

Luther Seminary Annual Security Report

The Luther Seminary Annual Campus Safety and Security Report & Fire Safety Report are published in September annually. This is the compliance document to the Federal Student Right to Know and Campus Security Act of 1990, also known as the Clery Act, with Higher Education Amendments.

What is the Clery Act?

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986.

What is Luther Seminary (LS) obligated to do?

To ensure compliance with the Clery Act, LS must meet obligations in the following three broad categories: (1) policy disclosure; (2) records collection and retention; and (3) information dissemination.

Policy Disclosure — LS must provide the campus community and prospective students and prospective employees with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus, security of and access to campus facilities, and policies related to campus safety and crime statistics outlined by the Clery Act. LS must provide the campus community and prospective students and prospective employees with accurate statements of current policies and practices regarding procedures for students and others related to fire safety and fire statistics outlined by the Clery Act.

Records Collection and Retention — LS is required to keep campus records of crimes reported on campus to campus security authorities, make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report, and provide these statistics if requested to the public. LS is required to keep campus records of fire statistics and include these statistics in the annual fire safety report and provide these statistics if requested to the public. LS must report all of these statistics annually to the U.S. Department of Education.

Information Dissemination — LS must provide members of the campus community with information needed to make informed personal safety decisions. LS must provide: 1) A “timely warning” of any Clery Act crime that represents an ongoing threat to the safety of students and employees; 2) create and implement an emergency response program including procedures and drills related to emergency and evacuation procedures; 3) Publish an annual security report and annual fire safety report, make the report available to all current students and employees, and ensure the annual security report is made available to prospective students and employees.

The ASR and AFSR must contain the policy disclosures as outlined by the Clery Act, crime and fire statistics as required by the Clery Act, an explanation of the Clery Act, by whom and how the ASR and AFSR are prepared, and must be published and distributed by October 1 annually.

By Whom and How is the LS ASR and AFSR prepared?

The Associate Dean of Students, with the assistance of the Associate Director of the Center for Writing and Research prepares the ASR annually. This process begins in the summer with review of the requirements of the ASR per the Clery Act, collection and review of crime statistics, review and, if needed, revision of policies related to campus safety and security, and then preparation, publishing and distribution of the report by Oct. 1 annually. The Assistant to the President and Director of Board Relations, with the assistance of the Senior Director of Facilities and Auxiliary Services submits campus statistics for both crime and fire to the US DOE security website by Oct 1 annually. The Associate Dean of Students, with the assistance of the Senior Director of Facilities and Auxiliary Services, prepares the AFSR annually. This process begins in the summer with review of the requirements of the AFSR per the Clery Act, collection and review of fire statistics, review and, if needed, revision of policies related to fire safety, and then preparation, publishing and distribution of the report by Oct. 1 annually.

Where are the ASR and AFSR posted on the LS website?

The LS annual ASR and AFSR are posted on the top of our consumer information page on our website at [INSERT LINK](#) and the description reads as follows:

The Luther Seminary Campus Safety and Security Report & Fire Safety Report is published in September annually. This is the compliance document to the Federal Student Right to Know and Campus Security Act of 1990 also known as the Clery Act, with Higher Education Amendments. Please click here [INSERT LINK](#) for the full pdf or see the Associate Dean of Students to request a paper copy.

Where can I locate the crime statistics and fire statistics reported to the U.S. Department of Education?

This report can be accessed online at <http://ope.ed.gov/security> or please feel free to contact the Associate Dean of Students for a print out of this report.

How can I obtain a paper copy of the ASR and/or the AFSR?

Please see the Associate Dean of Students to request a paper copy.

What is the geography covered by the LS ASR and AFSR?

For a visual map, please see this link: <http://www.luthersem.edu/campus/maps/luther3dmap.pdf>

Policies regarding campus safety and security:

To whom students should report a crime (1)

Whether victims can report crimes confidentially (2)

The security of and access to campus facilities, including campus housing (3)

The security considerations used in maintenance of campus facilities (4)

The scope of the enforcement authority of security personnel (5)

Working relationship of campus security personnel with state and local law enforcement (6)

Encouragement to individuals to report crimes to campus authorities and appropriate law enforcement agencies (7)

Encouragement to pastoral and professional counselors to inform counselee to report crimes on a voluntary, confidential basis (8)

Programs designed to inform students about campus safety procedures and crime prevention (9)

Whether the school uses local police to monitor and document criminal activity by student at off-campus locations of student organizations (LS does not have off-campus locations for student orgs)(10)

Regarding possession, use and sale of alcoholic beverages and the enforcement of state underage drinking laws (11)

Regarding possession, use and sale of illegal drugs and enforcement of federal and state drug laws (12)

Drug or alcohol abuse education programs available to students (13)

Luther Seminary's disclosure of the results of a student disciplinary proceeding for any violent crime or non-forcible sex offense (14)

Policy Statement regarding prevention awareness of sexual harassment, sexual abuse, rape, acquaintance rape, dating violence, stalking, domestic violence and other forcible and non-forcible sex offenses (29)

Educational programs to promote the awareness of sexual harassment, sexual abuse, rape, acquaintance rape, dating violence, stalking, domestic violence and other forcible and non-forcible sex offenses (15)

Procedures students should follow if a sex offense occurs (16)

Standard of Evidence for conduct proceedings (30)

To whom students should report sexual offenses (17)

Students' right to report sexual offenses (18)

That the school will assist students in notifying appropriate law enforcement authorities to report sexual offenses (19)

Services available to victims of sexual assault (20)

Information regarding how to obtain information regarding registered sex offenders (21)

Policy that hat the school will change a victim's academic and living situations after a sexual offense if requested by a student (22)

Procedure for campus disciplinary action in cases of an alleged sexual offense (23)

Sanctions that may be imposed following a sex offense-related disciplinary proceeding (24)

Timely warning policy (25)

Emergency response and evacuation procedures (26)

Documentation of the annual emergency response test (27)

- o Description of test/exercise
- o Date test was held
- o Time test started and ended
- o Whether test was announced or unannounced

Missing Student Notification (28)

SEMINARY CAMPUS SECURITY

Crime Awareness

Luther Seminary is committed to providing a safe, secure, working and living environment for students and their families, members of faculty, and staff. The seminary is dedicated to the practice of fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property, and provision of services to the seminary community.

Luther Seminary assumes the obligation to reduce the likelihood and opportunities for criminal activity in its community and attempts to be proactive in preventing crime. The seminary promotes the attitude that prevention of crime is the responsibility of everyone. (7) Campus Watch staff are responsible for conducting rounds on campus and buildings, locking/unlocking buildings, and providing escorts. They are considered campus security authorities (CSAs). Additional CSAs include the Associate Dean of Students, Senior Director for Facilities and Auxiliary Services, and the Head Resident in the LDR apartments. They are responsible per their position for reporting crime information to the Associate Dean of Students in a timely manner with confidentiality. (5) The seminary works harmoniously and confidentially with local law enforcement agencies in all matters of security relevant to the seminary community. (6) Access to Luther Seminary buildings is available during scheduled school and working hours. At other times access is available only to authorized personnel. Security and access to Luther Seminary's on-campus housing follows: (3)

Apartments: All residents are given a key to their individual apartment, as well as the outside doors. Outside doors are locked 24 hours a day/7 days a week. It is up to the residents to lock their individual rooms and to not prop doors open or allow unknown individuals to enter the apartments.

Stub Hall/Bockman Hall Guest housing: Guests who are renting rooms in the Stub Hall and Bockman Hall are given a key to the outside doors, as well as their individual guest rooms. Students who are renting a room in Stub Hall also have been given an access card to Stub Hall.

Luther Seminary only rents to guests who have some connection to the seminary or business on campus. Outside doors in Stub Hall are locked unless there is an event in the main lounge and the front door is unlocked during the event. Bockman Hall outside doors are open during normal business hours.

Houses: All residents are given keys to their house and garage (if applicable). All residents are reminded to keep doors locked even when they are in the house. Houses with garages are reminded not to store valuable items in the garage and keep them locked at all times

Routine patrols by local police as well as vigilance by on-campus residents are utilized to maintain safety and security. All exterior locations, including student housing areas, are lighted during hours of darkness. Students should lock their cars. (4)

Be advised there are no off-campus student organizations connected with Luther Seminary. (10) All seminary-owned student housing is located on the campus. Although Luther Seminary students are involved in many off-campus learning situations (internship, for example), the seminary cannot assume responsibility for their safety in all situations. However, the seminary does instruct students to report all off-campus occurrences of crime to the agency in whose jurisdiction the crime occurred and as soon as possible to report incidents to the Associate Dean of Students. (7)

Crime Awareness Education

All students and employees are reminded of campus safety procedures and crime prevention and their individual responsibility for preventing and reporting incidents of crime through the annual security report, publication of policies and procedures in the respective handbooks, and at periodic meetings of students, faculty, and employees. (9)

Reporting Crime or Crime Related Incidents (7)

Policy Statement

Students, staff and faculty members should report any law, safety, or security concerns at any time to campus security authorities-Associate Dean of Students, Senior Director of Facilities and Auxiliary Services, LDR Head Resident, Campus Watch or to faculty or staff. (1) Many staff and faculty work in roles with students as pastoral counselors for students, and other faculty and staff. These pastors are encouraged to inform their counselee to report crimes on a voluntary, confidential basis. (8) Victims of any crime or witnesses to any criminal or crime-related activity should report the incident immediately. All reports will be handled in a confidential and professional manner. (2) When an incident or offense is reported, assistance will be given as needed to resolve the matter and identify the offender or hazard. The Associate Dean of Students, in consultation (if deemed appropriate) with legal authorities/law enforcement, will disclose in a timely manner the results of a disciplinary proceeding for any violent crime or non-forcible sex offense. (14)

Procedure

For reporting any Clery crime (see crime statistics table at the end of the ASR), the following procedures are to be followed:

1. IF THE SITUATION IS AN EMERGENCY, TELEPHONE 9-911 from any on-campus phone. If using a cell phone, dial 911. (7)

If not an emergency, contact by phone or in person one of the following: campus security authorities (Associate Dean of Students, Senior Director of Facilities and Auxiliary Services, LDR Head Resident, Campus Watch) or to faculty or staff or the appropriate police entity given the jurisdiction of the incident.(1) (7)

2. The above offices or persons will take the following immediate action:
Contact appropriate police department if necessary and not already done.
Initiate a local investigation by the seminary.

3. Appropriate action will be taken by police and/or the seminary.

Policy Statement

Drug-free Schools and Campus Act

The welfare and success of Luther Seminary depends on the physical and psychological health of all of its students, faculty, and staff. The abuse of drugs and alcohol poses a threat to all studying and working in this place. It is the responsibility of Luther Seminary to maintain a safe, healthful, and efficient working environment.

The Drug-Free Schools and Campuses Act, enacted August 16, 1990, mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program. Luther Seminary has therefore adopted the following policies:

1. Luther Seminary permits students, faculty and staff and seminary guest of legal drinking age per state laws to possess and use alcoholic beverages on our campus. Alcohol possession, use, distribution or sale of alcoholic beverages to those who are underage is prohibited and will be subject to discipline, including possible dismissal. State underage drinking laws will be enforced. (11)

The unlawful possession, use, or distribution of illicit drugs by students or employees on our property, or as a part of our activities, is prohibited and will constitute grounds for possible dismissal. Federal and state drug laws will be enforced. (12)

2. Any student, staff, or faculty member under the influence of drugs or alcohol which impairs judgment, performance, or behavior while on Luther Seminary's premises will be subject to discipline, including possible dismissal.

3. Each student, staff, and faculty member, as a condition of employment, will agree to abide by the terms of this statement. Further, as required by the Drug-Free Schools and Campuses Act, Luther Seminary agrees to impose disciplinary sanctions upon students and employees, which may include expulsion or termination of employment, and referral for prosecution for violation of the standards of conduct.

4. As required by this law, Luther Seminary will annually distribute to students and employees a description of the applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol and a list of the health risks associated with the use of illicit drugs and abuse of alcohol. (13)

Drug Free Schools and Campus Act of 1990

These policies, as well as the following two sections and Appendix C, are to comply with The Drug-Free Schools and Campuses Act, enacted August 16, 1990, which mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program.

Referral for Help

Luther Seminary seeks to retain valuable students and employees and maintain productivity by identifying personal drug or alcohol problems at early stages and motivating individuals to seek help with these issues. For employees, the seminary suggests confidential, off-campus resources through the Employee Assistance Program (EAP) of Blue Cross Blue Shield Minnesota. The EAP is available for to assist with issues such as substance abuse, mental health, and other issues. Employees can call (651) 662-0900 in the Twin Cities or toll free at 1-800-432-5155. For students, the Student Affairs office has list of counseling services and contacts for assistance with these issues. To obtain a list of these resources, please contact the Dean of Students or Associate Dean of Students. These organizations provide access to substance abuse evaluations and outpatient treatment programs.

If you are experiencing drug or alcohol related problems, or if your studying is affected by such problems, you may seek counseling and information by contacting the Dean of Students or Associate Dean of Students. Your advisor or supervisor may refer you to a drug/alcohol abuse program when it is believed that some personal problem may affect your performance or behavior. Any disciplinary action or termination resulting from your problem could be suspended pending the outcome of the referral to a drug/alcohol abuse agency. Attendance in a program is not a substitute for actual correction of any unacceptable performance or behavior. You remain responsible for making a required improvement, whether or not you participate in the program.

The advisor or supervisor will request a report from the drug abuse agency about your participation only in the case of referral. This report will be limited to a confirmation that you have participated. With your consent, it may also indicate whether you have made satisfactory progress.

Except for the reports just mentioned, all contacts with the drug abuse agency will be treated in strict confidence. All records kept by the agency shall be kept for the exclusive use of that agency.

INFORMATION REGARDING ALCOHOL AND DRUGS

Introduction

Luther Seminary is committed to maintaining an environment conducive to healthy lifestyles, including the academic and personal development of all members of the Luther Seminary community. Members of this community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol.

Statement

Alcohol should be used only in ways which are lawful and do not harm or degrade individuals or the community. Luther Seminary encourages responsible behavior for those individuals who consume alcohol and respects the rights of individuals who choose to consume alcohol. Consistent with these rights, Luther Seminary will encourage responsible decision-making regarding the consumption of alcoholic beverages.

Luther Seminary does not allow the use of alcoholic beverages at any student-organization sponsored activity on campus and prohibits the unlawful possession, use or distribution of alcohol or drugs at any seminary-sponsored activity or event on or off campus.

It is expected that any consumption of alcohol will be done with respect for one's own health and consideration for others in the community. In addition, it is expected that any use of alcohol will be done legally and responsibly. Providing alcohol to a minor is unlawful and prohibited. Any student who violates this policy may be subject to disciplinary action up to and including suspension.

Safety

Drinking activities that are potentially dangerous, such as "chugging" of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to force participants to consume alcohol are discouraged. Alcohol should not be used as an award or prize.

Supervision and Compliance

When alcoholic beverages are served at a social function, Luther Seminary should ensure compliance with all the applicable laws, ordinances, and rules governing the distribution, possession, and consumption of alcoholic beverages.

Self-service bars are discouraged. This includes those events in which alcohol will be provided for guests and events that are BYOB. Person(s) assigned to distribute and control the amount of alcohol served to guests should refrain from drinking.

Non-alcoholic beverages and food should be provided whenever alcohol is being served. They should be displayed as prominently as the alcohol and should be made available in appropriate quantities depending on the number of people in attendance.

The quantity of alcohol provided at an event should be proportionate to the number of people of legal drinking age expected in attendance and the duration of the activity.

Luther Seminary should ensure that a reminder to drink responsibly is posted at all events in which alcohol is being served.

Luther Seminary must not violate the Minnesota State liquor laws.

No alcohol will be served to a guest under age 21.

All individuals must comply with the laws of the State of Minnesota, the ordinances of the City of St. Paul, and the policies of Luther Seminary. It is the duty and responsibility of Luther Seminary to comply with all applicable laws and seminary regulations.

All coordinators of Luther Seminary events should heed these recommendations, understanding that failure to do so risks legal and institutional punishment.

See also The EIA Guidelines and the Luther Seminary Student Handbook for additional information.

Sources

Alcohol policies provided by Luther Seminary's Representative at EIA.

1 See also the statement statement "The Drug-Free Schools and Campus Act, 1990" found in the Luther Seminary Student and Community Life Handbook

1 123.30.3.a This law regards the sale of alcohol at non-profit institutions. The selling of alcohol by non-profit organizations requires a class "A" liquor license, which Luther Seminary does not currently hold. As a result, Luther Seminary should not use proceeds from the event to pay for the alcohol as this would be constructive sales and be in violation of the law. No additional fees for alcohol should be collected; and solicited or suggested donations should not exceed the cost of food, non-alcoholic beverages, and hospitality services of the event.

The Drug-Free Schools and Campuses Act, enacted August 16, 1990, mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program. The following information is provided for the student body with this Act in mind:

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.

Narcotics

Among the hazards of illicit drug use is the ever-increasing risk of infection, disease, and overdose. Medical complications common among narcotic abusers arise primarily from adulterants found in street drugs and in the non-sterile practices of injecting. Skin, lung, and brain abscesses, endocarditis (inflammation of the lining of the heart), hepatitis, and AIDS are commonly found among narcotic abusers. While pharmaceutical products have a known concentration and purity, clandestinely produced street drugs have unknown compositions. Since there is no simple way to determine the purity of a drug that is sold on the street, the effects of illicit narcotic use are unpredictable and can be fatal. Physical signs of narcotic overdose include constricted (pinpoint) pupils, cold clammy skin, confusion, convulsions, severe drowsiness, and respiratory depression (slow or troubled breathing). Most narcotic deaths are a result of respiratory depression.

Stimulants

Stimulants are diverted from legitimate channels and clandestinely manufactured exclusively for the illicit market. They are taken orally, sniffed, smoked, and injected. Smoking, snorting, or injecting stimulants produce a sudden sensation known as a "rush" or a "flash." Abuse is often associated with a pattern of binge use-sporadically consuming large doses of stimulants over a short period of time. Heavy users may inject themselves every few hours, continuing until they have depleted their drug supply or reached a point of delirium, psychosis, and physical exhaustion. During this period of heavy use, all other interests become secondary to recreating the initial euphoric rush. Tolerance can develop rapidly, and both physical and psychological dependence occur. Abrupt cessation, even after a brief two- or three-day binge, is commonly followed by depression, anxiety, drug craving, and extreme fatigue known as a "crash."

Depressants

There are marked similarities among the withdrawal symptoms seen with most drugs classified as depressants. In the mildest form, the withdrawal syndrome may produce insomnia and anxiety, usually the same symptoms that initiated the drug use. With a greater level of dependence, tremors and weakness are also present, and in its most severe form, the withdrawal syndrome can cause seizures and delirium. Unlike the withdrawal syndrome seen with most other drugs of abuse, withdrawal from depressants can be life threatening.

Cannabis

Cannabis products are usually smoked. Their effects are felt within minutes, reach their peak in 10 to 30 minutes, and may linger for two or three hours. The effects experienced often depend upon the experience and expectations of the individual user, as well as the activity of the drug itself. Low doses tend to induce a sense of well-being and a dreamy state of relaxation, which may be accompanied by a more vivid sense of sight, smell, taste, and hearing, as well as by subtle alterations in thought formation and expression. This state of intoxication may not be noticeable to an observer. However, driving, occupational, or household accidents may result from a distortion of time and space relationships and impaired motor coordination. Stronger doses intensify reactions. The individual may experience shifting sensory imagery, rapidly fluctuating emotions, fragmentary thoughts with disturbing associations, an altered sense of

self-identity, impaired memory, and a dulling of attention despite an illusion of heightened insight. High doses may result in image distortion, a loss of personal identity, fantasies, and hallucinations.

Hallucinogens

Taken in non-toxic dosages, these substances produce changes in perception, thought, and mood. Physiological effects include elevated heart rate, increased blood pressure, and dilated pupils. Sensory effects include perceptual distortions that vary with dose, setting, and mood. Psychic effects include disorders of thought associated with time and space. Time may appear to stand still and forms and colors seem to change and take on new significance. This experience may be either pleasurable or extremely frightening. It needs to be stressed that the effects of hallucinogens are unpredictable each time they are used. There is a considerable body of literature that links the use of some of the hallucinogenic substances to neuronal damage in animals, and recent data support that some hallucinogens are neurotoxic to humans. However, the most common danger of hallucinogen use is impaired judgment that often leads to rash decisions and accidents.

Inhalants

Inhalants depress the central nervous system, producing decreased respiration and blood pressure. Users report distortion in perceptions of time and space. Many users experience headaches, nausea, slurred speech, and loss of motor coordination. Mental effects may include fear, anxiety, or depression. A rash around the nose and mouth may be seen, and the abuser may start wheezing. An odor of paint or organic solvents on clothes, skin, and breath is sometimes a sign of inhalant abuse. Other indicators of inhalant abuse include slurred speech or staggering gait, red, glassy, watery eyes, and excitability or unpredictable behavior. The chronic use of inhalants has been associated with a number of serious health problems. Sniffing glue and paint thinner causes kidney abnormalities, while sniffing the solvents toluene and trichloroethylene cause liver damage. Memory impairment, attention deficits, and diminished non-verbal intelligence have been related to the abuse of inhalants. Deaths resulting from heart failure, asphyxiation, or aspiration have occurred.

Steroids

The long-term adverse health effects of anabolic steroid use are not definitely known. There is, however, increasing concern of possible serious health problems associated with the abuse of these agents, including cardiovascular damage, cerebrovascular toxicity, and liver damage. Physical side effects include elevated blood pressure and cholesterol levels, severe acne, premature balding, reduced sexual function, and testicular atrophy. In males, abnormal breast development (gynecomastia) can occur. In females, anabolic steroids have a masculinizing effect, resulting in more body hair, a deeper voice, smaller breasts, and fewer menstrual cycles. Several of these effects are irreversible. In adolescents, abuse of these agents may prematurely stop the lengthening of bones, resulting in stunted growth. For some individuals, the use of anabolic steroids may be associated with psychotic reactions, manic episodes, feelings of anger or hostility, aggression, and violent behavior.

Source: <http://www.justice.gov/dea/pubs/abuse/index.htm> June 2, 2010

Minnesota Clean Indoor Air Act

The Minnesota Clean Indoor Air Act prohibits smoking in any indoor area and places of employment. Smoking means “inhaling or exhaling smoke from a lighted tobacco product or any other lighted plant product intended for inhalation. Carrying a lighted tobacco product or lighted plant product is also considered smoking.

Because Luther Seminary wants to provide employees, students and guests with a healthy work environment, the Seminary is committed to providing a tobacco-free campus. The use tobacco products which includes, but is not limited to, cigarettes, cigars, chewing tobacco, snuff, pipes, e-cigarettes, vapor-related products (heat activated or otherwise) and all other forms of smoked and smokeless tobacco will not be allowed within any of its public buildings. This includes, but is not limited to, its public buildings on the upper campus (Stub Hall, Northwestern Hall, Chapel of the Incarnation and Olson Campus Center, Old Muskego, Bockman Hall, Gullixson Hall and House 18), and all offices and living spaces in each of these buildings. This policy also applies to the campus residences, including the LDR apartment building.

Prohibited tobacco use includes smoking (inhaling, exhaling, burning, vaping or carrying any lighted cigar, cigarette, e-cigarette or pipe) and the use of smokeless, chewable tobacco. The littering of tobacco-related products on the grounds, parking lots or neighboring properties is also prohibited.

SEXUAL HARASSMENT, OFFENSE, OR ABUSE Policy Statement (29)

Luther Seminary believes that all members of the campus community are entitled to an environment that enables them to develop and contribute in their full capacity. When sexual misconduct occurs, the standards of the institution are violated, and the environment is disrupted. Sexual misconduct is prohibited by law, as well as by institutional policy at Luther Seminary. It will not be tolerated.

Sexual misconduct committed on property owned or controlled by Luther Seminary by a student, faculty member or staff member against any student, faculty member or staff member is prohibited and is a violation of this policy. In addition, sexual misconduct committed by a student, faculty member or staff member against a student, faculty member or staff member anywhere other than on property owned or controlled by the seminary violates this policy if the confirmed conduct adversely and significantly affects the perpetrator’s suitability as a member of the seminary community, in the sole discretion of the seminary.

Sexual misconduct committed on property owned or controlled by Luther Seminary, by a student, faculty member or staff member against any student, faculty member, staff member or visitor is prohibited and shall be considered a violation of this policy, whether or not prohibited by law. In addition, sexual misconduct committed by a student, faculty member or staff member against a member of these groups anywhere other than property owned or controlled by the seminary will violate this policy if, in the sole discretion of the seminary, the conduct adversely

and significantly affects the perpetrator's suitability as a member of the seminary community. Any person violating this policy is subject to disciplinary action up to and including discharge of an employee or expulsion of a student.

Romantic relationships between faculty members and students or staff members and students create issues of actual or perceived exploitation and favoritism. Holding to the highest standards of professionalism, faculty and staff members are prohibited from seeking out, encouraging, or entering into a sexual or romantic relationship with any student during the time in which the student is enrolled at Luther Seminary.

Matters of sexual misconduct within the seminary will be addressed with seriousness and regard for the persons involved. Under no circumstances will Luther Seminary tolerate reprisals against an individual who in good faith reports harassment.

Definitions of Offenses

For purposes of this policy, sexual misconduct includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when the following occur:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education or employment;
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
- That conduct has the purpose or effect of substantially interfering with an individual's education or employment, or creating an intimidating, hostile or offensive educational or employment environment.

Sexual misconduct may include any unwelcome sexual behavior and is not limited by the gender of either the alleged victim or perpetrator. Sexual misconduct may include physical, verbal or written conduct.

Consent

Consent requires words of specific actions by a person capable physically and mentally to give consent that are intended to communicate a freely-made agreement to perform or experience a particular sexual act with a particular person. Consent may not be inferred from permissions for another sexual act or from a prior or existing dating, sexual, romantic, or marital relationships. Minnesota law defines "consent" as "words or overt actions by a person indicating a freely given present agreement to perform a particular sex act with the actor" (Minn. Stat. § 609.341, subd. 4.).

The following acts constitute sexual misconduct:

Dating Violence

Dating violence is defined as violence committed by a person

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. length of the relationship
 - b. the type of the relationship
 - c. the frequency of interaction between the persons involved in the relationship.

Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

1. fear for his or her safety or the safety of others; or
2. suffer substantial emotional distress

Domestic Violence

The term “domestic violence” includes felony and misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or any other person meeting criteria specified under the domestic or family violence laws of the jurisdiction.

Sexual Assault

Sexual assault is any offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Sexual assault and sexual violence may include a range of sexual conduct including, but not limited to, stranger rape, acquaintance rape, marital rape, same-sex assault and unwelcome touching or contact. Sexual assault may include sexual penetration (however slight) or sexual contact carried out under coercion, with the threat of force or violence (including use of a weapon), through a position of authority, or when the victim is incapacitated. Sexual assault may also include physical contact with a person’s genital area, other bodily orifices or with a person’s buttocks or breasts if the contact or touching is done without consent. The use of alcohol or drugs by either party is not considered to decrease the responsibility for sexual assault under this policy.

Conduct may be considered sexual assault even if

- The attacker is someone known to the victim/survivor,
- The assault happens on a date,
- The individuals have engaged in sexual touching or kissing prior to the assault,
- The individuals have had consensual intercourse in the past,
- The individuals are married,

- The individuals are under the influence of alcohol or other drugs,
- There was no weapon involved,
- There was no evidence of a struggle or resistance,
- There are no other witnesses.

Sexual Harassment

Sexual harassment includes, but is not necessarily limited to, unwelcome conduct or statements that involve sexual advances, requests for sexual favors, or joking based on sex.

Sexually harassing conduct may include, among other things, use of suggestive sexual comments or jokes; sexual remarks about a person's body, clothing, or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects.

Sexual harassment also includes any other unwelcome verbal, visual, or physical conduct of a sexual nature, particularly if:

- a. submission to such conduct is an explicit or implicit term or condition of employment, professional evaluation, or academic evaluation; or
- b. submission to or rejection of such conduct is used as the basis for making employment, professional, or academic decisions; or
- c. such conduct has the purpose or the effect of unreasonably interfering with the person's work or academic performance; or
- d. such conduct has the purpose or the effect of creating an intimidating, hostile, or offensive working, professional, or academic environment.

Prevention and Awareness

An annual email is sent to students, faculty, and staff including definitions (above), bystander intervention and risk reduction.

Luther Seminary lists this policy in the Student Handbook as well as both the staff and faculty handbooks. The policy is shared with all new employees the annual Student Handbook announcement, and the Annual Security Report.

Educational Programs

Educational materials, programs and training sessions will be designed and offered regularly to assist all members of the Seminary community in recognizing and preventing sexual misconduct. All students, faculty, and staff members are required to successfully pass an online educational module that educates them in understanding the law and Luther Seminary policies along with strategies in prevention and reporting of sexual misconduct incidents.

New students and new employees will be offered the opportunity to receive training on primary prevention and awareness to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. Such training will include information on:

- Luther Seminary's prohibition against sexual misconduct
- Definitions of acts that constitute sexual misconduct
- Definition of consent
- Options for bystanders to attempt to prevent harm or intervene in a safe and positive manner
- Recognition of the signs of abusive behavior and how to avoid potential attacks
- Ongoing prevention and awareness efforts at Luther regarding the same

These programs are provided through partnering with local community service organizations as well as presentations by our own staff and faculty.

Bystander Intervention Tips

Prevention of sexual misconduct requires a commitment from all members of the community in order to foster and maintain an optimal environment for working, learning, and development. Luther Seminary promotes a campus climate in which individuals will use their best judgment to assist with situations if it is safe to do so. To assist in supporting this type of climate, the following suggestions are provided:

- Address biased and/or sexist comments or behaviors that you witness to challenge actions that support sexual violence;
- Avoid being a passive bystander to situations that could potentially evolve into sexual misconduct. Pay attention to the verbal and non-verbal signals of those around you and intervene in situations where a friend or acquaintance may be at risk for assault;
- Simply check in with someone, which can serve to interrupt the potential for something bad happening. Ask yourself, "If I were in this situation, would I want someone to help me?";
- Encourage your friends to show respect for others by respecting their boundaries, physical and otherwise. This includes a personal decision to be alcohol- or drug-free;
- Know that if a person is intoxicated, he or she cannot legally consent to sex;
- Keep campus emergency numbers in your cell phone or other electronic device and call for help; and
- Make a report of the incident by contacting Campus Watch or any of the other resources identified in this policy.

Reporting Incidents of Sexual Harassment, Offense or Abuse (16)

Students, faculty or staff may make a complaint of sexual misconduct to the Title IX coordinator (the Director of Human Resources) or to the Title IX Deputies which include the Associate Dean of Students. Complaints will be referred for investigation to the Title IX coordinator. Individuals who are the victim of sexual misconduct have the option to seek assistance from Luther Seminary, law enforcement, both or neither if they so choose.

All Seminary personnel (including faculty, staff and administrators) are obligated to report all suspected or alleged incidents of sexual misconduct to the persons listed above. The only exception to this standard is the position of the Seminary Pastor. This person is not obligated to report incidents of sexual misconduct, where in their reasonable judgment they are acting in a

counseling capacity and are bound by formal, written ethical constraints to preserve confidentiality.

Complaints need not be in writing initially, and every complaint of sexual misconduct will be investigated. If, during the course of the investigation, it is determined that no sexual misconduct occurred, the complaint will be filed with the Associate Dean of Students or Director of Human Resources.

The complainant may be requested to submit in writing a detailed description of the alleged violation of this policy, as well as any additional information considered relevant to an investigation. If it appears that the safety or security of a complainant is in jeopardy, appropriate action will be taken to protect the complainant.

The Title IX coordinator will direct an investigation utilizing appropriate investigators. All investigators and decision makers pursuant to this policy will be trained on methods for conducting investigation and hearings, if applicable, in a manner that protects the safety of victims and promotes accountability.

Interim actions may be taken throughout the process to ensure the safety and well-being of the complainant. These actions may include prohibiting the respondent from entering or being on Seminary property or contacting the complainant, or requiring a change in the respondent's residency (if the accused lives in Seminary housing), student status, or class schedule.

The Seminary will notify the complainant and respondent of the time frame for the investigation. The investigation will afford the respondent an opportunity to respond to the allegations. In addition, the complainant and respondent and any other persons believed to have information relevant to the investigation will be interviewed. The complainant and respondent will have the opportunity to present witnesses and evidence. Resolution of a complaint may occur prior to, during, or as a result of an investigation, if appropriate, if recommended by the investigator and if acceptable to the complainant and the respondent. The determination shall be made on the basis of whether it is more likely than not that the student violated the Sexual Misconduct policy and the Luther Seminary Student Code of Conduct (a preponderance of evidence). Both the complainant and the respondent will be notified simultaneously of the determination in writing and have the opportunity to appeal. Both will also be notified simultaneously in writing of any change in the result upon appeal and when the result becomes final. Rules of evidence as in a court of law, however, shall not apply.

If the results of the investigation indicate sexual misconduct has occurred, the Seminary will take appropriate action. For students, such action may include, but is not limited to, education, counseling, and loss of privileges, housing restrictions, probation, suspension or expulsion. For faculty and staff, such action may include, but is not limited to, education, counseling, oral and/or written warnings, probation, suspension or termination of employment. Both the complainant and the respondent will have the opportunity to be present during any disciplinary

proceeding and will have the opportunity to be accompanied by a support person from the Luther Seminary Community of his or her choice.

Retaliation or intimidation against an individual who brings a complaint or participates in an investigation of sexual misconduct or pursues legal action is prohibited and will not be tolerated. Reports of suspected retaliation or intimidation should be made using the same reporting procedure described in this policy.

Immediate Action

Luther Seminary encourages individuals who believe they have been victims of sexual misconduct to pursue criminal legal action against the alleged perpetrator. An individual who believes that she or he has been the victim of sexual misconduct may pursue criminal action and an internal Seminary complaint concurrently. Even though the Seminary encourages individuals to pursue criminal legal action, an internal Seminary complaint may be pursued regardless of her/his decision about making a criminal complaint.

Retaliation against an individual who brings a complaint or participates in an investigation of sexual misconduct, or who pursues legal action on such grounds, is prohibited and will not be tolerated. Anyone who believes she or he is being intimidated or retaliated against in violation of this policy should report the matter to one of the authorities of the Seminary designated under this policy to receive reports.

Concerns regarding future security, academic issues or housing arrangements affecting the (alleged) victim should be addressed to the Dean of Students and the victim will be notified of the options for, and available assistance in, changing academic and living situations, if so requested by the victim and if such changes are reasonably available.

Interim actions may be taken throughout the process to ensure the safety and well-being of the complainant. These actions may include prohibiting the accused from entering or being on Seminary property or contacting the complainant, or requiring a change in the accused's residency (if the accused lives in Seminary housing), student status, or class schedule.

Luther Seminary will comply with any judicial no-contact, restraining or protective order which is in place for a student of the Seminary in accordance with the terms of the order and applicable law.

Confidentiality

Information related to incidents and investigations on campus will be held in strict confidence. If there is a need for community notification due to a threat, our timely notification policy will be followed while honoring the confidentiality of those involved in the ongoing investigation.

Appeals

If either party disputes the findings or is dissatisfied with the action taken or sanctions imposed, the individual(s) may appeal by filing a written appeal with the President within fifteen (15)

calendar days after being notified of the findings. If the individual filing an appeal is a student, the President will proceed as detailed in the “Procedure for Appeal of Dismissal for Disciplinary Reasons” included in this Handbook. If the person filing an appeal is a staff member, the President will proceed according to directions listed in the Staff Handbook. If the person filing an appeal is a faculty member, the President will follow procedures outlined in the Faculty Handbook. The President may at any time seek consultation with members of the Executive Committee of the Board of Directors, and/or a lawyer.

Retaliation

Retaliation of any kind against anyone filing a complaint of sexual harassment, discrimination, or abuse is prohibited. Initiating a complaint of harassment will not affect a complainant's employment, compensation, or work assignment or, in the case of a student, grades, class selection, or any other matter pertaining to student status.

Initiating a false claim may result in disciplinary action. False accusations of harassment, discrimination, or abuse can seriously harm innocent people.

Information regarding registered sex offenders can be obtained at: (21)

[http://www.nsopw.gov/\(X\(1\)S\(3qzvhgj5040rvmlyldxrp4mt\)\)/en-us](http://www.nsopw.gov/(X(1)S(3qzvhgj5040rvmlyldxrp4mt))/en-us)

Local Resources (20)

Any victim of sexual misconduct should consider seeking immediate medical and emotional assistance. Assistance is available by utilizing the following services:

911.....	Dial 9-911 from an on-campus telephone
St. Paul Police.....	651-291-1111
Minneapolis Police.....	612-348-2345
Regions Hospital Crisis Line.....	651-254-9200
SOS Sexual Violence Services (Ramsey County).....	651-266-1000
Minneapolis Sexual Violence Center.....	612-871-5111
Rape & Sexual Abuse Center.....	612-825-4357
Seminary Pastor, Laura Thelander.....	651-641-3216
Seminary Parish Nurse, Rebecca Hilden.....	651-641-3214
Seminary Title IX Coordinator, Arnita Walls.....	651-641-3599
Seminary Title IX Deputy Coordinator, Jeff Olsen Kregel.....	651-641-3237

The seminary recognizes that any decision to report sexual misconduct to the police is the right of the victim. However, seminary personnel responding to an incident of sexual misconduct will inform the victim of the options of criminal prosecution, medical assistance and the seminary's complaint process. Campus personnel will assist the victim with these contacts if requested. In addition, confidential counseling, support resources, academic assistance and alternative housing assignments will be discussed as appropriate. Seminary personnel will also inform victims of their rights under the Crime Victims Bill of Rights, including assistance from the Minnesota State Crime Victims Reparations Board and the Minnesota State Office of the Crime Victim Ombudsman.

Those who have experienced sexual violence may pursue any or all of the following options on an emergency basis:

- Seek immediate medical attention. Luther Seminary refers sexual assault victims to Regions Hospital (651-254-3306) located at 640 Jackson Street in Saint Paul. Sexual assault victims may go to the Regions Emergency Department (ER) by themselves or with a friend. This will allow for confidentiality in the event the victims chooses not to make a report to the seminary or to the police. With the occasional exception of a few preventative medications, there is no charge for care related to sexual assault at Regions Hospital ER. Regions ER is open 24 hours, 7 days a week.

If possible, sexual assault victims should NOT change clothes, bathe, shower, brush their teeth, or go to the bathroom before going to the ER. Sexual assault victims who change clothes should bring clothing worn during the assault with them, preferably placing each item in a separate bag. They should also bring any tampon or pad worn. If they must urinate before going to the hospital, sexual assault victims should void a small amount of urine into a cup, bring the urine specimen with them, and should NOT wipe after urinating.

These exams are completely confidential and their results are not given to the police unless the patient consents. Sexual assault victims are not required to report the assault to the police or the seminary through this process, but if they choose to do so, staff can assist them in the reporting process.

A medical provider can provide emergency and/or follow-up medical services, and discuss any health-care concerns related to the incident in a confidential medical setting. The medical exam has two goals: first, to diagnose and treat the full extent of any injury or other physical effect (sexually transmitted infection or pregnancy) and second, to properly collect and preserve evidence. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the steps to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will remain confidential, yet preserve the full range of options to seek resolution through Luther Seminary's complaint process or through the pursuit of criminal action, if so desired.

- Call the police at 911 or 651-291-1111 (St. Paul) or Campus Watch at 651-324-9911 for protection, transportation to seek medical care, and to report the assault. Sexual assault is a crime. Reporting the matter to the St. Paul Police Department will commence a criminal investigation (if you wish assistance from the seminary to make this report, the Associate Dean of Students or Dean of Students will provide support and assistance). Reports to the police will afford individuals notice of their rights under the Minnesota Crime Victim's Bill of Rights at <http://www.ojp.state.mn.us/MCCVS/CVJU/right.htm>. Reports to the police, to the Associate Dean of Students, Dean of Students, Title IX Coordinator are strongly encouraged (but not required) under this policy by individuals subjected to sexual misconduct. Such reports put Luther Seminary on notice of the conduct.

- Communicate with any or all the resources identified in this policy, including the Title IX Coordinator or Associate Dean of Students, to seek support and/or to initiate the complaint process under this policy.

Seek Information and Support. Each of the designated leaders can provide more background on the nature of sexual harassment, the avenues for maintaining confidentiality, and formal and informal steps a student can take to resolve an offensive situation. Such informal steps may include a spoken or written response to the person causing the offense, a mediated conversation, or a decision not to seek further resolution.

Do Not Blame Yourself. Your inquiry or complaint will be taken seriously. Your confidentiality will be respected to the degree possible, and your complaint will not be revealed to others without your consent whenever possible. If Luther Seminary becomes aware of sexual misconduct, however, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. Your willingness to speak out and seek help contributes to the good of the whole community.

List of Victim's Rights (Published by the Office of Crime Victims Ombudsman)

The following list informs seminary community members of their rights under Minnesota law and is printed here for your information:

Right to Be Notified:

- Plea bargain agreements;
- Changes in court schedules, date, time, and place of sentencing;
- Release of an offender from a prison or institution; and
- Victim's rights.

Right to Participate in Prosecution:

- Right to inform the court of impact of a crime at pre-trial and sentencing;
- Right to have input in any pre-trial diversion hearing program;
- Right to object to a plea bargain;
- Right to request a speedy trial;
- Right to bring a supportive person to pre-trial;
- Right to attend sentencing; and
- Right to give written objections to a sentence.

Right to Protection From Harm:

- Tampering with a witness is against Minnesota law;
- Witnesses do not have to give their addresses in court;
- Victims have the right to a secure waiting area during court; and
- Employers may not discipline or dismiss victims or witnesses who are called to testify in court.

Financial Assistance:

- Victims may be eligible for financial assistance from the state if they have suffered economic loss; and
- Victims may request of the court that restitution be paid.

If you are a crime victim or witness and you believe your rights have been violated, call the Office of Crime Victims Ombudsman (toll-free: 1-800-247-0390) or your local victim assistance program.

For financial assistance, crime victims may contact the Minnesota Crime Victims Reparations Board (445 Minnesota Street, Suite 2300, St. Paul, MN, 55101, Phone: 651-201-7300). In order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Title IX, Seminary personnel (including faculty, administrators and staff but not necessarily the Seminary Pastor) who are not themselves the victim of the act are obligated to report immediately all suspected or alleged incidents of sexual assault or sexual violence to the Title IX coordinator (the Director of Human Resources) or to the Title IX Deputies that include the Associate Dean of Students.

It is important for victims to preserve any evidence resulting from sexual misconduct needed for criminal prosecution.

Emergency Response and Evacuation (26)

Luther Seminary Faculty, Staff, and Student Handbooks include information about emergency response and evacuation guidelines. Luther Seminary conducts emergency response exercises each year, such as fire drills and tests of the fire alarm system. These tests are designed to assess and evaluate the emergency plans and capabilities of the seminary. General information about the emergency response and evacuation procedures for Luther Seminary is publicized each year as part of the institution's Clery Act compliance efforts and in our Student Handbook.

When a significant emergency or dangerous situation occurs that causes an immediate threat to the campus, Luther Seminary's President will assess the situation and work together with the Vice Presidents and Deans, the Director of Human Resources, Senior Director of Facilities and Auxiliary Services and the Director for Communication depending on the nature of the incident) to respond, communicate and manage the situation. Depending on the nature of the incident, other Luther Seminary departments and other local or federal agencies could also be involved in responding to the incident. If the situation warrants, the President or another will call 911 immediately.

All members of the Luther Seminary community are notified on an annual basis that they are required to notify the Saint Paul Fire and Rescue Department, Saint Paul Police Department, the Vice Presidents and/or Deans, the Director of Human Resources of any situation or incident on campus that involves a significant emergency. Luther Seminary works with Saint Paul local authorities and first responders to the scene such as the Saint Paul Fire and Rescue Department, the Saint Paul Police Department.

Notification to the Luther Seminary Community about an Immediate Threat

If there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Luther Seminary Community, the President on her own or together with some or all the Vice Presidents and Deans, the Director of Human Resources, Senior Director of Facilities and Auxiliary Services and the Director for Communication will collaborate to determine the content of the message. They will use some or all of the systems described below to communicate the threat to the Luther Seminary community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The President will, taking into account the safety of the community, determine the content of the notification. The President will initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Saint Paul Police Department, Saint Paul Fire and Rescue Department) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The President will determine how to communicate the emergency information to the larger community with the assistance of the local authorities, administrative colleagues, and the Director for Communications.

In the event of a significant emergency or dangerous situation that poses an immediate threat to members of the Luther Seminary community, the seminary has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Luther Seminary community. These methods of communication include network emails, campus phone system, a county alarm system that is strategically placed throughout the adjoining neighborhoods, individual alarm systems specific to each building. The email and opt-in text-messaging features will be used to further communicate with the Luther Seminary community of any current significant emergency. The notification contents will be determined on a case by case basis per the given situation. The notifications may include information or they may include instructions to evacuate all or specific segments of campus or to shelter in place in all or specific segments of campus.

If notification indicates that community members should evacuate, the notification would include instructions to proceed to the nearest exit and follow the evacuation maps posted to the safest area outside the confines of the building. Evacuation and exit directions are posted on building entrances and exits. Evacuees gathering locations will be dependent on each situation.

If notification indicates that community members should shelter in place, the notification would include instructions for sheltering in place:

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter in place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

A shelter in place notification will be sent through the seminary’s communication tools. If the building you are in is not damaged, stay inside – seeking an interior room – until you are told it

is safe to come out. If your building is damaged, follow the evacuation guidelines and seek shelter at the closest building as quickly as possible. If police or fire department officials are present, follow their directions.

If you are notified to shelter in place, follow these basic instructions, unless instructed otherwise:
Stay in an interior room with the least amount of windows.

Collect emergency supplies and a telephone to be used in an emergency.

Shut and lock all windows and close exterior doors.

When possible, turn off air conditioners, heaters, and fans.

Close vents to ventilation systems as you are able.

Turn on a radio or TV or computer and listen for further instructions.

Make yourself comfortable.

Documentation of the annual emergency response test (27)

Description: Evacuation Drill

Date: November 17 - 20, 2014

Time started and ended: 11:45 AM - 1:00 PM

Announced or unannounced: announced

Luther Seminary's administrative team including the Vice President for Finance and Operations, Assistant Dean of Student Affairs, Director of Facilities, and the Director of Communication met to plan the annual drill, review the emergency response and evacuation policy and procedure. We decided on an evacuation drill to be held on campus in parallel to the annual alarm testing. The Director of Facilities took point in planning the drill.

Accomplishment: Drills took place in Gullixson Hall, Bockman Hall, and Stub Hall

Gullixson Hall - Monday, 11/17, at 11:45 a.m.

Northwestern Hall - Tuesday, 11/18, at 1:00 p.m.

Bockman Hall - Wednesday, 11/19, at 9:15 a.m.

Olson Campus Center - Thursday, 11/20, at 9:00 a.m.

Stub Hall - Thursday, 11/20, at 1:00 p.m.

Shortfalls: All drills must take place; set an alternative date in case of weather issues.

2015-2016 Academic year drill plan: Fire Exit Drills, time permitting - a shelter in place drill

Timely Warning Policy is being developed by Emergency Response Committee (25)

Missing Student and Emergency Contact Registration (28)

Luther Seminary will request of all new students residing in the Luther Seminary owned residence system that they provide, on a voluntary basis at the time of registration, emergency contact information (located in their student records file). This confidential information will be used only by authorized Luther Seminary personnel in the event a student is reported missing while at the institution. If a Luther Seminary student living in Seminary-operated housing is

suspected to be missing from campus, students, faculty and staff are instructed to immediately report this information to the Dean of Students or President's Office. In the event that a student is reported missing after 24 hours, this must be reported to the Dean of Students or the Associate Dean of Students. If the reported missing student resides off-campus, individuals may contact the local law enforcement agencies which has the jurisdiction to investigate.

All reports of missing students made to the Department for Student Affairs will be investigated and given priority to other tasks. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the Seminary staff will:

Notify the individual identified as the student's emergency contact person;

If the student is over 18 years of age and has been missing over 24 hours, Luther Seminary will notify the appropriate jurisdictional law enforcement agency and others as deemed necessary.

Policy Regarding Firearms, Weapons, and Explosives on Campus

Luther Seminary does not tolerate violence or the threats of violence.

Carrying and/or possessing handguns or other weapons at the seminary, by any student, will not be tolerated; it does not matter whether the student is licensed to do so or not. For purposes of our policy, students are not allowed to carry and/or possess handguns or other weapons anywhere on campus. The seminary reserves the right to search any person, vehicles, or belongings brought onto seminary property. Although it is the seminary's intention to ban guns from its property to the full extent permitted by law, guns are permitted in the seminary's parking facilities to the extent that the law does not permit their prohibition.

Students are also prohibited from carrying and/or possessing handguns or other weapons at any time during participation in any seminary-sponsored activity, whether on-campus or not.

Luther Seminary prohibits persons other than students and employees from carrying and/or possessing handguns or other weapons. These persons include potential students, vendors, visitors, donors, and potential donors, excluding law enforcement officers.

Anyone who has a good faith reason to suspect imminent violence at the seminary or in conjunction with a seminary activity should immediately contact St. Paul Police or dial 911. Anyone who in good faith believes or suspects a non-imminent or non-threatening violation of this policy should promptly report the suspected violation to the Associate Dean of Students. All reports of violations will be investigated and if the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. Luther Seminary will not tolerate retaliation against any student because he or she reports a suspected violation of this policy.

Any student who violates this policy will be subject to immediate disciplinary action, up to and including expulsion.

Crime Information and Statistics

As mandated by the Crime Awareness and Campus Security Act of 1990, Luther Seminary will provide to its students and employees yearly statistics of on-campus occurrence of the following criminal offenses within the last three years. The Seminary will provide yearly statistics to students, faculty and employees as well as prospective students and employees. Following is a composite summary of statistics of criminal and hate offenses and arrests related to on-campus, residence hall, and public property adjoining the seminary.

Official statistics can be viewed at: <http://ope.ed.gov/security>

Criminal/Hate Offenses

Criminal Offenses - On campus

Criminal Offense	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	1
Arson	0	0	0

Criminal Offenses - On-campus Student Housing Facilities

Criminal Offense	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible	0	0	0

Arson	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0

2013 – Hate Crimes On campus Student Housing Facilities

Criminal Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Sex Offenses -Forcible	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

2012 – Hate Crimes On campus Student Housing Facilities

Criminal Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Sex Offenses -Forcible	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – Public Property

2014 – Hate Crimes - Public Property

Criminal Offense	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

2013 – Hate Crimes - Public Property

Criminal Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

2012 – Hate Crimes - Public Property

Criminal Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Simple assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

VAWA (Violence Against Women Act) Crimes

VAWA Crimes – On campus

Criminal Offense	2012	2013	2014
Domestic violence			0
Dating violence			0
Stalking			0

VAWA Crimes – On campus Student Housing Facilities

Criminal Offense	2012	2013	2014
Domestic violence			0
Dating violence			0
Stalking			0

VAWA Crimes – Public Property

Criminal Offense	2012	2013	2014
Domestic violence			0
Dating violence			0
Stalking			0

Arrests

On Campus

Number of Arrests

Crime	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On Campus Student Housing Facilities

Number of Arrests

Crime	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property

Number of Arrests

Crime	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0

Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions

On Campus

Number of persons referred for Disciplinary Action

Crime	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On Campus Student Housing Facilities

Number of persons referred for Disciplinary Action

Crime	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property

Number of persons referred for Disciplinary Action

Crime	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crimes

	2012	2013	2014
Total unfounded crimes			0

Fire Safety Report

Luther Seminary provides campus statistics to members of the seminary community in accordance with the Department of Education Campus Security Act. The following information reflects incidents of fire or evacuations from campus housing that have occurred within Luther Seminary's on-campus housing units and were reported to Campus Watch and incidents of missing people from campus housing. The following incident occurred during the academic year of 2013-2014.

1. Incidents of fire within campus housing: During the past year, there were two reported incidents of fire or evacuation of residences. No deaths or injuries resulted, the building was evacuated and no property damage was sustained.
2. Incidents of missing people from on-campus housing: During the past year, there was no reported incident of a missing person from our on-campus housing.

To report a fire or report an emergency, dial 911. To file an incident report on campus, please notify Jeff Olsen Kregel, Associate Dean of Students at 651-641-3237, Campus Watch at 651-641-9911, or Ellen Elhard, Senior Director of Facilities and Auxiliary Services, 651-642-3236.

On-campus Fire Safety System

LDR: annual Fire Marshal appointed inspections, exterior lock-box with access keys for the front and back of the building, building specific fire extinguishers, building specific alarm system with approved 'pulls' and horns and battery operated emergency lights with exit signage. No sprinkler system.

Stub: annual Fire Marshal appointed inspections, exterior lock-box with access keys for the front and back of the building, building specific fire extinguishers, building specific alarm system with auto-call to city of Saint Paul Fire and Rescue Department, approved 'pulls' and horns and battery operated emergency lights with exit signage. No sprinkler system.

Bockman Hall: annual Fire Marshal appointed inspections, exterior lock-box with access keys for the front and back of the building, building specific fire extinguishers, building specific alarm system with auto-call to city of Saint Paul Fire and Rescue Department, approved alarm 'pulls' and horns and battery operated emergency lights with exit signage. Automatic sprinkler system.

Seminary Houses:

The seminary houses provide two separate exits to the exterior, connected and wired smoke detectors in each bedroom and upper hallway. Fireplaces are posted as not usable.

Fire Safety Regulations

1. Candles/Flammable Materials/Incense
Candles, incense, oil lamps etc. (generally anything utilizing a wick or flame or consuming flammable material, including such things as decorative candles, potpourri

simmer pots, and Sterno cans) are NOT allowed in apartments. Violations are subject to disciplinary action. Storage of volatile materials or other flammables (e.g., gasoline) is likewise not permitted.

2. Electrical appliances

Students may utilize electrical appliances in the apartments such as: radios, televisions, personal computers, air conditioners, pop-up toasters, coffee pots, personal lamps, fans, shavers, personal hair dryers, other personal care appliances, clocks, microwave ovens, and compact freezers/refrigerators. Torchiere lamps are permitted, but only with incandescent or compact fluorescent light bulbs. Halogen lamps are NOT permitted.

Electrical extension cords are not to be used in a manner that may create a fire hazard (such as running a cord under a rug/carpet or in a place where the insulation may be worn). Student are cautioned to be very careful with electrical appliances and extension cords. Tampering with electrical systems is prohibited for the safety of all residents and the general upkeep of the building.

3. Fire Safety: Evacuation Instructions

All students and guests are expected to respond appropriately whenever a fire alarm is sounded. Each person is expected to observe the fire safety guidelines. Whenever an alarm is sounded: 1) Evacuate the building in timely manner; 2) close and lock your apartment door; 3) individuals must leave the building using the nearest exit; 4) remain outside until the staff and/or fire department give the all-clear sign. Failure to leave the building during the sounding of a fire alarm is a violation of both state and Seminary codes.

4. Fire Safety Equipment

Fire extinguishers, fire alarms, smoke detectors, sprinklers, and other fire safety equipment are placed in the apartments/halls for the safety of the residents in the building. Misuse of fire and safety equipment is a serious violation of both state and Seminary codes.