.5321. The full text of the College's Alcohol and Drug Free Community Policy can be found here: [https://www.wheaton.edu/media/student-development-related/2018-19-Handbook-Policies-and-Procedures-\(updated-8-2018\).pdf](https://www.wheaton.edu/media/student-development-related/2018-19-Handbook-Policies-and-Procedures-(updated-8-2018).pdf)

For employees, the following is excerpted from the College's Drug-Free Workplace Policy:

“If you are struggling with the use of drugs or alcohol, the following confidential resources are available:

Counseling Center - initial assessment and referral, ext. 5321

Employee Assistance Program* – up to three assessment sessions and referral, 888-293-6948

Additionally, the Chaplain's Office, ext. 5087, is always available to provide spiritual guidance and prayer support to faculty and staff.

*This resource is only available to full-time and reduced full-time employees (i.e. those whose full time equivalency is .75 or above). Please contact Human Resources if you have questions regarding your eligibility.”

The full text of the Drug-Free Workplace Policy can be found here:

<https://www.wheaton.edu/media/human-resources/Employee-Handbook-1-3-18.pdf>

Missing Person Policy

The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

Wheaton College recognizes the importance of safety for each member of our community. For purposes of this policy, a student may be considered to be a “missing person” if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

- I. Procedures for designation of emergency contact information
 - A. Students age 18 and above and emancipated minors

Wheaton College will have each new student provide emergency contact information on a voluntary basis. In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Wheaton College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Wheaton College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact or update their information can do so by notifying the Residence Life Office. A designation will remain in effect until changed or revoked by the student during his or her tenure at the College. The College will not use this information for any purpose other than missing student notifications.

B. Students under the age of 18

In the event that a student who is not emancipated is determined to be missing relative to the following procedures, the College is required to notify a custodial parent or guardian.

C. At the College's discretion, in addition to the specified contact person, the College reserves the right to contact a parent and/or guardian.

II. Official notification procedures for missing persons

A. Any individual on campus who has information that a student may be a missing person must notify Honey Rock staff. In turn, Honey Rock staff will contact all appropriate offices that need to be consulted or informed, including the police.

B. Subsequently, all essential information (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, recent ID card access points, etc.) about the student will be gathered from the reporting person and from the student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student.

C. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Honey Rock staff will contact the appropriate local law enforcement agency to report the student as a missing person, and the local law enforcement agency will take charge of the investigation. Honey Rock staff will cooperate with, aid, and assist the local law enforcement agency in all ways prescribed by law.

D. No later than 24 hours after determining that a student is missing, Wheaton College will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

- E. In cases where the student is over 18 and has not identified a person to be contacted, Honey Rock staff will notify the appropriate law enforcement officials.

III. Campus Communication about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communication regarding missing students will be handled by outside law enforcement authorities, who may consult with the Director of Media Relations at Wheaton College. All inquiries to the College regarding missing students or information provided to any individual at the College about a missing student, shall be referred to the Chief of Public Safety, who shall refer such inquiries and information to law enforcement authorities in consultation with the Director of Media Relations at the College.

Prior to providing the Wheaton College community with any information about a missing student, the Director of Media Relations shall consult with the Chief of Public Safety and with local law enforcement authorities to ensure that communication does not hinder the investigation.

IV. Procedure for Persons Deemed Missing in the Wilderness

When the buddy board is not cleared and/or a boat is found missing, all people in and on the water must be checked as well as the camper cabins, the bathhouses, their counselors and cabin mates.

If a person is still missing, all individuals must be systematically cleared from the waterfront and a line-up called (individuals grouped on basketball court) with HoneyRock staff checking all groups and areas. Meanwhile, staff should be deployed in an organized search under the leadership of the Camp Director:

1) If a missing person was in a small craft:

Using motorized craft, canoes, and rowboats, check the entire lake starting where the camper was last seen. If capsized boat is found, begin in-water search using a search line, systematically sweeping the area following parallel to the shoreline, allowing for wind and current, holding hands and feeling with feet until up to head depth; otherwise, if away from the shore, anchor boat and do concentrated sweeps around the boat.

2) If a missing person was in the swim area:

- Using a search line, systematically sweep the area where the camper was last seen following parallel to the shoreline and allowing for wind and current. Hold hands and feel with feet until the water is up to your head.

- Don masks, snorkels, fins, and continue to search in the same formation, feeling the bottom and overlapping as you go. (Diving masks and snorkels are kept in the swim shack at the beach.)
- Canoes and rowboats can be deployed to search a wider area and downwind.
- If a camper is still not found in 20 minutes and all of camp and areas where they were last seen have been thoroughly searched, the top administrator present in camp (Camp Director, full time staff, etc.) should call in a local rescue unit--Three Lakes Police and Fire Rescue teams. When found, a long blast on the emergency horn should be used to call off the search.
- If the person has drowned, artificial respiration, CPR and the AED should be implemented as needed and should begin immediately. The procedures should continue until the doctor says otherwise.

Additional Policy Statements

Fire Drills

Wheaton College Honey Rock campus does not conduct regular fire drills. However, every season Honey Rock staff meets with each student group and covers fire evacuation and emergency procedures. They also conduct regular drills for severe weather, active shooter, and missing persons protocols.

Fire Safety

Fire Safety equipment such as fire alarms, smoke detectors, and manual pull stations are located in some Honey Rock buildings for safety and should be used only in emergency situations. Tampering with fire equipment, disconnecting smoke alarms, or intentionally activating a fire alarm constitutes a *class 4 state felony* and may lead to incarceration. The College will also take disciplinary action. Finally, legal action and a fine up to \$1000 may be pursued by the local police. Malfunctioning smoke alarms should be reported at once to Honey Rock staff. Students who do not cooperate in evacuating a building when a fire alarm is sounded will be subject to disciplinary action and a \$50 minimum fine. Intentionally seeking to burn items near College property will result in a fine of \$50 and possible disciplinary action.

Students should also assist in the promotion of basic fire safety principles. Fire exits should not be blocked and fire doors should not be propped open, and belongings should not be placed in hallways or stairwells. Students are encouraged to use power strips with circuit breakers in their rooms. All extension cords must have a ground wire (three prongs). Playing sports indoors is prohibited. Sports equipment striking fire safety equipment will result in a \$50 fine. Fire hazards should be reported to Honey Rock staff.

- **Flammable Materials.** Combustible materials, including flammable liquids, are not permitted in student rooms, storage areas, or other College buildings. Additionally, the smoking of any substance on College property is prohibited. Burning candles or incense is prohibited due to insurance restrictions and also to ensure fire prevention. Plug-in type deodorizers, paper streamers, excessive paper items, and organic decorative materials such as live Christmas trees,

straw, and corn shucks which are flammable are not permitted in College buildings. Materials which have been fireproofed are available and should be used. *Due to the high temperature of their bulbs, halogen lamps are prohibited in College housing.*

The Fire Safety Report in its entirety can be found at the conclusion of this Report, including all information required by law concerning fires in on-campus student housing.

Discrimination, Harassment, and Sexual Misconduct Policy

Discrimination, Harassment, and Sexual Misconduct Policy

Wheaton College strives to serve Jesus Christ and seeks to enroll and hire individuals who have decided to follow Jesus Christ as Lord and Savior and live according to biblical standards. The goal of campus life at Wheaton College is to live, work, serve, and worship together as an educational community centered around the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information; it is the education of whole persons who will build the church and benefit society worldwide “For Christ and His Kingdom.” Along with the privileges and blessings of membership in such a community come responsibilities. The members of the Wheaton College campus community have consented to the responsibilities articulated in the [Wheaton College Community Covenant](#) and elsewhere in College policies. This Policy describes the prohibition of unlawful discrimination, harassment, and sexual misconduct of any kind and has been developed in order to honor biblical principles, comply with federal and state law, and follow best practices for campus safety.

I. Notice of Nondiscrimination

It is the policy of Wheaton College to prohibit unlawful discrimination and harassment against any member of its community based on the individual's race, color, national origin, sex, age, disability, citizenship, veteran status, genetic information, or any other consideration made unlawful by relevant law, in matters of admissions, employment, housing, or in any aspect of the educational programs or activities it offers. As a religious institution, Wheaton College retains the right to make employment, admission, and educational decisions on the basis of an individual's religious beliefs and conduct consistent with the Wheaton College Statement of Faith, Community Covenant, and other policies. Consistent with Title IX of the Educational Amendments of 1972 and other applicable state and federal laws, Wheaton College considers sexual misconduct, including sexual violence, exploitation, and interpersonal violence such as stalking, dating violence, and/or domestic violence, to be a form of prohibited sex discrimination. Violations of this Policy may result in the imposition of sanctions up to, and including, termination or dismissal.

II. Scope of this Policy

This Policy applies to all members of the College community, including students, faculty and staff (hereinafter “employees”), volunteers, visitors, and other guests of the College community, and to contractors, consultants, and vendors doing business or providing services to the College. The Policy applies to on-campus and off-campus conduct, including online or electronic conduct, when the off-campus conduct (i) occurs during a College-sponsored educational activity or program; (ii) adversely impacts the education or employment of a member of the College community; or (iii) otherwise threatens the health or safety of a member of the College community.

While the College is committed to the principles of free inquiry and expression, the discrimination, harassment, and sexual misconduct prohibited by this Policy are neither legally protected expression nor the proper exercise of academic freedom.

III. The Role of the Title IX Coordinators/Discrimination Complaint Officers

Wheaton College's Title IX Coordinators/Discrimination Complaint Officers are responsible for implementing and monitoring Title IX Compliance on behalf of the College. This includes coordination of training, education, communications, and administration of the Complaint Resolution Procedures for the handling of suspected or alleged violations of this Policy.

The Title IX Coordinators and their contact information are as follows:

Lead Title IX Coordinator/Discrimination Complaint Officer:

Bryan Seiler, Blanchard #248, (630) 752-5496, bryan.seiler@wheaton.edu

Deputy Title IX Coordinator/Discrimination Officer for Students:

Carrie Williams, Student Services Building #218, (630) 752-5797,
carrie.williams@wheaton.edu

Title IX Coordinator/Discrimination Complaint Officer for Employees

Karen Tucker, Blanchard #154, (630) 752-5060, karen.tucker@wheaton.edu

Further information about Title IX and sex discrimination in education is available from the U.S. Department of Education's Office of Civil Rights (Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, Tel: (312) 730-1560, TDD: (877) 521-2172), Email: OCR.Chicago@ed.gov).

IV. Prohibited Conduct

In determining whether alleged conduct violates this Policy, the College will consider the facts and circumstances of the incident, including the nature of the alleged misconduct and the context in which it occurred.

A. Discrimination

Discrimination is unequal, adverse treatment of an individual because of his or her protected class status. For instance, giving two similarly situated individuals different pay, opportunities for advancement, or educational opportunities may constitute discrimination if the reason for the different treatment is the protected status of one of the individuals. Discrimination on the basis of sex also encompasses sexual harassment and sexual misconduct, as defined below.

B. Harassment

Harassment is unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected status. Such conduct may violate this Policy if it (1) has the purpose or effect of creating an intimidating, hostile, or offensive working, living, or learning environment for the affected individual, or (2) substantially interferes with that individual's working, living, or learning environment.

Examples of harassment may include (but are not limited to) the following:

- jokes or epithets about another person's protected status;

- teasing or practical jokes directed at a person based on his or her protected status;
- the display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic;
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group;
- refusing to offer employment or educational opportunities to someone because of the person's protected status; and/or
- making an employment or academic decision because of the person's protected status.

Whether conduct constitutes harassment may depend, in part, on how the conduct is viewed by the person who is subject to the conduct.

C. Sexual Misconduct

The following offenses are considered sexual misconduct and are prohibited by the College.

1. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic or physical conduct of a sexual nature, without regard to whether the parties are of the same or different sexes, where:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, status in a position of employment or an academic course or program, or participation in any educational program or activity of the College ("quid pro quo" harassment); or
- Such conduct is sufficiently severe, pervasive, or persistent that it has the purpose or effect of unreasonably interfering with an individual's educational or work environment ("hostile environment" harassment).

The following examples illustrate the type of conduct that is prohibited harassment under this Policy:

- Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual nature;
- Offering or implying a job- or education-related reward (such as a pay increase, a favorable employment evaluation, a job promotion, a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threatening or taking a negative employment or educational action (such as a reduction in pay, a negative employment evaluation, or a demotion, giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's job or academic work more difficult because sexual conduct is rejected;
- The use or display, including electronic display, in the workplace or classroom, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical or other justification; and

- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience.

2. Sexual Violence

Sexual violence is a particular type of sexual harassment that includes physical sexual acts perpetrated when consent is not present, where a person is incapable of giving consent, or coercion and/or force is used. This includes non-consensual sexual contact as well as non-consensual sexual intercourse or penetration, which the Policy defines as follows:

- Non-consensual sexual contact (or attempts to commit the same) is the intentional touching or fondling of a person's genitals, breasts, thighs, groin, or buttocks, or any other contact of a sexual nature (including by bodily fluids) when consent is not present or coercion and/or force is used. This includes not only direct contact, but also contact through clothing and/or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch, fondle, or contact oneself or another.
- Non-consensual sexual intercourse or penetration (or attempts to commit the same) is any penetration of the sex organs or anus of another person or penetration of the mouth of another with one's sex organs when consent is not present or coercion or force is used. This includes penetration or intrusion, however slight, by an object or any part of the body.

As explained further below, sexual violence includes sexual contact, intercourse, and/or penetration while knowing or having reason to know that the individual was incapacitated due to alcohol and/or drug consumption or was otherwise unable to consent. Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this Policy) is strictly forbidden.

3. Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of a person other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include: invasion of sexual privacy; prostituting another person; non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity; non-consensual producing, obtaining and/or distributing photos, videos, other images, or information of an individual's sexual activity, or intimate body parts; engaging in non-consensual voyeurism; knowingly transmitting a sexually transmitted infection ("STI"), such as HIV, to another without disclosing your STI status; exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and distributing or forcing others to view pornography.

4. Dating Violence

Dating violence is violence or the threat of violence by a person with whom the individual is or has been in a social relationship of a romantic or intimate nature. Whether such a relationship exists will be gauged by its length, type, and the frequency of interaction.

5. Domestic Violence

Domestic violence is violence committed by the current or former spouse, intimate partner, current or former cohabitant of the individual, by someone with whom the individual shares a child in common, or violence against anyone else protected under the domestic or family violence laws of the jurisdiction in which the violence occurred.

6. Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or suffer substantial emotional distress.

For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the individual. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling or interfere with one's normal daily activities and relationships.

Examples of stalking include, but are not limited to, the following behaviors:

- Pursuing or following someone or waiting uninvited near a place where a person frequents;
- Being or remaining in close proximity to a person;
- Surveillance or other types of unreasonable observation, including staring or peeping;
- Trespassing or vandalism;
- Threatening (directly or indirectly) a person;
- Gathering information about an individual from friends, family, or others;
- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, text messages, emails, written letters, gifts, or any other communications that are undesired; and
- Use of online, electronic, or digital technologies, including posting of pictures online, sending unwanted/unsolicited email or chat requests, posting private or public messages on social media sites, installing spyware on someone's computer, or using GPS to monitor a person.

D. Consent, Coercion, and Incapacitation

Wheaton promotes a biblical sexual ethic that reserves consenting intimate sexual expression within a marriage between a man and a woman. Intimate sexual expression outside the biblical boundary of marriage may increase the risk of miscommunication about consent. As we live and work in community, we recognize that we may at times fall short of these biblical standards. However, this Policy establishes standards for identifying when such expression violates institutional boundaries for ensuring the safety and well-being of all members of the community.

1. Consent

Consent is voluntary, informed, and mutual, and may be withdrawn at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language, or attitude. However, a lack of verbal or physical resistance or submission resulting from the use or threat of force, coercion, manipulation, or intimidation does not constitute consent. Likewise, a person's manner of dress, consent to prior sexual activity, consent to sexual activity with a different person, or relationship status with the person does not constitute consent. It is the responsibility of the initiator of any sexual activity to ensure that he or she has the other person's consent before engaging in sexual activity.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent. Sexual contact with anyone who is under the legal age of consent, is asleep or unconscious, or is incapacitated due to consumption of alcohol, drugs, medication, or a mental or physical impairment is a violation of this Policy. People who are unconscious or physically unable to communicate are assumed to be incapable of giving consent for purposes of this Policy.

2. Coercion

Coercion is to force a person to act based on fear of harm to self or others. Means of coercion may include but are not limited to pressure, threats, emotional intimidation, a power differential between the parties, and/or the use of physical force.

3. Incapacitation

Incapacitation means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and/or a disability that impacts the ability of an individual to provide legal consent. Where alcohol or other drugs are involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution. Being intoxicated or drunk is never a defense to a complaint of sexual misconduct under this Policy.

V. Reporting Alleged or Suspected Violations of this Policy

The College maintains multiple methods to report conduct in violation of this Policy. The College encourages individuals who are aware of conduct in violation of this Policy to utilize the methods set forth below. Although there is no specific time limit for reporting a suspected violation of this Policy, an individual who believes that he or she has been subjected to conduct that violates this Policy is encouraged to contact one of the resources set forth below as soon as possible after the alleged policy violation to discuss the available options for proceeding.

A. Reporting Policy Violations to the College

1. Title IX Coordinators/Discrimination Complaint Officers

The College strongly encourages individuals, including third-party bystanders, to report incidents of discrimination, harassment, and sexual misconduct to the Title IX Coordinators/Discrimination Complaint Officers. The contact information for the Title IX Coordinators is set forth in Part III of this Policy.

With the exception of the confidential resources listed below, all other College employees, including student employees, who receive a report of conduct in violation of this Policy are required to report all details of the incident (including the identities of the individuals involved) to the Title IX Coordinators/Discrimination Complaint Officers.

2. Public Safety

Individuals may also report incidents under this Policy to Wheaton College's [Department of Public Safety](#):

Phone: (630) 752-5911
 Email: public.safety@wheaton.edu
 In Person: Chase Service Center

Public Safety can assist in securing resources and/or making a report to the local police, regardless of the location where the incident occurred. Reports made to Public Safety are not confidential and must be shared with the Title IX Coordinators/Discrimination Complaint Officers. *Please note: Public Safety employs student workers. If you wish to speak with a non-student, you may ask to speak with an officer.*

3. Additional Reporting Options for Racial Discrimination and Harassment

In addition to the above resources, racial discrimination and/or harassment may be reported to:

Students:

Rodney Sisco, Director of Multicultural Development, Beamer Center, Lower Level #076
 (630) 752-5028, rodney.sisco@wheaton.edu

Employees:

[Karen Tucker, Director of Human Resources](#), Blanchard #154
 (630) 752-5060, karen.tucker@wheaton.edu

These individuals are responsible, along with others, for monitoring the racial climate on behalf of the College. This includes coordination of training, education, communications, and assisting with the administration of the Complaint Resolution Procedures for the handling of alleged violations of this Policy. Reports made to these individuals are not confidential and must be shared with the Title IX Coordinators/Discrimination Complaint Officers.

4. Anonymous and Confidential Reporting

The College recognizes that in some instances, individuals may wish to initiate an anonymous report to protect their identity. Individuals wishing to make an anonymous and confidential report may do so by visiting the College's EthicsPoint portal, found at: www.wheaton.edu/ethicscomplaints, or by calling (888) 416-1302.

Anonymous reports will be investigated to the greatest extent possible. However, the College's ability to take action may be limited in the case of anonymous reports by the amount of information provided.

5. Information Regarding Rights of Survivors of Sexual Misconduct

Upon receipt of a report alleging sexual misconduct, the College will provide the survivor with a written document (separate from this Policy) listing, in plain, concise language the survivor's rights, options, and resources, as well as a description of the College's Discrimination, Harassment, and Sexual Misconduct Complaint Resolution Procedures.

B. Privacy and Confidentiality of Reports to the College

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this Policy will be observed, provided that it does not interfere with the College's ability to conduct an investigation and take any corrective action deemed appropriate by the College.

1. Amnesty for Good Faith Reports of Sexual Misconduct

The College encourages the reporting of violations of this Policy and seeks to remove any barriers to an individual making a report. The College recognizes that students may be hesitant to report a sexual assault violation in some circumstances, such as when they or others may be accused of violating other College policies, such as drinking or using drugs at the time of the incident. Given this concern and the College's desire to provide for the safety of all community members, no conduct proceedings or conduct record (for students) or disciplinary actions (for employees) will result from an individual's good faith report of sexual misconduct believed to violate this Policy.

2. Requests for Confidentiality

In some cases, an individual may disclose conduct that would violate this Policy to a non-confidential source but wish to maintain confidentiality or request that no investigation into a particular incident be conducted. The College must weigh such requests against the College's obligation to provide a safe, non-discriminatory environment for all members of the College community. Although rare, there are times when the College may not be able to honor an individual's request for confidentiality.

The Title IX Coordinators/Discrimination Complaint Officers are responsible for evaluating requests for confidentiality. When weighing an individual's request for confidentiality or that no investigation or sanction be pursued, the Title IX Coordinators/Discrimination Complaint Officers will weigh the totality of the circumstances to determine whether there is a risk of the alleged perpetrator(s) committing additional acts of discrimination, harassment, or sexual misconduct. Examples of such circumstances include, but are not limited to, the following: other complaints about the same alleged perpetrator, a history of prior similar behavior from the alleged perpetrator, a report that the alleged perpetrator threatened further harm, a report that gives reason to believe that the alleged perpetrator may be likely to cause future harm, a report that the incident was committed by multiple perpetrators, or a report that the incident reveals a pattern or perpetration at a given location or by a particular group (e.g., a recurring party).

The presence of one or more of the circumstances described above could lead the College to investigate and, if appropriate, pursue sanctions pursuant to the Complaint Resolution Procedures despite an individual's request for confidentiality and/or that no investigation be conducted. If the

College determines that it cannot maintain an individual's confidentiality or uphold a request that the complaint not be investigated, the College will inform the individual prior to the start of the investigation and will, to the extent possible, limit the information shared during the process set forth in the Complaint Resolution Procedures.

3. Mandatory Reporting for “Responsible Employees”

Any “responsible employee” is required to report any communication or conduct that appears to be prohibited by this Policy immediately to the appropriate Title IX Coordinator/Discrimination Complaint Officer. A responsible employee is defined as any College employee (a) who has the authority to take action to redress sexual violence, (b) who has been given the duty of reporting incidents of sexual violence or any other misconduct by students or employees to the appropriate Title IX Coordinator/Discrimination Complaint Officer or other appropriate school designee, or (c) whom a student or employee could reasonably believe has this authority or duty. Examples of responsible employees include faculty members, administrators, residence directors (RDs), graduate resident advisers (GRAs), resident assistants (RAs), and all other staff members.

As provided in further detail below, Wheaton College employees working in Student Health Services, the Counseling Center, and the Chaplain's Office are considered confidential employees and are not subject to these reporting requirements.

4. Confidentiality Obligations of Participants

Recognizing the confidentiality of reports under this Policy encourages parties and witnesses to participate in the process and share all information they possess, which is necessary for achieving fair outcomes. If parties or witnesses fear that their participation and the information they share will be revealed, then concerns about reputation, peer pressure, and retaliation may deter them and others from participating or even bringing forward complaints in the first instance. The disclosure of this information outside of the reporting process can erode the community's trust in the investigation process, impair its effectiveness, and may have the purpose or effect (unintended or intended) of retaliating against those who participate in the process.

For these reasons, all parties and witnesses involved in an investigation under this Policy are prohibited from disclosing, at any time and through any medium (including social media), the identity of the parties and witnesses, and any details or information regarding an incident, investigation, or finding to anyone except:

- (1) to College employees as necessary to implement any provisions of this policy or the business of the College;
- (2) as permitted by this policy (see exceptions below); or
- (3) as permitted or required by law.

In some circumstances, a person who fails to preserve confidentiality may face disciplinary action. In addition, to ensure that parties and witnesses can participate in the investigation in the absence of intimidation, harassment, or coercion, the College has the authority to issue a no-contact directive pursuant to which the individuals notified are forbidden from having contact, directly or indirectly, personally or through others, and through any medium (including but not limited to social media), with others specified in the directive. Violation of a no-contact directive may result in disciplinary action.

As noted, there are exceptions to the principle of confidentiality.

First, the Complainant and Respondent are not subject to confidentiality with regard to the result of a disciplinary proceeding alleging domestic violence, dating violence, sexual violence, or stalking. “Result” refers to the disciplinary proceeding’s determination, namely whether the alleged conduct was found to have occurred, any sanction imposed, and the rationale for the result and sanctions. As a practical matter, this means that after adjudication, the parties may disclose to others the core allegations, the outcome, and the sanction imposed, if any, but not the identity of the parties, witnesses to the proceeding, or any information learned during the investigation or adjudication that the party did not already know.

Second, the parties may also share any information with certain people with whom they have a special relationship: parents or guardians, siblings, spouses, legal counsel, health care and mental health providers, clergy, and the person who is supporting them during the proceeding as permitted by the Policy. It is generally wise to limit the number of people with whom information is shared, particularly because they, too, must hold the information in confidence. Relationships with others, such as close friends, romantic partners, roommates, housemates, teammates, etc., do not constitute special relationships within which sharing of confidential information is permitted.

Third, the College may disclose any information related to the matter as necessary (1) to those to whom it is necessary to give fair notice of the allegations and to conduct the investigation; (2) to law enforcement consistent with state and federal law; (3) to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; (4) to government agencies that review the College’s compliance with federal law; and (5) to third parties as permitted or compelled by law (e.g., in response to a lawful subpoena or in compliance with federal privacy law).

A final, cautionary note is in order. There may be serious and personal legal consequences for those who breach the requirement of confidentiality. Facts surrounding allegations of misconduct under this Policy are often deeply disputed and thus breaches of confidentiality have the potential to seriously affect the reputations of the individuals involved. Although statements made in good faith as part of College disciplinary proceedings are legally protected and should not be used as the basis for a defamation lawsuit, statements made outside of the proceedings lack that protection and could lead to a legal claim by a person who believes that the statements are false, identify him or her to others, or have harmed his or her reputation.

C. Confidential Resources Available to Students

1. Confidential Advisors for Survivors of Sexual Misconduct

Survivors of sexual misconduct as defined by this Policy may obtain confidential assistance by speaking with one of the College’s designated Confidential Advisors. The Confidential Advisors receive forty (40) hours of initial training regarding sexual misconduct and participate in six (6) hours of annual continuing training. Confidential advisors are available to provide emergency and ongoing support to individuals who have experienced sexual misconduct, including:

- Provision of information regarding the individual’s reporting options and possible outcomes, including, without limitation, reporting to the College’s Title IX Coordinator pursuant to this Policy and notifying law enforcement;

- The provision of resources and services including, but not limited to, services available on campus and through community-based resources, such as sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services, and mental health services;
- The provision of information regarding orders of protection, no-contact orders, or similar lawful orders issued by the College or a criminal or civil court;
- An explanation of the individual's right to have privileged, confidential communications with the Confidential Advisor consistent with state and federal law;
- Assistance in contacting campus officials, community-based sexual assault crisis centers, and/or local law enforcement upon request; and/or
- Assistance with securing interim protective measures and accommodations upon request.

The Contact information for the Confidential Advisors is as follows:

	Kathie Hayden, Psy.D.	Meier Clinics
	Rick Meschino, Psy.D.	2100 Manchester Road
	Carol Davis-Serpas, LCPC	Suite 1510
		Wheaton, IL 60187
Business hours:	(630) 653-1717, ext. 1 (identify yourself as a Wheaton College student seeking a confidential advisor)	
After hours:	(331) 771-0082	

The Confidential Advisors only report to the College that an incident occurred without revealing any personally identifiable information. Disclosures to confidential advisors do not trigger any College investigation. Please note that limitations of confidentiality exist for individuals under the age of 18.

2. On-Campus Confidential Resources

The College has designated the Counseling Center, Student Health Services, and the Chaplain's Office as additional confidential resources on campus. Students may contact these resources as follows:

[Wheaton College Counseling Center](#): (630) 752-5321
[Wheaton College Student Health Services](#): (630) 752-5072
[Wheaton College Chaplain's Office](#): (630) 752-5087

The employees of these confidential resources are not considered "responsible employees." Employees in these offices only report to the Title IX Coordinators/Discrimination Complaint Officers that an incident occurred without revealing any personally identifiable information. Disclosures to these confidential resources will not trigger any College investigation. However, please note that limitations of confidentiality exist when the allegations involve individuals under the age of 18.

D. Community Resources

The following off-campus agencies also employ individuals available to discuss incidents of misconduct in confidence. Disclosures to these entities will not trigger the College's investigation into an incident. Please note that limitations of confidentiality exist for individuals under the age of 18.

Sexual misconduct resources:

- *National Sexual Assault Hotline*: 1-800-656-HOPE (4673): Information and referrals for rape, sexual assault, dating, and domestic violence.
- *YWCA Patterson and McDaniel Family Center Hotline*: 630-971-3927; Business (630) 790-6600; 2055 W. Army Trail Rd. Suite 140, Addison, IL 60101: Confidential sexual violence and support services for DuPage County
- *Northwest Center Against Sexual Assault Hotline*: 888-802-8890 (24/7) Address: 415 W. Golf Rd., Suite 47, Arlington Heights, IL Medical and legal advocacy and counseling services

Legal assistance resources:

- Illinois Legal Aid: how to get an order of protection ([video](#))
- Illinois Attorney General: [resources for crime victims](#), including programs that assist with medical and other expenses

Visa and immigration assistance:

- U.S. Citizenship and Immigration Services (USCIS): provides resources to [Find Help in your Community](#) and [Find Legal Services](#).
- Board of Immigration Appeals (BIA): provides a [state-by-state listing of attorneys](#) who provide free and reduced cost immigration services.
- American Immigration Lawyers Association (AILA): [immigration lawyer referral service](#)

Additional resource for full-time employees:

- [Employee Assistance Program](#) ("EAP"): (888) 293-6948

E. Reporting to Law Enforcement

In addition to the above, survivors of sexual misconduct are encouraged to contact proper law enforcement authorities (e.g., by calling 911), including local police, about possibly filing a criminal complaint. Complaints may be made to the Wheaton Police by calling (630) 260-2161. The Title IX Coordinator/Discrimination Complaint Officers, Confidential Advisors, and Public Safety officials are available to assist students, employees, and others in making contact with appropriate law enforcement authorities upon request, or to assist individuals who have further questions about these issues. Except in the case of an allegation involving an individual under the age of 18, the College will not contact law enforcement without the student requesting the College to do so.

Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own investigation as soon as is practical under the circumstances. The College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding. Because the standards for finding a violation of criminal law are different than the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether a violation of this Policy has occurred.

Survivors of sexual misconduct may also seek a judicial no-contact order, restraining order, protective order, or similar lawful order issued by a criminal, civil, or tribal court. Individuals who receive emergency or permanent restraining orders through a criminal or civil court should notify the Title IX Coordinators so that the College can assist in managing compliance with the order on campus.

F. Seeking Medical Assistance & Preserving Evidence

The College also encourages all victims of sexual violence to seek immediate assistance from a medical provider for emergency services, including treatment of any injury, testing for and treating of sexually transmitted infections, and to collect and preserve physical and other forms of evidence. Seeking medical attention helps preserve the full range of options, including the options of working through the College's Complaint Resolution Procedures and/or filing criminal complaints. Many services regarding sexual violence are free.

Under Illinois law, certain medical personnel are required to alert police when the individual requesting treatment appears to have sustained injury as a victim of a criminal offense, including sexual violence. However, the individual may choose whether to speak to the police and is not required to do so.

Local medical assistance can be obtained at:

- **Central DuPage Hospital ("CDH") Emergency Department:** 25 N Winfield Rd., Winfield, IL 60190, (630) 933-1600.
- **Edward Hospital Emergency Room:** 801 S. Washington, Naperville, IL 60540, (630) 527-3000

Both CDH and Edward employ trained Sexual Assault Nurse Examiner ("SANE") nurses to assist individuals and collect physical evidence necessary for law enforcement.

Even if an individual has not been physically hurt, a timely medical examination is recommended so that forensic evidence can be collected and preserved. An individual may choose to allow the collection of evidence by medical personnel even if he or she chooses not to make a report to the police. In order to best preserve forensic evidence, it is recommended that an individual not shower, bathe, douche, clean, use the bathroom (if possible), smoke, or change clothes or bedding before seeking medical attention, and that medical attention be sought as soon as possible. If the individual decides to change clothes, s/he should bring the unwashed clothes worn during the incident to the hospital or medical facility in a clean paper bag.

Under Illinois law, the cost of emergency medical or forensic examinations for sexual violence survivors not covered by private insurance or Illinois Public Aid will be covered by the Illinois Department of Healthcare and Family Services.

G. False Reporting or Testimony

Reports made under this Policy that are later found to be intentionally false or made maliciously without regard for truth, as well as false or misleading testimony provided by a third-party witness, shall constitute a violation of this Policy. This provision does not apply to reports made in good faith, even if the final outcome pursuant to the Complaint Resolution Procedures result find that the conduct reported did not constitute a violation of the Policy.

VI. Mandatory Reporting of Child Abuse, Sexual Abuse, and Neglect

Any Wheaton College employee or volunteer observing, perceiving, or receiving a credible report of any specific incident of child abuse, sexual abuse or neglect must report the incident directly to the appropriate authority without delay. There is no option for confidentiality in the case of suspected child abuse, sexual abuse, or neglect. In other words, all mandated reporters with reasonable cause

to believe that a child may be abused, sexually abused, or neglected must contact the proper authorities.

Child abuse is the mistreatment of a child under the age of 18 by:

- A parent or their romantic partner;
- An immediate relative or someone living in their home;
- A caretaker such as a babysitter or daycare worker; or
- Any person responsible for the child's welfare, such as a health care provider, educator, coach or youth program volunteer.
- The mistreatment can either result in injury or put the child at serious risk of injury. Child abuse can be physical (i.e. bruises or broken bones), sexual (i.e. fondling or incest), or mental (emotional injury or psychological illness).

Neglect is the failure of a parent or caretaker to meet "minimal parenting" standards for providing adequate supervision, food, clothing, medical care, shelter or other basic needs.

For conduct relating to a child in Illinois, the report should be made to the Illinois Department of Children and Family Services Hotline by calling 1-800-252-2873 or 1-800-25ABUSE. For incidents occurring outside of Illinois, the law enforcement agency with jurisdiction over the location of the incident is the appropriate law enforcement agency. If there is any doubt regarding the proper authorities to contact or an incident is observed in progress, call 911 and report the incident as quickly and clearly as possible.

Mandated reporters are also required by this Policy to report suspected child abuse and neglect involving Wheaton College students, employees, or volunteers to the Title IX Coordinators/Discrimination Complaint Officers.

VII. Institutional Crime Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") requires institutions of higher education to compile and publish statistics on certain criminal offenses, including sexual misconduct, that occur on or adjacent to campus property. The Clery Act requires certain crimes reported to a Campus Security Authority ("CSA") to be included in those annual statistics. The Clery Act defines a Campus Security Authority as:

- A campus police or security department;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police or security department . . . such as an individual who is responsible for monitoring entrance into institutional property;
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or
- An official of an institution who has significant responsibility for co-curricular learning, including, but not limited to, student athletics, housing, engagement, and/or conduct.

All crimes reported and documented under the Clery Act will be recorded in an anonymous manner that neither identifies the specifics of the crime or the identity of the individuals involved.

The College is also obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions, such as when the warning could potentially compromise law enforcement efforts or identify the victim/survivor). The identity of a Complainant under this Policy is not identified in a timely warning.

More information about the Clery Act, as well as a copy of the College's Annual Safety Report, is available on the College's [Public Safety website](#).

VIII. Retaliation Prohibited

Retaliation against an individual who makes a complaint alleging a violation of this Policy or who participates in the investigation or resolution of such a complaint is prohibited. Retaliation exists when materially adverse action is taken against an individual as a result of that individual's participation in the protected activity under this Policy. Protected activity includes, but is not limited to, making a good-faith report of conduct in violation of this Policy, cooperating in good faith in the investigation of a complaint under this Policy, and/or testifying as a witness to any report of conduct in violation of this Policy.

Retaliation should be promptly reported to the Title IX Coordinators/Discrimination Complaint Officers. Any acts of retaliation shall be grounds for disciplinary action independent of the sanction or interim measures imposed in response to the underlying report.

IX. Further Resources on Disability Accommodation

To ensure equal access to educational programs and activities and in employment, the College is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), modifications to the work environment or other work-related accommodations, and/or modification to the College's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue hardship for the College or fundamentally alter the nature of the relevant program or activity.

For further information specific to disability services and reasonable accommodation for students, please visit the "Disability Resources" section of the [Academic & Disability Services webpage](#). Additional information for employees can be found in the [Employee Handbook](#).

Further inquiries may be directed as follows:

ADA/Section 504 Coordinator for Students:

Jennie Nicodem, Student Services Building #218,
(630) 752-5674, jennifer.nicodem@wheaton.edu

ADA/Section 504 Coordinator for Employees:

Karen Tucker, Blanchard #154, (630) 752-5060, karen.tucker@wheaton.edu

X. Educational Programs and Training

The College will provide the following education programming and training regarding conduct prohibited by this Policy.

A. Officials with Responsibility for Investigating or Adjudicating Alleged Violations of this Policy Related to Sexual Misconduct

The College will provide officials responsible for the investigation or adjudication of sexual misconduct under this Policy with at least eight (8) hours of annual training on issues related to sexual misconduct, including:

- Federal and state laws regarding sexual misconduct;
- Sexual misconduct behaviors prohibited by College policy;
- How to conduct the College's Discrimination, Harassment, and Sexual Misconduct Complaint Resolution Procedures in a way that protects the safety of complainants and promotes institutional accountability;
- The role of the College, medical providers, law enforcement, and community agencies in creating a coordinated response to reports of sexual misconduct;
- Consent and the impact of drug and alcohol use can have on the ability to consent;
- Cultural sensitivity and compassionate communication skills when speaking with persons reporting sexual misconduct;
- Complainant-centered and trauma-informed response training; and
- Conducting prompt, fair, and impartial investigations into allegations of sexual misconduct.

B. Primary Prevention and Awareness Programs

The College will provide annual primary prevention and awareness programs for all students and employees that include the following:

- A statement that the College prohibits sexual misconduct and a description of the College's policies;
- The definition of consent, in reference to sexual activity, as defined under Illinois law and this Policy;
- The definition of sexual misconduct under Illinois law and this Policy;
- A description of safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual misconduct against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- The procedures that individuals should follow if sexual misconduct has occurred;
- The possible sanctions or protective measures that the College may impose following a final determination of a violation of the Policy;
- The Complaint Resolution Procedures used for disciplinary action in cases of misconduct described in this Policy, including the standard of proof that is used;
- Information about how the College will protect the confidentiality of complainants, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the Complainant, to the extent permissible by law,
- Information about how the College will maintain as confidential any accommodation or protective measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures;

- Written and verbal notification about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for complainants both on-campus and in the community; and
- Written and verbal notification about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the Complainant and if such accommodations are reasonably available, regardless of whether the Complainant chooses to report the crime to campus police or local law enforcement;
- Written and verbal explanation of rights and options available to an individual reporting sexual misconduct, regardless of whether the offense occurred on or off campus; and
- Written and verbal explanation of rights and options available to complainants and respondents in the formal investigation process.

C. Ongoing Prevention and Awareness Campaigns

The College will also provide ongoing prevention and awareness campaigns for students and employees that provide additional information regarding the subjects covered in the primary prevention and awareness programs.

XI. Procedures and Victims' Rights

Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred:

A. Ensure that You Are Safe

- If you are in immediate danger, call 9-911.
- Get to a safe place and seek support from someone you trust.

B. Seek Medical Attention

- All services regarding sexual assault are free
- Eagle River Hospital 201 Hospital Road Eagle River, WI 54521 9-715-479-7411
- Ministry Saint Mary's Hospital 2251 N Shore Dr., Rhinelander, WI 545201 9-715-361-2000

C. Preserve Evidence

- Do not to wash, eat, drink, douche, clean, use the bathroom (if possible), or change clothes. Save evidence in a clean paper bag.

D. Report the Incident

- To report to the police: Three Lakes Police 9-715-546-2211
- Report incident to the appropriate (HoneyRock Finance & Advancement Director) Title IX Coordinator/Discrimination Complaint Investigator. The appropriate Title IX Coordinator/Discrimination Complaint Investigator can assist a student or employee in filing a

complaint. If the victim is concerned about confidentiality, the Title IX Coordinator/Discrimination Complaint Investigator will keep the person's personal information as confidential as possible.

- The Title IX Coordinator/Discrimination Complaint Investigator will assist the person in notifying local law enforcement, if the person so requests.
- A victim has the right to decline to notify any of the above authorities.

E. Seek Support

For confidential places of support including guidance on reporting the incident:

- For students:

Options Counseling Services 9-715-477-2875

HoneyRock Health Center ext. 254

- For students and employees

National Sexual Assault Hotline: 1-800-656-HOPE (4673): Information and referrals for rape, sexual assault, dating, and domestic violence.

Complainants have the right to request orders of protection including no contact orders issued at the request of HoneyRock. Complainants also have the right to seek restraining orders or similar lawful orders issued by a criminal, civil, or tribal court.

For the most recent version, please visit www.wheaton.edu/sexualassaultresponse

Discrimination, Harassment, and Sexual Misconduct Complaint Resolution Procedures

The following Complaint Resolution Procedures (the "Procedures") apply to all suspected or alleged violations of Wheaton College's Discrimination, Harassment, and Sexual Misconduct Policy (the "Policy") and will be carried out by officials who receive the required annual training described in the Policy. If a complaint includes allegations or an individual files multiple complaints that could invoke more than one College policy or procedure, the College shall determine in its discretion what process it will use to resolve the complaint or complaints, and shall notify all parties of its determination. In addition, the College may modify the Procedures in the interest of promoting full and fair resolution of suspected or alleged violations of the Policy in accordance with applicable law.

1. Resolution Time Frame

Wheaton College is committed to prompt and impartial resolution of complaints and allegations of conduct in violation of the Policy. In matters involving allegations of sexual misconduct as defined in the Policy, the College aims to resolve all reports and appeals, where applicable, within sixty (60) calendar days. This time period can be extended as necessary for good cause by notifying the parties of the extension and providing an explanation of the reason for the extension. The relevant Title IX Coordinator/Discrimination Complaint Officer will regularly notify the parties of the status of any proceedings under the Procedures.

2. Definitions

For purposes of the Procedures, a Complainant is the party alleging conduct in violation of the Policy or to whom conduct in violation of the Policy was directed. A Respondent is a party accused of conduct in violation of the Policy. An individual who reports conduct in violation of the Policy

between individuals other than him/herself is referred to as a Third-Party Reporter or Witness. Reasonable cause is when the facts and circumstances alleged or reported, if taken as true, would lead a reasonable person to believe conduct in violation of the Policy has occurred.

3. Initial Review and Assessment

Upon receipt of a report of a violation of the Policy, the appropriate Title IX Coordinator/Discrimination Complaint Officer or Deputy Title IX Coordinator/Discrimination Complaint Officer will conduct an initial review and assessment. If at that time it is determined that the alleged conduct, even if true, would not constitute a violation of the Policy, the matter may be referred to the appropriate campus office for resolution or closed with no further action taken.

Where there is reasonable cause to believe a violation of the Policy may have occurred, the College will proceed, in consultation with the Complainant, as set forth below. In such cases, the Title IX Coordinator/Discrimination Complaint Officer will provide the Complainant and Respondent written notice that a formal investigative process has begun as well as the allegation (or charge) made by the Complainant. In addition, the Complainant and Respondent will also receive a written statement of their rights and options under the Policy and the Procedures.

4. Interim Measures

Where there is reasonable cause to believe conduct in violation of the Policy may have occurred, the Title IX Coordinators/Discrimination Complaint Officers or their designee will provide prompt, appropriate, and reasonably available interim measures to support and protect the parties and prevent any further acts of alleged misconduct, harassment, or retaliation. Interim measures may be imposed regardless of whether formal investigation or legal action is sought by the Complainant.

Such interim measures can include, but are not limited to: referral to counseling and health services; referral to the Employee Assistance Program (for full-time employees only); removing a student, employee, or other individual from campus, modifying course schedules, work arrangements, dining accommodations, or housing; offering campus escorts, and issuing a “no contact” order between the parties. In cases where there is reasonable cause to believe the alleged Respondent is a threat to persons or property, the College may impose interim measures such as suspension (for employees, with or without pay) or any other interim measures the College deems appropriate. Any such interim steps will be taken in a manner that minimizes the burden on the Complainant to the extent possible and respects the rights of all involved parties. Interim measures will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the College to provide the interim measures.

The College will provide written notification to the parties about existing counseling, health, mental health, victim advocacy, confidential advisors, legal assistance, visa and immigration assistance, student financial aid, and other relevant College and community services available.

Violation of a directive and/or other action issued as an interim measure may result in disciplinary action separate from any sanctions issued under the Procedures.

5. Support Persons

The Complainant and Respondent are both entitled to bring a support person, at their expense, to any meeting or interview in connection with the resolution of a report of a violation of the Policy. For

cases of sexual violence, the parties may be accompanied to any related meeting or proceeding by a support person of their choice. For all other cases related to the Policy, the parties shall have the same opportunity to be accompanied to any related meeting or interview by a non-attorney support person. Both parties will be provided with timely written notification of meetings, interviews, or opportunities for review of documents or reports. Therefore, the College reserves the right to proceed with any meeting, interview, or document or report review period regardless of a support person's availability.

For all cases, the support person may not speak on behalf of the individual during, or participate directly in, meetings or other proceedings, because the purpose of the support person is to provide support. Support persons are likewise expected to maintain the privacy of any records shared during the complaint resolution process. Such records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may restrict the role of any support person who fails to observe the College's limits on participation in the proceedings or the College's privacy expectations.

6. Remedies-Based Resolution

Remedies-based resolutions are non-adjudication approaches designed to address the behavior of concern without taking disciplinary action against a Respondent. Where the Title IX Coordinator/Discrimination Complaint Officer concludes that remedies-based resolution may be effective at stopping the conduct, addressing its effects, and preventing recurrence without a formal investigation and determination of a College policy violation, the College will take immediate and corrective action through the imposition of individual and community remedies.

Examples of potential remedies may include the interim measures described in the Procedures, as well as targeted and/or broad-based training and educational programming for relevant individuals or groups, communication with the Respondent by a Title IX Coordinator/Discrimination Complaint Officer or a College administrator, and/or any other remedy that will achieve the goals of the Policy. For example, in some instances, notifying a party that certain actions or language are offensive and requesting that the actions or language stop will heighten awareness and accomplish the objectives of the Policy. In some circumstances, mediation or joint conflict resolution may also be an appropriate method for remedies-based resolution.

The College will not compel a Complainant or Respondent to engage in mediation, to directly communicate with one another, or to participate in any particular form of remedies-based resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence. Participation in remedies-based resolution is voluntary, and the parties can request to end their participation in remedies-based resolution at any time. However, the Title IX Coordinator/Discrimination Complaint Officer may determine that additional remedies-based steps (e.g., community remedies involving targeted training) are appropriate without the participation of the parties.

7. Formal Investigation

When a report of a possible violation of the Policy cannot be resolved through remedies-based resolution, a formal investigation will be initiated. Formal investigation includes a prompt, thorough, and impartial investigation into the allegations of discrimination, harassment, or sexual misconduct. The formal investigation process proceeds as follows:

a. Assignment of Investigators and Adjudicators

The parties will be informed of the assigned Investigator(s) and/or Adjudicator(s) at the outset of a formal investigation. All Investigators and Adjudicators have received the required training described in the Policy.

If a complaint is filed against a Title IX Coordinator/Discrimination Complaint Officer, a College Vice President, or the College President, or involves circumstances deemed by the College in its discretion to be extraordinary or particularly sensitive, the College may appoint external investigator(s) and/or adjudicator(s) to ensure the investigation and adjudication process is both impartial and thorough.

b. Investigation

Investigations may include one or more interviews with the Complainant, Respondent, and any other identified witnesses as deemed appropriate. Interviews may take place in person, by phone, or through electronic means. Investigations may also include the gathering and analysis of pertinent physical, documentary, and/or other relevant evidence (e.g., texts, emails). Additionally, Complainants and Respondents may provide written statements, identify and/or present statements from witnesses, or submit any other evidence deemed relevant by the Investigator(s). Complainants and Respondents may have their support persons present with them during interviews and meetings conducted during the investigation. Timely notice will be provided to Complainants and Respondents of all interviews, meetings, or other events in the Investigation.

Following the interviews and after collecting all pertinent information, the Investigator(s) will complete an official report containing summaries of interviews with the Complainant, Respondent, and third-party witnesses; a description and analysis of other relevant information collected, such as written statements, photographs, physical evidence, electronic records, and/or forensic evidence and the supporting documentation, where appropriate; and a summary of the disputed and undisputed facts. The Investigator(s)' report will be shared with the Complainant and the Respondent, to the extent permitted by the Family Educational Rights and Privacy Act and other applicable law, along with an invitation to provide a written response. Unless the requesting party can show good cause that the party cannot conduct the review in person at the College or another mutually agreeable location, the review will be conducted in person and reproduction of the report will be strictly prohibited. The Investigator(s) will include any written responses of the Complainant and Respondent, if applicable, as Appendices to their final report.

If at any point during the investigation the Title IX Coordinator/Discrimination Complaint Officer determines that there is no reasonable cause to support that any conduct in violation of the Policy occurred, the Title IX Coordinator/Discrimination Complaint Officer may terminate the investigation and refer the matter to the appropriate campus office for resolution or close the matter with no further action.

c. Adjudication

The final report of the Investigators, along with attachments including the written responses of the Complainant and Respondent, will be delivered to the assigned Adjudicator(s). For incidents involving Respondents who are tenured faculty members, the Provost, or his/her designee, will serve as Adjudicator.

The Adjudicator(s) will review the report and any appendices, make a determination whether the Policy was violated, and issue the College's decision, including whether to impose sanctions and a detailed list of the sanctions imposed. The standard used to determine whether the Policy has been violated is whether or not there is sufficient evidence to establish that it is more likely than not that the Respondent violated the Policy. This is often referred to as a "preponderance of the evidence" standard.

1. Sanctions, Corrective Actions, and Remedies

The Adjudicator(s) will determine whether a violation of the Policy has occurred and propose any sanctions or other corrective actions that are consistent with the Policy. The College will take reasonable steps to prevent the recurrence of any violations of the Policy and to correct the discriminatory effects on the Complainant (and others, if appropriate).

Sanctions, corrective actions, and remedies that may be imposed in the event of violation of the Policy include the following:

- Written or verbal apology;
- Mandatory training, educational programming, or counseling;
- Verbal or written warning;
- Community service;
- Probation;
- Removal from housing or other campus programs, activities, or leadership positions;
- Restrictions regarding entering certain buildings, areas of campus, or a "No Trespass Order," which prohibits individuals from being present on any College property;
- Issuing a "no contact" order or other contact restrictions or boundaries between the parties or others, including potential alteration of classes or class schedules;
- Performance improvement/management process (employees only);
- Suspension from school or employment (for employees, with or without pay);
- Demotion (employees only);
- Termination of contract with the College; and/or
- Dismissal, expulsion, or other separation from the College.

Additional corrective action may also be taken, including those remedies set forth in the interim measures section of these Procedures and any other appropriate broad-based remedial action. Guests and other third parties who are found to have violated the Policy are subject to corrective action deemed appropriate by the College, which may include a "No Trespass Order" and termination of any applicable contractual or other arrangements. If the College is unable to take disciplinary or other corrective action in response to a violation of the Policy, the College will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

The Adjudicator(s) may impose whatever sanction(s) from the above list that they believe is/are fair and proportionate to the Policy violation. In making this determination, the Adjudicator(s) will consider (1) ongoing safety of campus; (2) the seriousness of the incident; (3) the nature of the Respondent's response; (4) the Respondent's conduct record; and (5) the impact on the community of the conduct. The Adjudicator(s) will consult with Student Development (for students) and/or Human Resources (for employees) to gather information on the Respondent's conduct record and ensure the sanctions imposed are consistent with other policies of the College.

After the conclusion of the investigation, the Lead Title IX Coordinator/Discrimination Complaint Officer will provide the Letter of Decision from the Adjudicator(s) to Complainant and Respondent. The Letter of Decision shall be issued contemporaneously/simultaneously to both parties within seven (7) days of a decision and will include an explanation of any applicable appeal procedures. If neither party appeals the decision as provided below, the outcome, including any proposed sanctions, will be considered final.

2. Further Procedures for Tenured Faculty Members

If the Provost or his/her designee renders a decision to impose the sanction termination of the employment of a tenured faculty member, the Provost or his/her designee will file with the President a “Notice of Termination for Cause” under the procedures for termination of tenure set forth in the Faculty Handbook following the expiration of the relevant period for appeals. Termination of tenure proceedings will be conducted in accordance with the procedures set forth in the Faculty Handbook, provided, however, that if a decision is made under the Faculty Handbook not to discharge such tenured faculty member, the matter will be referred back to the President for determination of an alternative sanction.

d. Appeal

Once written notification of the outcome of the investigation as described above has been provided, Complainant and Respondent will have the opportunity to request further review of the outcome, including the issue of whether there is a policy violation and, in the case of all but a tenured faculty member where the sanction of termination of tenure is imposed, any proposed sanctions.

Any request for further review must be submitted in writing to the relevant Title IX Coordinator/Discrimination Complaint Officer within five (5) business days of being notified of the outcome, and must set forth the grounds upon which the request for further review is based.

1. Grounds for Appeal

A request for an appeal must be based on one or more of the following reasons:

1. A procedural or substantive error occurred that significantly impacted the outcome of the adjudication (e.g., bias or material deviation from established procedures)
2. To consider new evidence unavailable during the original adjudication or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are grossly disproportionate (i.e., excessively harsh or excessively lenient) given the offense or the cumulative conduct record of the responding student or employee. This ground for appeal will not apply to matters where termination of tenure is sought, as that proposed sanction will be reviewed through the procedures set forth in the Faculty Handbook.

Any information included in the appeal that does not apply to the above three reasons for filing an appeal will not be considered in the appeal process.

2. Appellate Procedures

Upon receipt of an appeal, the relevant Title IX Coordinator/Discrimination Complaint Officer will forward the appeal and any supporting documentation submitted to the non-appealing party. The non-appealing party will be provided the opportunity to submit a written response and supporting documentation. The burden of proof to demonstrate the grounds for appeal lies with the party requesting the appeal.

Appeals will be heard by at least one member of the College's Senior Administrative Cabinet or his/her designee, or, in cases involving tenured faculty members, the President or his/her designee (the "Appellate Officer"). The Appellate Officer shall not have participated previously in the complaint resolution process. After considering all relevant documentation, and if deemed necessary by the Appellate Officer, meeting with the parties or others, the Appellate Officer may:

- Deny the appeal because the reason for appeal does not fall within the stated grounds for appeal;
- Uphold the original finding and/or sanction;
- Remand the case to the Investigator(s) for consideration of new evidence and issuance of a new report;
- Appoint a new Investigator to conduct new or additional investigation where significant procedural error occurred during the course of the original investigation;
- Refer the case back to the Adjudicator(s) for reconsideration of the sanction; or
- Modify the finding and/or sanction as deemed appropriate by the Appellate Officer.

The Appellate Officer's decision will be provided to both parties contemporaneously/simultaneously in writing within seven (7) days after the conclusion of the Appellate Officer's review. The decision of the Appellate Officer will be final.

3. Further Procedures for Tenured Faculty Members

If the Provost or his/her designee renders a decision that does not include recommended termination for the tenured faculty member, any appeals pursuant to the Procedures will be heard by the President. The decision of the President will be provided to both parties contemporaneously/simultaneously in writing within seven (7) days after the conclusion of the President's review and will be final, except in cases where the President recommends termination of the tenured faculty member. In such cases, the appropriate section of the Termination for Cause procedure in the Faculty Handbook will be followed as provided above.

8. Conflicts of Interest

The College requires any College official participating in the investigation, adjudication, or appeals process to disclose any potential or actual conflict of interest. If the Complainant and Respondent believe an assigned College official has a conflict of interest, the party should notify the Title IX Coordinator/Discrimination Complaint Officer and request that the party with a conflict be replaced. If the Title IX Coordinator/Discrimination Complaint Officer is the party believed to have a conflict of interest, the party may submit the conflict request to the Vice President for Student Development.

In all cases, requests to replace an individual due to a conflict of interest must be submitted within three (3) days of the party receiving notice of the individual's participation. The written request must include a description of the conflict. If it is determined that a conflict of interest exists, the College will take steps to address the conflict as appropriate and maintain an impartial process. The final determination regarding the existence of a conflict of interest will be made by the Title IX

Coordinators/Discrimination Complaint Officers or, in the case of a conflict request involving the Title IX Coordinator/Discrimination Complaint Officer, the Vice President for Student Development.

9. Recordkeeping

The Lead Title IX Coordinator/Discrimination Complaint Officer will maintain the investigative report, letter of decision, and appeal records from any investigation conducted under the Procedures. Student conduct files of students are maintained as set forth in the policy currently entitled “Guidelines for Review of Files of Graduating Students” in the Student Handbook. Employment records are maintained consistent with the Illinois Personnel Records Review Act and other state and federal requirements.

Last updated: July 20, 2018

For the most recent version, please visit www.wheaton.edu/sexualassaultresponse

Education and Prevention Programs

Wheaton College engages in programming initiatives intended to end all forms of discrimination including dating violence, domestic violence, sexual assault and stalking.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Illinois and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Wheaton College has implemented an annual educational campaign consisting of an online training that is required for all students and employees. The training link with an explanation of the program was sent to all new students, all returning students, and all faculty and staff.

The College offered the following **primary prevention and awareness and ongoing awareness and prevention training** for all new students and new employees and for returning students and all employees:

Name of Program	Date Distributed	Prohibited Behavior Covered
Ever-Fi Haven	September 2017	Harassment, Discrimination, Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Under the 2013 Reauthorization of the Violence Against Women Act, institutions must implement “primary prevention and awareness programs for all incoming students and new employees” and “ongoing prevention and awareness campaigns for students and employees.”

The College offered the following additional **ongoing awareness and prevention programs** for students and employees:

Department	Date	Attendance	Nature of Training
Campus-Wide Ever-Fi Haven Training	Sept. 2016	2800	All students were required to complete Haven Everfi Preventing Sexual Violence online training.

Emergency Response and Evacuation Plan

Wheaton College places a high value on the individuals who visit, study, teach, and work on its campus and extension site locations. Therefore, the Administration has authorized the following policy for the protection of those individuals and the property of Wheaton College and those it serves.

WHEATON COLLEGE COMMITMENT TO NOTIFICATION OF THOSE AFFECTED

Once a decision is made that the communication of an emergency is in the best interest of those who would receive that information, Wheaton College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the issue of a notification will, in the professional judgment of those responsible, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The following procedures will be used to immediately notify the campus community 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.

WHO TO CONTACT IN CASE OF AN EMERGENCY

1. In case of an emergency, contact local Emergency Services personnel by dialing 9-1-1. All employees and students are urged to contact them immediately in any emergency situation by dialing 9-1-1.
2. A mass emergency notification system is provided for all students, faculty, and staff on campus. This system will be used to contact any employee or student who registers for the service, and this service will be tested a minimum of one time each calendar year.
3. Due to the outdoors, widespread nature of the Honey Rock facilities, the primary mass alert notification system is an emergency horn located on the exterior of the Chrouser Dining Hall. It is designed to be audible throughout the Honey Rock campus, and the duration and number of blasts of the horn indicates the nature of the emergency.
 - a. **One long continuous blast** of the siren signals that all people in camp should report to the front lawn of the dining hall for general assembly. This function is only to be used in emergency situations such as a lost camper, etc.
 - b. **A series of intermittent blasts**, then repeated, signals that all people in camp should take cover in the appropriate shelter as outlined in the severe weather procedure.

PROCESS FOR NOTIFYING THE CAMPUS COMMUNITY IN CASE OF AN EMERGENCY

1. Any staff, student, or faculty member who observes an emergency or potentially dangerous situation, once out of harm's way, should immediately contact the emergency responder identified above. For situations that occur at the Honey Rock campus, they should connect directly to local emergency responders by dialing 9-1-1.

2. For emergencies that occur at Honey Rock, the highest ranking College administrator on-site will determine if the threat warrants notification of others, along with local emergency responders if others should be notified.) The College uses the following criteria to confirm that there is a significant emergency or dangerous situation that warrants the notification of others:
 - a. For a natural disaster, any information received from an official emergency response source—for example, the National Weather Service, the Oneida County Emergency Radio Network, or the Oneida sheriff’s department—that indicates an imminent threat to campus safety will be sufficient confirmation to issue an emergency notification.
 - b. For a crime in progress or a chemical hazard that directly threatens the safety of people on campus, Honey Rock staff will immediately issue an emergency notification upon receiving word of the incident. Honey Rock staff will request assistance from police and emergency responders, if they are not already en route, and will immediately issue an emergency notification to the community without waiting for further confirmation.
3. If the decision is made to notify others, then the emergency responders will determine the appropriate segment or segments of the campus community to receive the notification. Because the mass notification system is a siren, all members of the campus community will be notified simultaneously through an audible alert.
4. The content of the notification messages is limited to the audible alarm that can be heard throughout campus, and whether it airs continuously or intermittently. Honey Rock administrators will then pass along further instructions to students and staff in person, if the siren has been used to call an emergency meeting in the dining hall.
5. Upon confirmation that an emergency exists that warrants a mass notification pursuant to section 2 above, the highest ranking College administrator on-site will activate the emergency siren. The mass notification will be sent out as an audible alarm, with the duration and frequency of the alarms signaling the content of the notification.
6. After the initial notification, Honey Rock staff will also provide adequate follow-up information through in-person instructions, including an “All Clear” when the emergency has been resolved. Honey Rock staff may also send out follow up information at the instruction of local emergency responders. Honey Rock staff is responsible for implementing all the emergency response procedures once they are initially notified, and may direct Public Safety at the main campus in Wheaton, IL, to use the Rave Alert or Alertus systems to provide follow up information to the campus community.
7. If an emergency occurs at an extension site such as Honey Rock, the College administrator at that location will contact Public Safety at (630) 752-5911. At this time, there is no mechanism by which a mass notification can be sent exclusively to those students and employees stationed at an extension site, and it is up to the on-site administrator to coordinate emergency notification and response at that location.
8. The emergency responders are responsible for contacting the appropriate Administrators either before or after the notification is sent out based on their best judgment.

PERSONNEL RESPONSIBLE FOR CARRYING OUT NOTIFICATIONS PROCEDURES

The following are the titles of employees of Wheaton College who are responsible for carrying out the emergency actions listed above:

1. All on-duty employees of Wheaton College Public Safety, including dispatchers and officers, are in charge of following the above procedures to send out a mass notification in case of an on-campus emergency.
2. After that initial notification is sent, the Incident Management Team is responsible for coordinating the College's response. Depending on the nature of the emergency, different members of the IMT would be considered the Incident Commander in charge of coordinating the College's response. The following are the current Incident Commanders:
 - a. Director of Facilities Management—main campus facilities incidents
 - b. Director of Academic and Institutional Technology—AIT incidents
 - c. Chief of Public Safety—security incidents
 - d. Director of Media Relations—Media Relations incidents
 - e. Dean of Global and Experiential Learning—foreign travel incidents
 - f. Associate Dean of Student Care and Services—student care incidents
 - g. Director of Student Health Services—student health incidents
 - h. Dean of Natural and Social Sciences or Science Station Director—Science Station incidents
 - i. Director of HoneyRock or Dean of GEL—HoneyRock incidents**

EMERGENCY NOTIFICATIONS OUTSIDE THE CAMPUS COMMUNITY

Wheaton College has no direct means of issuing emergency notifications to people outside the College community, such as parents of students. However, students and employees will still receive notifications through the Rave Alert system even if they are not physically on campus, via text messages, phone calls, and emails. If an incident occurs on campus that affects the safety of the surrounding community, the College is reliant upon the professional first responders of the Oneida Sheriff's Department and Oneida Fire Department to relay that information to necessary emergency responders outside the College. In the aftermath of an emergency, if people outside the community—such as parents of students—wish to receive information and updates, the Department of Media Relations is in charge of making that information available, primarily through the College's website www.wheaton.edu

WHEATON COLLEGE COMMITMENT TO A RELIABLE EMERGENCY RESPONSE AND EVACUATION PLAN

1. Wheaton College tests its Emergency Response and Evacuation Plan at least once every calendar year. Public Safety conducts yearly lockdown drills of all academic buildings and tests both the Rave Alert and Alertus notification systems in those drills.
2. Wheaton College will keep a record of each test, including the date and time and whether the test was announced prior to implementation or if it was unannounced. These documents can be produced upon request by contacting the Public Safety Prevention Coordinator.
3. Wheaton College will publicize its Emergency Response and Evacuation Plan annually through the Annual Security Report by publishing it on the Wheaton College website,

highlighting it at New Student Orientation, and sending an annual email communication to all employees.

Timely Warning

A timely warning is different from a campus emergency notification. If a crime is considered a serious or continuing threat, Public Safety will issue a warning to students and employees in a timely manner, with the intent of helping to prevent similar crimes. Whereas campus-wide emergency notifications are intended to inform the community of an imminent threat to safety, like a natural disaster, the goal of a timely warning is to inform students and employees of a crime that has occurred and could reoccur so that they can take appropriate precautions to avoid becoming victims themselves. This timely warning will be issued through the campus email system to all current students and employees at their Wheaton College email address.

All incidents are considered on a case-by-case basis to determine if a timely warning would address an ongoing threat and would not interfere with a police investigation. Three factors will be weighed when determining whether a timely warning is appropriate for a particular incident:

1. Nature of the crime
2. Potential for continuing danger to the campus community
3. Possible risk of compromising law enforcement efforts

For example, if students' bicycles were repeatedly being stolen from a specific location, the Chief of Public Safety or their designee would issue a campus-wide email warning all students and employees about the past thefts and encouraging them to take precautions to avoid becoming victims of bike thefts themselves at that location. This would, of course, be in addition to other measures Public Safety and the police would undertake to stop the thefts and determine who's responsible.

Circumstances that would trigger the issuance of a timely warning must meet the following four criteria:

1. The crime that triggers the timely warning must be one of the Clery Act crimes
2. The crime must have been reported to Public Safety or the Wheaton Police Department
3. The crime must have occurred within the College's Clery geography, meaning:
 - c. Anywhere on campus
 - d. Public property adjacent to campus, like public streets or sidewalks
 - e. Non-campus property, including the Wheaton College Science Station and HoneyRock facilities
4. There must exist a serious or continuing threat that this crime is likely to reoccur

Timely warnings, when they are issued, will conform to the following guidelines. Public Safety will release whatever information they have as soon as possible, and will provide updates whenever new information is available. They will include as much information as they can to promote safety. Details of the specific crime that triggered the need for a timely warning will be stated, including the time, location, and type of crime that occurred. The Chief of Public Safety or their designee will determine when it is necessary to issue a timely warning in the interest of

protecting members of the community from similar crimes, while not interfering with any police investigations.

Crimes that are reported to a professional counselor in the Counseling Center will not cause a timely warning to be issued, to the extent that communications to counselors are privileged by law.

Crime Statistics, Honey Rock Campus

The following are all relevant statistics related to crimes whose disclosure is required for compliance with the Clery Act. Statistics are listed for 2017, 2016, and 2015.

Criminal Offenses						
Offense	Year	On-Campus Property	Non-Campus Property	Public Property	Total	Resident Facilities
Arson	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Assault (Aggravated)	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Hate Crimes	2017	0	0	0	0	
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Murder/Non-negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Fondling	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0

	2015	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

Hate Crime Statistics						
Offense	Year	On-Campus Property	Non-Campus Property	Public Property	Total	Resident Facilities
Aforementioned offenses, where motivation was bias	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Simple Assault	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Larceny-Theft	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Intimidation	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

Drug, Liquor, and Weapons Violations						
Offense	Year	On-Campus Property	Non-Campus Property	Public Property	Total	Resident Facilities
Drug Law violations—arrest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary actions (drugs)—no arrest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Liquor Law violations—arrest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary actions (liquor)—no arrest	2017	0	0	0	0	0

	2016	0	0	0	0	0
	2015	0	0	0	0	0
Weapons possession—arrest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary actions (weapons)—no arrest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

VAWA Offenses						
Offense	Year	On-Campus Property	Non-Campus Property	Public Property	Total	Resident Facilities
Domestic Violence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Dating Violence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Stalking	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

Unfounded Crimes: Wheaton College may withhold, or subsequently remove, a reported crime from the crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting in these statistics. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

No incidents in the past three years have been determined “unfounded,” and therefore none have been withheld from the above crime statistics.

Crime/Fire Logs: Wheaton College Public Safety maintains a file of all crimes and fires occurring on its Clery geography in the current calendar year, which is available to the public and updated weekly. To obtain the Annual Fire Statistics and Daily Crime Log, please visit the Chase Service Center, located at 924 College Ave., during regular business hours and speak with the dispatcher on duty. An electronic version of the logs can also be made available and emailed upon request.

Geographic Definitions:

On Campus: Any building or property owned or controlled by Wheaton College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes. This includes our residence facilities.

Residence Facilities: Any residential facilities that are owned or controlled by Wheaton College and are within the same reasonably contiguous geographic area. This category is a special case in that statistics must be reported separately, in addition to being reported in the "On Campus" category.

Public Property: All public property that is within the campus, or immediately adjacent to and accessible from the campus. This includes the streets and sidewalks that abut our campus.

Non-Campus Property: Any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College. This includes the College's facilities in HoneyRock, Wheaton in Chicago and the Wheaton College Science Station.

2018 Wheaton College Annual Fire Safety Report, Honey Rock Campus

As stated in the preceding Crime Report, Wheaton College has fire safety and prevention policies in accordance with federal law that apply to all on-campus student housing facilities.

Fire Safety equipment such as audible alarms, smoke detectors, extinguishers, and manual pull stations are located in some Honey Rock buildings for safety and should be used only in emergency situations. Tampering with fire equipment, disconnecting smoke alarms, or intentionally activating a fire alarm constitutes a *class 4 state felony* and may lead to incarceration. The College will also take disciplinary action. Finally, legal action and a fine up to \$1000 may be pursued by the Oneida Police. Malfunctioning smoke alarms should be reported at once to Honey Rock staff. Students who do not cooperate in evacuating a building when a fire alarm is sounded will be subject to disciplinary action and a \$50 minimum fine. Intentionally seeking to burn items near College property will result in a fine of \$50 and possible disciplinary action.

Students should also assist in the promotion of basic fire safety principles. Fire exits should not be blocked and fire doors should not be propped open, and belongings should not be placed in hallways or stairwells. Students are encouraged to use power strips with circuit breakers in their rooms. All extension cords must have a ground wire (three prongs). Some portable electrical appliances, including halogen lamps and hot plates, are prohibited in campus housing. Smoking and open flames are also strictly prohibited in all campus facilities, including student housing facilities. Sports equipment striking fire safety equipment will result in a \$50 fine. Fire hazards should be reported to Honey Rock staff.

Some on-campus student housing facilities are equipped with fire alarms, smoke detectors, and fire extinguishers. In addition, some residences have pull stations which allow students to activate the fire alarm system in case of an emergency that does not trigger the automatic detection system.

Flammable and Combustible Materials

Room decorations should be in accordance with fire safety principles. Excessive paper or other flammable materials should be avoided. Candles, incense, and all other forms of open flame in non full-time staff housing are not allowed as they pose a fire hazard and might also set off the fire alarms.

- Flammable and combustible liquids (gasoline, propane, etc.) must not be stored or used in the building.
- Combustible materials (empty boxes, newspapers, etc.) must not be accumulated.
- Live Christmas trees, fish nets, parachutes, organic material and any other substance which could cause the rapid spread of fire is not allowed in the building since such materials are highly combustible.
- Combustible materials (crepe paper, basketball nets, etc.) are not to be attached to light fixtures.

- All draperies, curtains, and wall hangings must be flame resistant.
- Flame producing devices such as incense, candles, and oil lamps are not allowed.
- Fireworks must not be used or stored in the building as they present a definite fire hazard and are illegal on HoneyRock property.

Appliances/Electrical Info

- Electrical outlets are not to be overloaded. Multiplexes and extension cords powering more than one appliance plugged into a standard outlet overload the circuit and are not allowed.
- Extension cords cannot pass through walls or be used as permanent wiring.
- Extension cords must not be stapled to walls and must be protected from potential damage which may cause a short circuit. All extension cords must be kept in good repair.
- Cooking and food preparation in Vanguard rooms is not allowed. Lower Loberg has a designated cooking area for the use of cooking equipment.
- Microwave ovens, hot plates, hot oil popcorn poppers, hot steam vaporizers, sun lamps, and any appliance with exposed coils cannot be used or stored in Vanguard rooms. Toaster ovens and toasters are not allowed in rooms.
- Electric irons and space heaters should be equipped with automatic shut off devices and must never be left unattended when they are on or hot.
- Space heaters are only allowed with a valid health concern since these devices are a fire hazard. They must be approved and must be used carefully and kept away from combustibles.
- Electrical appliances must be kept away from water sources.
- Electrical appliances must be regularly inspected for defects and must be kept in good repair.

Fire Drills. The Honey Rock campus of Wheaton College does not conduct regular fire drills since most of the buildings are small, and occupants can be easily evacuated.

Evacuations. In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if it has not already been automatically activated) as they leave. Once safely outside a building, it is appropriate to contact 911. Students and/or staff are informed where to relocate to by honey Rock staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building.

Fire Prevention

- A qualified fire extinguishing servicing agent checks extinguishers.
- Emergency phone numbers are posted by all camp phones
- Every summer and winter all appropriate staff and students will be trained in fire detection, their role in emergency situations, and use of fire extinguishers.
- Staff and students are to be trained in the proper use of fire sites and fireplaces.
- Campfires are allowed in designated fire rings only.

Fire Response

Evacuation

The primary concern is the safety of the individuals in the area. **Before doing anything else, remove everyone from the area.** Never enter a smoke filled or burning building unless proper PPE and training are in place.

Evacuation Plan

- Loberg: Exit building by nearest exit and congregate in the Loberg parking. Permanent staff present will conduct a head count of residents.
- O/E/Voyager/Chateau: Exit building by nearest exit and congregate in the Chrouser Parking Lot. Permanent staff present will conduct a head count of residents.
- Chouser/Chapel: Exit building by nearest exit and congregate in the parking lot behind Chouser.

Action

If the situation is safe, those that are present should attempt to put out the fire by beating it out with blankets or with a fire extinguisher found next to all exterior doors.

To use the fire extinguisher:

- 1) PULL safety pin, hold hose in one hand and aim at base of the fire
- 2) SQUEEZE handle in short bursts, working from bottom to top, from front to back of fire.
- 3) SWEEP the nozzle from left to right and right to left.

Reporting

- Find a full-time staff person or inform the office immediately.
- As soon as possible send someone to the dining hall to sound the siren.
- Call the Three Lakes Fire Department at 9-911.
- Send someone to the HoneyRock road near the fire station to direct firemen as they arrive. **The HoneyRock fire number is 8660 HoneyRock Rd.**

Staff will not take part in fighting serious fires. Our role is to secure the area, get immediate help, protect other exposures, and prevent fire from spreading.

Fire Safety Education and Training Programs. At the beginning of each school year, all incoming freshmen at the main campus in Wheaton, IL, are required to attend a meeting with a Residence Life staff member to discuss several topics, one of which is fire safety and prevention. Students are instructed about what items are permissible and impermissible in their rooms, and they are reminded not to block fire exits, store items in hallways, or falsely activate the fire alarm system.

In preparation for the College's fall semester fire drills, Public Safety's Prevention Coordinator meets with Residence Life staff living in residence halls to train them in the College's fire safety and fire prevention policies. In addition, the College's Risk Management department hires an outside consultant every fall to demonstrate to staff members how and when to operate a fire extinguisher. Attendance at fire extinguisher training is voluntary.

In the event of a fire in an on-campus student housing facility, all students and employees should evacuate the building in the manner described above under the heading "Evacuations."

In addition to the fire safety and education training programs that are instituted at the main campus, Honey Rock campus provides the following additional training:

- Every summer and winter all appropriate staff and students will be trained in fire detection, their role in emergency situations, and use of fire extinguishers.
- Staff and students are to be trained in the proper use of fire sites and fireplaces.

Reporting a fire. Per federal law, Wheaton College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below is the process for reporting fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether Honey Rock staff may already be aware. Honey Rock staff must be notified that a fire occurred, even if it was quickly contained and did not activate the emergency alarm system. If you find evidence of such a fire or if you hear about such a fire, please contact a Honey Rock staff member. Please provide as much information as possible about the location, date, time, and cause of the fire. Honey Rock staff is then responsible for notifying Public Safety at the main campus in Wheaton, IL, so that the fire statistics for Honey Rock can be included in the college's Annual Fire Report. Public Safety can be contacted at (630) 752-5911.

Plans for future improvements. Wheaton College's current policies on fire safety and prevention are in full compliance with federal and state law, as are all components of the College's fire detection and response equipment. At this time, the College has no plans for future improvements in fire safety.

Fire Safety Systems in Residential Facilities

Residential Facilities	Audible Alarm	Manual Pull Station	Sprinkler	Fire Extinguisher	Number of Fire Drills Each Year
Deerskin Cabin 8660 Honeyrock Rd.	Y	N	N	Y	0
Ontonagon Cabin 8660 Honeyrock Rd.	Y	N	N	Y	0
Presque Isle Cabin 8660 Honeyrock Rd.	N	N	N	Y	0
Hert Cabin 8660 Honeyrock Rd.	N	N	N	Y	0
Loberg Lodge 8660 Honeyrock Rd.	N	N	N	Y	0
Arthur Palm Chateau 8660 Honeyrock Rd.	N	N	N	Y	0
O/E Center 8660 Honeyrock Rd.	Y	Y	N	Y	0
Voyageur Center 8660 Honeyrock Rd.	N	N	N	Y	0

Fire Statistics

The following are the fire statistics for Wheaton College Honey Rock campus during calendar years 2017, 2016, and 2015. The data disclose all required information about fires which occurred in all on-campus student housing facilities.

2017 Annual Fire Safety Report						
Residential Facilities	Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at a medical facility	Number of deaths related to the fire	Value of property damage caused by fire
Deerskin Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Ontonagon Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Presque Isle Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Hert Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Loberg Lodge 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Arthur Palm Chateau 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
O/E Center 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Voyageur Center 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Total Actual Fires	0					

2016 Annual Fire Safety Report						
Residential Facilities	Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at a medical facility	Number of deaths related to the fire	Value of property damage caused by fire
Deerskin Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Ontonagon Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Presque Isle Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Hert Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Loberg Lodge 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Arthur Palm Chateau 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
O/E Center 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Voyageur Center 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Total Actual Fires	0					

2015 Annual Fire Safety Report						
Residential Facilities	Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at a medical facility	Number of deaths related to the fire	Value of property damage caused by fire
Deerskin Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Ontonagon Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Presque Isle Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Hert Cabin 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Loberg Lodge 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Arthur Palm Chateau 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
O/E Center 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Voyageur Center 8660 Honeyrock Rd.	0	0	N/A	N/A	N/A	N/A
Total Actual Fires	0					

Contact Us

Wheaton College Public Safety
 501 College Avenue
 Wheaton, Illinois 60187
 (630) 752-5911