

ANNUAL SECURITY & FIRE SAFETY REPORT:

Concordia Seminary



CONCORDIA SEMINARY

2022

Campus Safety

24-hour: (314) 505-7777

Email: campussafety@csl.edu

Website: www.csl.edu

We urge members of the Concordia Seminary community to use this report as a guide for safe practices on and off-campus. Campus Safety sends an e-mail to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed. Availability of the report is also noted on the Concordia Seminary website. The notices include a brief summary of the contents of this report and the web address for the Concordia Seminary website where the Annual Security and Fire Safety Report can be found. You may request a copy of the report be mailed to you by calling 314-505-7313. The report is available through the Seminary intranet URL: <https://semnet.csl.edu/SelfService/csl/resources/Operations/CampusSafetyAndSecurity/Documents/Documents.aspx>. A copy of the report can also be obtained from Campus Safety located at 801 Seminary Pl, Clayton, MO 63105.

Message from Campus Safety

Dear Concordia Seminary Community:

Concordia Seminary is committed to providing a safe and secure environment for our students, faculty, staff and visitors. To that end, we are pleased to present the Annual Security and Fire Safety Report.

This report is prepared by the Director of Campus Facilities, to whom the Campus Safety Department at Concordia Seminary reports. The Campus Safety Department, in partnership with our local law enforcement agencies, is responsible for ensuring the safety of the Concordia Seminary community from all hazards, including crime.

This report will provide you with information on safety and security at the Concordia Seminary campus and other non-campus facilities. Inside you will find information on Campus Safety, policies and procedures for reporting crime, safety and security prevention and protection programs, victim assistance services, fire safety and other material to assist you in maintaining your safety and security. This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA).

We encourage you to read this information and consider how it can help you and the Concordia Seminary community to prevent and protect yourself against crime. For more information or questions regarding this document please visit www.csl.edu or visit Campus Safety located in the Student Services Building. Thank you for taking time to review this information and helping to make Concordia Seminary a safer community.

Sincerely,

Martin Hague
Director of Campus Facilities

Concordia Seminary

Our History

Concordia Seminary was founded in 1839 in Perry County, Mo., by a group of emigrants from Germany. In 1849, the preparatory division and the school of theology of the young institution moved to St. Louis and relocated to South Jefferson Avenue and Winnebago Street. The preparatory division moved to Fort Wayne, Ind., in 1861. In 1926, the campus moved to its current 72-acre site in suburban Clayton.

Today, Concordia Seminary is one of two private seminaries of The Lutheran Church—Missouri Synod (LCMS) providing men for the holy ministry of Word and Sacrament in the LCMS, preparing women through its Deaconess Studies program and offering advanced degree programs to qualified students of theology. It also serves as a center for theological research, scholarship and continuing education of the clergy. Since its inception, Concordia Seminary has provided more than 12,500 professional workers for the church.

Our Mission

Concordia Seminary serves church and world by providing theological education and leadership centered in the Gospel of our Lord Jesus Christ for the formation of pastors, missionaries, deaconesses, scholars, and leaders in the name of The Lutheran Church—Missouri Synod.

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Reporting Procedures

General Procedures for Reporting a Crime or Emergency

If you see something, say something... Reporting criminal activity, emergencies, and missing students to the Campus Safety Department, is essential in providing a safe and secure campus environment for the entire campus community. The Campus Safety Department encourages anyone who is the “victim of” or “witness to” any crime to promptly report the incident to campus safety and the police.

In addition to the Campus Safety Department, the Clery Act requires reporting of crimes by Campus Security Authorities (CSA). An official of an institution who has significant responsibility for student and campus activities is a Campus Security Authority (CSA). CSA's at Concordia Seminary, St. Louis include:

- ✓ Title IX Coordinator and Investigators
- ✓ Health and Wellness Coordinator
- ✓ Residential Services Administrator and Residential Assistants
- ✓ Dean of Ministerial Formation

A CSA must convey all alleged criminal incidents, reported to them by a student, to the Campus Safety Department.

Concordia Seminary's "Pastoral Counselors" are not considered to be a Campus Safety Authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Concordia Seminary's "Pastoral Counselors" are encouraged to inform persons being counseled of the procedures to report crimes to the Campus Safety Department, on a voluntary and confidential basis, for inclusion into the annual crime statistics. All such reports will be investigated and will remain confidential.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around the residential halls should be reported to Campus Safety. If you see a crime in progress or in case of an emergency, contact the police department by dialing 911. *Whenever possible utilize a campus land-line when calling 911, as this helps identify your location and automatically contacts Campus Safety.* If contacting 911 using a cell phone, you should also notify Campus Safety at 314-565-4690.

For non-emergency occurrences contact the Campus Safety Department at 314-505-7777.

In the event that a situation arises on campus that, in the judgment of the Administrator of Campus Safety, may constitute an ongoing or continuing threat, the procedure for issuing campus wide Emergency Notification will be initiated. The warning will be issued through Concordia Seminary's Emergency Broadcast System to students, faculty, staff, and the

campus community.

All reports of criminal activity and emergencies are documented and investigated by the Administrator of Campus Safety.

If you are a victim of a sexual assault at Concordia Seminary, your first priority is to seek medical treatment. A victim of sexual assault should report the incident to one of the following:

- Tom Myers: Director, Human Resources and Title IX Coordinator, Student Services Building, Office SSB-212, O: 314-505-7762, C: 636-233-2327, myerst@csl.edu
- Alan Borcharding: Director, Research, Assessment, and Academic Programming and Title IX Investigator, Pieper Hall, Office P-113, O: 314-505-7763, C: 314-952-1513, borchardinga@csl.edu
- Kathryn Gritts: Manager, Gift Planning Services, Seminary Support and Title IX Investigator, Loeber Hall, Office L-126B, O: 314-505-7595, grittsk@csl.edu

Campus Safety will assist victims with notifying Clayton Police. Filing a police report will not obligate the victim to prosecute. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution.
- Assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Refer to the Sexual Harassment Basic Information included as Appendix A.

Reporting to Clayton Police Department

A person reporting a crime to Campus Safety has the right to report the crime to the Clayton Police Department by calling 911 or utilizing the Clayton Police Department non-emergency number at 314-645-3000. The Clayton Police Department is located at 10 S Brentwood Blvd, Clayton, MO 63105. Campus Safety officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

Reporting to Campus Safety

In the event anyone has information regarding crimes or emergencies on campus, they should immediately notify Campus Safety or the Clayton Police Department. Campus Safety can be reached 24-hours a day at 314-505-7777. Campus Safety office is located in the Student Services Building, room 102.

Confidential Reporting

If you are a victim of a crime and do not want to pursue action within the Concordia Seminary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the campus safety office can file a report on the details of an incident without revealing your identity. Crimes can be reported in person without providing your name, via telephone at 314-505-7777, in person at the Campus Safety Office, located in the SSB Loeber building, or by sending an email to haguem@csl.edu.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while ensuring the future safety of yourself and others. Concordia will use such information, in order to keep accurate record of the number of incidents involving students, determine where there is a pattern of crime and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Non-Campus Monitoring of Student Organizations

Concordia Seminary does not currently recognize any non-campus locations of student organizations, including student organizations with off-campus housing facilities.

Immediate Notifications & Timely Warnings

The Campus Safety Department continually reminds the campus community to be responsible for their own safety and the safety of others. The involvement of the entire campus community in campus crime prevention is necessary.

Annual testing of the automated emergency notification system for Concordia Seminary, St. Louis is executed by the Chief Information Officer of Technology Services. The system notifies all members of the campus community of school closings, delays, or emergencies. The Emergency Notification System is an opt-in intranet system via SemNet.

A common theme of crime prevention is to encourage students and employees to be aware of “their” responsibility for their own safety and the safety of others.

- ✓ Campus Safety and the Campus Facilities Department send email reminders to the Concordia Seminary community about awareness and crime prevention tips.
- ✓ **Campus Watch Notifications** are posted in **SemNet** and may be viewed by clicking on the **Resources tab – Services – Campus Safety**
<https://semnet.csl.edu/SelfService/csl/resources/Operations/CampusSafetyAndSecurity/CampusSafetyAndSecurity.aspx>
- ✓ The following websites are resources and services provided via the internet for the Missouri Highway Patrol **Sex Offender Registries**.
 - City-Data .com
www.city-data.com/so/so-Clayton-Missouri.html
 - Missouri State Highway Patrol Sex Offender Registry
www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html
 - Community Notification / Email Notification link
 - “The Missouri State Highway Patrol Criminal Justice Information Services Division is proud to offer sex offender registry community notification access via this website. This **free service** allows the public to receive e-mail updates concerning registered sex offenders directly to their private e-mail address. For more information please visit the **Sex Offender Registry Fact Sheet**. To enroll, select the link below.
<https://www.mshp.dps.missouri.gov/CJ38Comm/userRegistration.jsp>
 - You will be asked to provide an e-mail address along with a password that will be used to create/modify your settings for this service”.

Immediate Notifications

Immediate Notifications will be issued upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Seminary community. The Seminary will post updates during a critical incident utilizing the same distributions systems.

Timely Warnings

Message delivery for advisories, watches, and warnings will differ from the message delivery for Emergency or Urgent Situations. All methods of message delivery will be used when any *Clery Act* crime is reported to the Campus Safety Department and represents a serious ongoing threat to the campus community members. Timely reports or warnings are issued through the Concordia Seminary Emergency Broadcast System. Concordia Seminary may send notifications via voicemail, e-mail, text messaging, or the campus phone intercom system.

Facility Access Control

During business hours, Concordia Seminary ***public spaces*** will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all campus facilities is by badge or key. In periods of extended closing, Campus Safety will admit only those with prior written approval to on-campus facilities.

Campus Safety is responsible for locking the buildings on campus at the end of the work day and verifying the buildings remain secure throughout the evening. Campus Safety will grant access, after-hours to individuals and /or groups that have proper faculty, staff, or student identification or scheduled access to specified areas for an event.

Campus Safety is often called to assist people who have locked themselves out of dorms, apartments, and campus offices. In case of a lockdown, entry is allowed only to the individual residing in a dorm or apartment, or assigned to an office space. The safety officer ensures he is not granting access to unauthorized persons by:

- ✓ Personal knowledge
- ✓ Official photo ID
- ✓ Guests:
 - A list of current guest housing residents is maintained in the Welcome Center and must be used to verify a guest's room assignment before granting them access to a room.

Maintenance

Facilities and landscaping at Concordia Seminary are maintained in a manner that minimizes hazardous conditions. Campus Safety officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Maintenance for repair. Other members of the campus community should promptly report equipment problems to Campus Safety or Maintenance.

Crime Statistics

Campus Safety prepares and submits the Crime Statistics report, annually, in compliance with the **Jeanne Clery Disclosure of Campus Safety Policy and Crime Statistics Act**. The Clery Report for Concordia Seminary, St. Louis can be accessed via the web at <http://ope.ed.gov/campussafety>, select *Get Data for One School*, type *Concordia Seminary* (Name) and *Saint Louis* (City). Click the *Continue* prompts at the bottom of each page until you advance to the *View Data* screen which shows the last three years of safety and safety related statistical data, along with general information about the Concordia Seminary's campus.

Crime statistics reported in the Clery Act are compiled from the Campus Safety Incident Reports and the Clayton Police Departments Crime by Area ECDC Summary. The collected information is reviewed by Campus Safety to ensure the statistics are not double reported.

Definitions

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Awareness Programs: Community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety and reduce perpetration.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes the following: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.

Bystander Intervention: 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.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Disciplinary Referrals: Includes those individuals referred to Student Conduct for liquor law, drug law and illegal weapons violations. The numbers include incidents reported via Campus Safety incident reports and reports provided directly to Student Conduct from other members of the Seminary community.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Abuse Violations: Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance; and arrests for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Fondling: Is defined as the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Hate Crime: Is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny – Theft: Is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned- including joy riding).

Murder & Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Ongoing Prevention and Awareness Campaigns: Programming, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and

skills for addressing dating violence, domestic violence, sexual assault and stalking using a range of strategies with audiences throughout the institution.

Primary Prevention: Programming, initiatives and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention and seek to change behavior and social norms in healthy and safe directions.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. This offense includes the rape of both males and females.

Risk Reduction: 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.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offense: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts 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.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Vandalism: To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Weapons Law Violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Hate Crimes

Concordia Seminary strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the Seminary community. The hate crime statistics are separated by categories of prejudice including race, religion, ethnicity, national origin, gender, sexual orientation, disability and gender identity. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of compliance documentation. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, etc., the assault is then classified as a hate crime.

To report a hate crime, please contact Campus Safety, local law enforcement agencies, or any of the individuals or departments listed on pages 1 through 3 of this report.

Definitions of Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Note: Statistics for Seminary housing facilities are recorded in the On-Campus Student Housing Facilities category.

Public Property: All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Concordia Seminary crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Reporting Locations

Concordia Seminary

Main Campus

801 Seminary Pl
Clayton, MO 63105

Concordia Seminary 801 Seminary Pl Clayton, MO 63105
Cohort locations: Same Address
Bell Tower Brauer Hall (G-Dorm) Brohm Hall (C-Dorm) Buenger Hall (D-Dorm) Chapel Craemer Hall (H-Dorm) Environmental Services Field House Fuerbringer Hall (B-Dorm) Garage Graebner Hall (I-Dorm) Guenther Hall (J-Dorm) Kitchen Koburg Hall Lange Hall (K-Dorm) Library Loeber Hall Pieper Hall Power House Pritzlaff Hall Schaller Hall (F-Dorm) Sieck Hall Stoeckhardt Hall Student Services Building Wartburg Hall Werner Auditorium Wyneken Hall
Faculty House 1 1 McCall Terrace Clayton, MO 63105

Faculty House 2 2 McCall Terrace Clayton, MO 63105
Faculty House 3 3 McCall Terrace Clayton, MO 63105
Faculty House 4 4 McCall Terrace Clayton, MO 63105
Faculty House 5 5 McCall Terrace Clayton, MO 63105
Faculty House 6 6 McCall Terrace Clayton, MO 63105
Faculty House 7 7 McCall Terrace Clayton, MO 63105
Faculty House 8 8 McCall Terrace Clayton, MO 63105
Faculty House 9 9 McCall Terrace Clayton, MO 63105
Faculty House 10 10 McCall Terrace Clayton, MO 63105
Faculty House 11 11 McCall Terrace Clayton, MO 63105
Faculty House 12 12 McCall Terrace Clayton, MO 63105
Faculty House 13 13 Seminary Terrace Clayton, MO 63105
Faculty House 14 14 Seminary Terrace Clayton, MO 63105

Faculty House 15 15 Seminary Terrace Clayton, MO 63105
Faculty House 16 16 McCall Terrace Clayton, MO 63105
Faculty House 17 17 McCall Terrace Clayton, MO 63105
Faculty House 18 18 McCall Terrace Clayton, MO 63105
Faculty House 19 19 McCall Terrace Clayton, MO 63105
Faculty House 20 20 McCall Terrace Clayton, MO 63105
Faculty House 21 21 McCall Terrace Clayton, MO 63105

Student House 1 1 Founders Way Clayton, MO 63105
Student House 2 2 Founders Way Clayton, MO 63105
Student House 3 3 Founders Way Clayton, MO 63105
Student House 4 4 Founders Way Clayton, MO 63105
Student House 5 5 Founders Way Clayton, MO 63105
Student House 6 6 Founders Way Clayton, MO 63105

Student House 7 7 Founders Way Clayton, MO 63105
Student House 8 8 Founders Way Clayton, MO 63105
Student House 9 9 Founders Way Clayton, MO 63105
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Student House 12 12 Founders Way Clayton, MO 63105
Student House 13 13 Founders Way Clayton, MO 63105
Student House 14 14 Founders Way Clayton, MO 63105
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Student House 21 21 Founders Way Clayton, MO 63105
Student House 23 23 Founders Way Clayton, MO 63105

Student House 25
25 Founders Way Clayton, MO 63105
Student House 27
27 Founders Way Clayton, MO 63105

2019 - 2021 Crime Statistics: Campus

801 Seminary Pl

Clayton, MO 63105

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal Offense	Total occurrences On campus			
	2019	2020	2021	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	
b. <u>Negligent manslaughter</u>	0	0	0	
c. <u>Rape</u>	0	0	0	
d. <u>Fondling</u>	0	0	0	
e. <u>Incest</u>	0	0	0	
f. <u>Statutory rape</u>	0	0	0	
g. <u>Robbery</u>	0	2	0	
h. <u>Aggravated assault</u>	0	0	0	
i. <u>Burglary</u>	0	0	0	
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	
k. <u>Arson</u>	0	0	0	

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.				
Criminal Offense	Total occurrences in On-campus Student Housing Facilities			
	2019	2020	2021	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	
b. <u>Negligent manslaughter</u>	0	0	0	
c. <u>Rape</u>	0	0	0	
d. <u>Fondling</u>	0	0	0	
e. <u>Incest</u>	0	0	0	
f. <u>Statutory rape</u>	0	0	0	
g. <u>Robbery</u>	0	0	0	
h. <u>Aggravated assault</u>	0	0	0	
i. <u>Burglary</u>	0	0	0	
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	
k. <u>Arson</u>	0	0	0	

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal Offense	Total occurrences On campus		
	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Current offense	2021 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2021							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Current offense	2020 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2020							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Current offense	2019 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2019							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

Current offense	2021 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2021							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Current offense	2020 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2020							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Current offense	2019 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2019							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Current offense	2021 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2021							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Current offense	Occurrences of Hate crimes								
	2020 Total	Category of Bias for crimes reported in 2020							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Current offense	Occurrences of Hate crimes								
	2019 Total	Category of Bias for crimes reported in 2019							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

VAWA Offenses - On campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On campus		
	2019	2020	2021
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences in On-campus Student Housing Facilities		
	2019	2020	2021
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2019	2020	2021
a. <u>Domestic violence</u>	0	0	2
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	1	2
b. <u>Drug abuse violations</u>	5	3	2
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Crime	Number			
	2019	2020	2021	
a. <u>Total unfounded crimes</u>	1	0	0	

Crime Prevention

Concordia Seminary offers programs and information designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students, employees and visitors to be responsible for their own safety and for the safety of others on campus. Crime Prevention Programs on personal safety and security are sponsored by various campus organizations throughout the year. The programs include general crime prevention and security awareness, such as safety education briefings and materials, discussions and materials about alcohol and drug abuse, domestic violence, dating violence, sexual assault, stalking, self-defense, fire safety, emergency response and evacuation procedures. Campus Safety, along with Residence Services staff, participates in fire prevention and safety briefings with all incoming students and new employees.

Below is a sample of programs and services provided by Campus Safety (campus only unless otherwise noted):

Safety Escorts: Anyone uncomfortable walking alone at night or those who may have temporary mobility impairment are encouraged to contact Campus Safety Dispatch at 314-505-7777 for a safety escort. This service is available 24-hours a day.

Campus Safety Resident Assistant (RA) Training: Campus Safety assists in training Resident Assistants on current safety and security topics. Such topics include emergency procedures, theft prevention and personal safety. RA training is conducted yearly before the beginning of the academic year. Other Seminary departments and student groups may request similar training by contacting Campus Safety.

New Employee Orientation: All new part-time and full-time employees attend campus safety training as part of the on-boarding process. Training includes such topics as Campus Safety services, workplace injury and illness prevention, crime prevention and basic emergency procedures.

New Student Orientation: Incoming students are required to attend a Campus Safety presentation at the beginning of the academic year. Topics include crime prevention, personal safety, evacuation procedures and earthquake response.

Safety Awareness

Safety Escorts: Students, faculty, staff or visitors who are uncomfortable walking alone or those who may have temporary mobility impairment are encouraged to contact Campus Safety at 314-505-7777 for a safety escort (campus only). Safety escorts are available 24-hours per day.

Vehicle Battery Jump Start: Campus Safety officers provide vehicle battery jumps for Seminary community members and visitors upon request (campus only). This service is available 24-hours per day.

Tips for Your Safety:

Members of the Seminary community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

Report all suspicious activity to Campus Safety or the local law enforcement agency.

Program Campus Safety phone number into your cell phone:

- Campus Safety (24-hour line): 314-505-7777
- Clayton Police Department (emergency line): 911
- Clayton Police Department (business line): 314-645-3000

Try to avoid walking alone at night; travel with friends or utilize the Safety Escort services.

Always lock the door to your residence hall room whether or not you are there.

Keep windows closed and locked when you are not at home.

Be aware of your location. Instead of texting or looking down at the ground, watch for cars and people around you.

Never leave valuables unattended.

Carry your keys and Concordia identification card at all times and do not lend them to anyone.

Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car. Do not leave valuables in your car, especially if they can be easily noticed.

Engrave serial numbers or owners recognized numbers, such as driver's license number on items of value.

Inventory your personal property and insure it appropriately with personal insurance coverage.

Notification of Missing Students

Any person who has reason to believe that a student, residing in the resident halls, has been missing should immediately notify Campus Safety at 314-505-7777 or the Clayton Police Department at 314-645-3000. A Missing Student Report may also be filed to additional campus departments as follows:

- | | | | |
|----|-----------------------|---------------------------------------|--------------|
| 1. | Residential Services | Administrator of Residential Services | 314-505-7324 |
| 2. | Ministerial Formation | Dean of Ministerial Formation | 314-505-7130 |

Campus Safety will generate a missing person report, initiate an investigation and contact the Clayton Police Department if the circumstances are suspicious in nature and no later than 24 hours after initial report.

Students have an option to provide emergency contact information through <https://semnet.csl.edu/> by clicking on the My Profile tab, selecting Emergency Contacts, and filling out the contact information. A student may update their Emergency Contact information by reentering the Emergency Contact section and clicking the Edit icon located on the page. Emergency Contact information is available only to FERPA trained campus officials

In addition to general emergency contact information, a student may designate a confidential person or persons of contact in the event that the student is determined to be missing. Campus Safety will notify the designated person within 24 hours after the student is determined to be missing. The designated contact will remain in effect until changed by the student. Only authorized Seminary officials and law enforcement will be given access to the designated person's contact information during the course of the investigation. Those wishing to designate a confidential person(s) should contact the Campus Safety at 314-505-7777 or Director of Campus Facilities at 314-505-7313.

When a report of a missing student is received, Concordia Seminary will take appropriate steps in determining the student's whereabouts. The steps include but are not limited to:

- Attempt to contact the student via telephone, e-mail, internet, etc.
- Conduct a welfare check of the student's campus resident living area if the missing student lives on campus.
- Attempt to reach the student in class.
- Interview friends, roommates, professors, campus employees and other community members, as appropriate, to ascertain the whereabouts of the student.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Campus Safety will notify the Clayton Police Department within 24 hours of the student being reported missing.

Response to Sexual Violence

Concordia Seminary is committed to creating and maintaining a community where all persons who participate in Seminary programs and activities learn and work together. The Seminary does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are considered types of sex discrimination and are prohibited. In addition, sexual offenses of any form, including sexual assault, domestic violence, dating violence and stalking, can be detrimental to the safe living and learning environment which Concordia Seminary seeks to maintain and such behavior is prohibited by law and Seminary policy. The Seminary will respond promptly and effectively to reports of sexual assault, domestic violence, dating violence and stalking and will take appropriate action to prevent, correct and discipline behavior that violates this policy. The complete Sexual Harassment Policy is included as Appendix B.

The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. State law and Seminary policy defines Consent as knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid there must be clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue and, if that happens, the other person must stop immediately.

A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

The above listed definition of consent is utilized by Concordia Seminary for the purposes of enforcing Seminary policies.

All forms of sexual violence are violations of Concordia Seminary's Code of Student Conduct. All Seminary officials will treat victims of assault with respect and dignity. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you are encouraged to report the incident to Campus Safety (Student Services Building, Room 102, 314-505-7777) or the Clayton Police Department (911 or 314-645-3000). The Seminary will provide resources to persons who have been victims and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. Other Seminary officials an incident may be reported to include:

- Martin Hague: Director, Campus Facilities. Environmental Services Building, Office ESB-102, O: 314-505-7313, C: 314-330-5529, haguem@csl.edu
- Tom Myers: Director, Human Resources and Title IX Coordinator, Student Services Building, Office SSB-212, O: 314-505-7762, C: 636-233-2327, myerst@csl.edu
- Alan Borcharding: Director, Research, Assessment, and Academic Programming and Title IX Investigator, Pieper Hall, Office P-113, O: 314-505-7763, C: 314-952-1513, borcherdinga@csl.edu

- Kathryn Gritts: Manager, Gift Planning Services, Seminary Support and Title IX Investigator, Loeber Hall, Office L-126B, O: 314-505-7595, grittsk@csl.edu

Students can also contact the Administrator of Residential Services or Residential Assistant (RA) to report a violation of policy.

An individual who has experienced an incident of sexual misconduct or relationship violence may report the incident at any time, regardless of how much time has elapsed since the incident occurred.

Filing a report does not commit you to pursue an investigation or prosecution and Seminary officials will respect your decision. Many individuals experience sexual assault, domestic violence, dating violence or stalking and never tell anyone about it at the time of the incident. If you or someone you know were victimized weeks or years ago, assistance is still available. Talking with someone now may help you cope better with abuse from the past, whether it was a sexual assault, child sexual abuse, incest or sexual harassment.

Procedures for Reporting a Complaint

The Seminary has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking including informing individuals about their right to file criminal charges as well as the availability of medical care, psychological counseling, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. Additional remedies are available to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

After an incident of sexual assault, domestic violence or dating violence the victim should consider seeking medical attention as soon as possible.

St Mary's Health Center
6420 Clayton Rd
Richmond Heights, MO 63117
(314)768-8000

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the Seminary, the below are the procedures that the Seminary will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Sexual Assault

Depending on when reported (immediate vs. delayed report), Seminary will provide complainant with access to medical care.

Seminary will assess immediate safety needs of complainant.

Seminary will advise complainant of the right to have an advisor/advocate present during investigation, hearing, etc.

Seminary will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for the local police department.

Seminary will provide complainant with referrals to on and off campus mental health providers.

Seminary will provide written information to complainant on how to preserve evidence.

Seminary will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties or interim suspension/restriction.

Seminary will provide a "No Entry" directive to accused party if deemed appropriate.

Seminary will provide written instructions on how to apply for Protective Orders.

Seminary will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.

Seminary will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.

Seminary will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. In the case of student involvement, sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the Student Conduct Office using the preponderance of the evidence standard.

Stalking

Seminary will assess immediate safety needs of complainant.

Seminary will advise complainant of the right to have an advisor/advocate present during investigation, hearing, etc.

Seminary will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for the local police department.

Seminary will provide complainant with referrals to on and off campus mental health providers.

Seminary will provide written information to complainant on how to preserve evidence.

Seminary will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties or interim suspension/restriction.

Seminary will provide a “No Entry” directive to accused party if deemed appropriate.

Seminary will provide written instructions on how to apply for Protective Orders.

Seminary will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.

Seminary will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.

Seminary will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. In the case of student involvement, stalking cases are referred to the Title IX Coordinator and are adjudicated by the Student Conduct Office using the preponderance of the evidence standard.

Dating Violence

Depending on when reported (immediate vs. delayed report), Seminary will provide complainant with access to medical care.

Seminary will assess immediate safety needs of complainant.

Seminary will advise complainant of the right to have an advisor/advocate present during investigation, hearing, etc.

Seminary will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for the local police department.

Seminary will provide complainant with referrals to on and off campus mental health providers.

Seminary will provide written information to complainant on how to preserve evidence.

Seminary will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties or interim suspension/restriction.

Seminary will provide a “No Entry” directive to accused party if deemed appropriate.

Seminary will provide written instructions on how to apply for Protective Orders.

Seminary will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.

Seminary will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.

Seminary will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. In the case of student involvement, dating violence cases are referred to the Title IX Coordinator and are adjudicated by the Title IX Investigators using the preponderance of the evidence standard.

Domestic Violence

Depending on when reported (immediate vs. delayed report), Seminary will provide complainant with access to medical care.

Seminary will assess immediate safety needs of complainant.

Seminary will advise complainant of the right to have an advisor/advocate present during investigation, hearing, etc.

Seminary will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for the local police department.

Seminary will provide complainant with referrals to on and off campus mental health providers.

Seminary will provide written information to complainant on how to preserve evidence.

Seminary will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties or interim suspension/restriction.

Seminary will provide a “No Entry” directive to accused party if deemed appropriate.

Seminary will provide written instructions on how to apply for Protective Orders.

Seminary will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.

Seminary will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.

Seminary will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. In the case of student involvement, domestic violence cases are referred to the Title IX Coordinator and are adjudicated by the Title IX Investigators using the preponderance of the evidence standard.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the Seminary will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. Victim's rights include:

- To be treated with respect by Seminary officials.
- To take advantage of campus support resources (such as the Coordinator of Health and Wellness).
- To experience a safe living, educational and work environment.
- To have an advisor or advocate during the process.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have complaints heard in substantial accordance with procedures.
- To full participation in any process whether the injured party is serving as the complainant or the Seminary is serving as complainant.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

To the extent possible, identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. This includes maintaining confidential any accommodations or protective measures provided to the victim or other necessary parties, to the extent that maintaining such confidentiality would not impair the ability of the Seminary to provide the accommodations or protective measures. The Seminary will inform a victim or other necessary parties prior to sharing personally identifiable information about the victim or other parties that the Seminary believes is necessary to provide an accommodation or

protective measure. The Seminary does not publish the name of crime victims or other parties nor house identifiable information regarding victims in the Campus Safety Department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources. Victims or other necessary parties may contact the Dean of Ministerial Formation or Human Resources for assistance.

Adjudication of Violations

Whether or not criminal charges are filed, Concordia Seminary or a person may file a complaint alleging that a student or employee violated the Seminary's policy on sexual misconduct. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator or Human Resources for immediate investigation regardless if the complainant chooses to pursue criminal charges.

The Seminary disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. In the case of student involvement, the policy provides that:

The accuser and the accused each have the opportunity to attend a hearing before properly trained investigators.

The accuser and the accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing.

A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the Seminary's Student Code of Conduct"

The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final. If the accuser is deceased as a result of such crime or offense, the next of kin will be advised of the outcome of the disciplinary proceedings upon written request.

The accuser and the accused each have the right to appeal the outcome of the hearing by submitting an appeal to the Executive Management Team and will be notified

simultaneously in writing of the final outcome after the appeal is resolved.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the Seminary's ability to respond to the complaint may be limited.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the family Educational Rights and Privacy Act of 1974 (FERPA).

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the policy occurred will lead to the initiation of disciplinary procedures against the accused individual. Seminary sanctions including expulsion, suspension, probation, restrictions, written warnings, fines, restitution, withholding diploma, revocation of degree or expulsion/suspension from residence halls may be imposed upon those determined to have violated this policy. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator (or Human Resources) will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's or Human Resources Director's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Concordia Seminary.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” Concordia Seminary works to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.

- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself.
- Don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
 - Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Responsible Employee Policy

Any member of the community, guest or visitor who believes that Seminary policy on equal opportunity, nondiscrimination, sexual harassment, or other forms of harassment has been violated should contact one of the following Seminary officials:

- Tom Myers: Director, Human Resources, Student Services Building, Office SSB-212, 314-505-7329
- Heidi Baer: Coordinator, Health and Wellness, Stoeckhardt Hall, Office E-201, 314-505-7332

It is also possible for employees to notify a member of the Executive Management Team or supervisor, for students to notify an administrative adviser or faculty member, or for any member of the community to contact Campus Safety.

All employees receiving reports of a potential violation of Seminary policy are expected to promptly contact Tom Myers or Heidi Baer within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy: specific information on any complaints received by any party will be reported to Tom Myers Director, Human Resources, but, subject to the Seminary's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, Concordia Seminary will give consideration to the complainant with respect to how the complaint is pursued but reserves the right to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

Other Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking – On-Campus

Campus Safety

Campus Safety officers offer information and guidance to victims when they file a report. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a police report, you are NOT obligated to continue with legal proceedings or Seminary disciplinary action. If the assault occurred off-campus, reporting the incident to Clayton Police Department and Campus Safety will assist individuals who are unsure of how and where to report the crime. The reasons for reporting to Campus Safety are:

- To take action which may prevent further victimization, including issuing an Immediate Notification or Timely Warning to warn the campus community of an impending threat to their safety.
- To apprehend the assailant.

- To seek justice for the wrong that has been done to you.
- To have the incident recorded for purposes of reporting statistics about the incidents that occurred on campus.

To report an incident, follow the guidelines under “Reporting Procedures” on pages 1-3.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking – Off-Campus

Clayton Police Department

The Clayton Police Department can be contacted by dialing 911 in an emergency or by dialing their business line at 314-645-3000. The Clayton Police Department is located at 10 S Brentwood Blvd, Clayton, Mo 63105.

Sex Offender Registry

The Campus Sex Crimes Prevention Act of 2000 is a federal law that requires institutions of higher education to advise the Seminary community where information concerning registered sex offenders may be obtained. It also requires sex offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state, at which the person is employed, carries on a vocation, volunteers services or is a student. In the City of Clayton, convicted sex offenders must register with the Clayton Police Department.

The following websites are resources and services provided via the internet for the Missouri Highway Patrol ***Sex Offender Registries***.

- City-Data .com
www.city-data.com/so/so-Clayton-Missouri.html
- Missouri State Highway Patrol Sex Offender Registry
www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html
 - Community Notification / Email Notification link
“The Missouri State Highway Patrol Criminal Justice Information Services Division is proud to offer sex offender registry community notification access via this website. This **free service** allows the public to receive e-mail updates concerning registered sex offenders directly to their private e-mail address. For more information please visit the **Sex Offender Registry Fact Sheet**. To enroll, select the link below.
<https://www.mshp.dps.missouri.gov/CJ38Comm/userRegistration.jsp>
You will be asked to provide an e-mail address along with a password that will be used to create/modify your settings for this service”.

Alcohol and Drug Policies

The abuse of alcohol and drugs can have a dramatic impact on your professional, academic, and family life. Concordia Seminary's **Drug and Alcohol Use and Abuse Policy** applies whenever any employee is representing or conducting business for the Seminary, on Seminary property, or at a Seminary sponsored event. The **Drug and Alcohol Use and Abuse Policy Statement** for students of Concordia Seminary, St. Louis is published in the Student Handbooks as follows:

Drug and Alcohol Use and Abuse Policy Statement (2022-2023 Student Handbook on p. 32)

Concordia Seminary is committed to maintaining a safe and healthy environment for members of the Seminary community by promoting a drug-free environment as well as one free of the abuse of alcohol. Concordia Seminary strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substances or alcohol on Seminary property or as a part of any Seminary activity. All students must comply with this policy as a condition of their employment or enrollment.

Students are prohibited from reporting to class or other educational activities on the Seminary's campus under the influence of alcohol or illegal drugs. When a reasonable suspicion exists that a student may be under the influence of illegal drugs or alcohol, the Seminary reserves the right to (1) require the student submit to a drug and/or alcohol test and (2) inspect the student's property that is on the Seminary's campus.

Our drug-free workplace policy applies whenever any student is representing or conducting business for the Seminary, on Seminary property, or at a Seminary sponsored event. This policy applies during all working hours.

Campus social events at which alcohol may be served must adhere to the Alcohol Policy available on SemNet under the Campus Services document library.

Disciplinary Action

Students found to be in violation of the Seminary Drug and Alcohol Policy may be subject to the disciplinary action as outlined in the Seminary's "Academic and Behavioral Standards, Dismissal, Withdrawal, Leave of Absence" policy outlined later in this handbook.

Alcohol (2022-2023 Student Handbook, p. 32)

Moderation is the rule for the use of alcoholic beverages at the Seminary. Excess is the cause for Christian admonition and may result in dismissal from the Seminary. The use of illegal drugs is prohibited. The Alcohol Policy is located under SemNet "Campus Services," "Document Library."

Event Guidelines where Alcohol is served (2022-2023 Student Handbook on p. 47)

- ✓ *At all events where alcohol is served:*
- ✓ *There may be no charges or admission fees*
- ✓ *Alcohol service must be in a controlled area (e.g., inside a building, behind a serving table barricade, etc.)*
- ✓ *Alcohol may not be freely accessible to guests. The sponsoring host organization must hire a Campus Services student bartender to serve alcohol and to check each individual served for identification of legal age.*
- ✓ *One drink only served at a time.*
- ✓ *Signs must be prominently posted at the serving areas. Minimum dimensions of signs shall be 24" high by 30" long, and must say: YOU MUST HAVE PROOF OF LEGAL AGE TO BE SERVED. One sign per serving area.*
- ✓ *Individuals furnishing proper proof of legal age may have hands stamped by a representative of the host organization to indicate that proper identification has been checked. Ink stamps are required. Markers or pens may not be used.*
- ✓ *Alcoholic beverages may not be taken from the area of the event.*
- ✓ *Rules requiring proper presentation of identification apply to both "open" and "closed" events.*
- ✓ *The patrol persons shall check for Concordia Seminary identification at the entrance to the event. Representatives of the host organization shall check for proof of legal age at the point of distribution.*
- ✓ *All BYO beverages at "closed" events must be kept at the controlled point of distribution, and are subject to the above rules.*

Inappropriate Alcohol Consumption

Alcohol consumption in some parts of campus and at some events, regardless of the legal age of the individual, is prohibited. Alcohol at athletic events is prohibited. Alcohol in classrooms, lectures, or public events is prohibited.

ALCOHOL AND DRUG EDUCATION

Concordia Seminary (through Concordia Plan Services and administered by CIGNA Behavioral Health) offers an Employee Assistance Program (EAP) that is free of charge to all of its Seminary Staff, Faculty, and Students. Its many services include a crisis intervention line that is available 24 hours per day, 7 days per week 365 days per year. Employees experiencing issues with alcohol or general substance abuse are highly encouraged to contact the EAP at 866-726-5267. Counselors immediately assess the needs of the individual, and are able to develop courses of action and referrals to professional services. All calls are confidential.

Emergency Evacuation Procedures and Policies

Immediate Notifications will be issued upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Seminary community. The Seminary will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Seminary will post updates during a critical incident utilizing the same distributions systems.

All methods of message delivery will be used when any Clery Act crime is reported to the Campus Safety Department and represents a serious ongoing threat to the campus community members. Timely reports or warnings are issued through the Concordia Seminary Emergency Broadcast System. Concordia Seminary may send notifications via voicemail, e-mail, text messaging, or the campus phone intercom system.

The decision to issue a timely warning notice will be made on a case-by-case basis after consideration of the available facts, in the judgment of the Administrator of Campus Safety.

Factors that will be considered in determining whether an alert will be issued include: the nature of the crime, whether there is a serious or continuing threat to students or employees; and, in determining the content of the notice, the possible risk of compromising law enforcement efforts. A timely warning will be considered whenever a campus security authority receives a report that a crime in one of the below classifications has occurred within the Seminary's "Clery Geography" (On-Campus, Public Property, or Noncampus Property as defined by the Clery Act) or, on occasion, when a local law enforcement agency notifies the Seminary that a crime in one of these classifications has occurred near campus or off campus in an area proximate to Seminary-owned and managed student housing. Timely warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: Murder/Non-Negligent Manslaughter Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Seminary community) Robbery involving force or violence (cases including pick pocketing and purse/cell phone snatching will typically not result in the issuance of a timely warning, but will be assessed on a case-by-case basis) Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by Campus Safety. In cases involving sexual assault, they are often reported long after the incident occurred, and thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a timely warning.) Major incidents of Arson Other Clery Act crimes as determined necessary by the Administrator of Campus Safety. Timely warnings may also be posted for other crime classifications and locations, even

though that is not required by the law, at the sole discretion of the Seminary.

Timely warnings will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

The Seminary conducts emergency response exercises each year, such as field exercises, and tests of the emergency notification systems on campus. These exercises, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Each test is documented and includes a description of the exercise and the date and time of the exercise.

Emergencies:

Severe Injury or Life-Threatening Illness:	911
Clayton Police & Fire Departments:	911

Campus Safety:

Safety Officers:	314-505-7777
If no response, call back-up Safety cell phone:	314-565-4690

Campus AED Locations:

- | | |
|---|----------------------------------|
| 1. Chapel Narthex | 1. Loeber Hall |
| 2. F&G Dorm Lounge, 2 nd Floor | 2. Pederson Fieldhouse |
| 3. Isolation Dorm Lounge | 3. Safety Vehicle |
| 4. Kitchen Complex | 4. Wyneken Hall (outside Werner) |
| 5. Environmental services Entrance | Auditorium |

Note: Only persons certified and trained through a sanctioned CPR/AED training program can directly use these machines. However, any person may retrieve the AED and initiate the Emergency Response System by dialing "911" from a campus phone.

AUTOMOBILE ACCIDENTS

Safety Officers:

- Assess the scene: Contact Emergency Services immediately, if anyone is injured or trapped in the vehicle
- Contact Safety Supervisor, if not already present
- DO NOT MOVE injured persons unless you must do so to protect them from further harm
- Secure the scene: Block traffic and create a safe zone around the accident

Campus Safety Staff:

- If no one is injured – Speak with all involved parties and get the following information: Full Name, Address, Phone #, Insurance Company, Insurance Policy #, information concerning the accident
- If Clayton Police was contacted:
- Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Contact Campus Safety and Director of Facilities, if anyone is injured or if there is property damage
- Ensure that cars involved can be moved safely out of the way
- Assist victims in contacting towing service
- Request responding officer's name and report number(s)
- Complete Campus Safety Incident Report, including police information

INFORMATION FLOW

Contact	Time
EMS/Police	ASAP, if needed
Campus Safety	ASAP
Director of Facilities	If victim is hospitalized, or there is major property damage
Victim(s) Emergency Contact(s)	If unconscious victim is taken to hospital

CRIMINAL ACTIVITY (theft, burglary, assault.....)

If you respond to or witness any on-campus CRIMINAL ACTIVITY or VIOLENT BEHAVIOR:

Safety Officers:

- Contact local police: Report activity providing clear and accurate information to the dispatcher
- Contact Safety Supervisor, if not already present
- For an *Incident in Progress*
 - Remain at the scene of suspected activity unless the scene becomes unsafe
 - Remain with witness / victim until relieved by Safety and/or police

Safety Staff:

- Assess the incident and potential threats to the campus community
- Contact local police, if not already contacted
 - o Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Contact Campus Safety and Director of Facilities and relay information concerning the emergency, person(s), and areas most likely to be affected

Campus Safety and Director of Facilities:

- Will assess the threat, activate the Emergency Notifications if necessary, and start evacuation procedures
- Take statement from victim(s), witnesses, Safety Officers
- Encourage victim(s) to file a police report and Safety Officers/witnesses to give a police statement
- Request responding officer's names and report numbers
- Complete Safety Incident Report, including police information

INFORMATION FLOW:

Contact	Time
Police	ASAP
EMS	ASAP, if needed
Campus Safety	ASAP
Director of Facilities	In cases involving continuing threat to community
President, Provost, Campus Chaplain, Sr. Vice President of Finance & Administration, and SVP of Advancement	In cases involving continuing threat to community

BOMB THREAT – Suspicious Package

For a Suspicious Package, DO NOT handle the object / package / bomb

Safety Officers:

- Contact Police/Fire/EMS departments immediately
- Contact Safety Supervisor, if not already present
- Remain CALM and clear the area
- Take note of as much specific information as possible (for example, location of the object / package / bomb, and *if seen* a description of the individual placing the object etc.

Safety Staff:

- Contact Police/Fire/EMS departments immediately, if not already contacted
 - o Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Contact Campus Safety and Director of Facilities and relay information concerning the emergency, person(s), and areas most likely to be affected

Campus Safety and Director of Facilities

- Will assess the threat, activate the Emergency Notifications if necessary, and start evacuation procedures
- Set up a perimeter around the facility to keep everyone at a safe distance
- Monitor telephone / radio communication with other areas of campus
- Take statement from victim(s), witnesses, Safety Officers
- Encourage Safety Officers and witnesses to give a police statement
- Once scene is deemed safe by Emergency Responders, request responding officer's names and report numbers
- Complete Safety Incident Report, including Emergency Responders information

INFORMATION FLOW:

Contact	Time
Police/Fire/EMS	Immediately
Campus Safety	ASAP
Director of Facilities	ASAP
President, Provost, Campus Chaplain, Sr. Vice President of Finance & Administration, and SVP of Advancement	ASAP
Seminary Advancement / Communications	Press/Public Inquiries

BOMB THREAT – By Telephone

If a bomb threat is received by phone ALWAYS take the threat seriously until proven otherwise:

Safety Officers:

- Remain calm and try to keep the caller on the line for as long as possible
- **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the Campus Safety Department.
- If your phone has a display, copy the number and/or letters displayed.
- Use the Bomb Threat Checklist at the end of this Flip Chart and write as many details as you can.
- Immediately upon termination of the call, **do not hang up**, but from a different phone, contact Police/Fire/EMS departments if not already contacted, with information and await instructions.

Safety Staff:

- Contact Police/Fire/EMS departments immediately, if not already contacted
 - o Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Contact Campus Safety and Director of Facilities and relay information concerning the emergency, person(s), and areas most likely to be affected
 - **Campus Safety and Director of Facilities**
 - Will assess the threat, activate the Emergency Notifications if necessary, and start evacuation procedures
- Remain CALM and clear the area
- Set up a perimeter around the facility to keep everyone at a safe distance
- Once scene is deemed safe by Emergency Responders, request responding officer's names and report numbers
- Complete Safety Incident Report, including Emergency Responders information

INFORMATION FLOW:

Contact	Time
Police/Fire/EMS	Immediately
Campus Safety	ASAP
Director of Facilities	ASAP
President, Provost, Campus Chaplain, Sr. Vice President of Finance & Administration, and SVP of Advancement	ASAP
Seminary Advancement / Communications	Press/Public Inquiries

MEDICAL EMERGENCIES or INJURED PERSONS

Safety Officers:

- Make initial assessment of victim and scene
- Remain calm and encourage others to do the same
- If certified, begin CPR/AED/First Aid procedures as appropriate
- Notify emergency medical services if victim is unresponsive or suffering from a life-threatening condition
- Contact Safety Supervisor, if not already present
- **Remain with victim until help arrives**

Safety Staff:

- Notify emergency medical personnel, if not already contacted, if victim is unresponsive or suffering from life-threatening conditions
 - o Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Continue CPR/AED/First Aid procedures as appropriate
- Secure the incident site to provide comfort to the victim and to protect others from harm
- Depending on severity of incident, and in all cases of major injury, death, or suspected outbreak of contagion, immediately contact the Campus Safety and the Director of Facilities. Provide documentation to medical personnel for on-campus residents who are unresponsive
- Complete Safety Incident Report, including Emergency Responders information
- Conduct follow-up assessment of scene and contact Environmental Services as necessary to address hazardous conditions/cleaning issues.
- Complete additional necessary reporting to the Human Resources Department for incidents involving EMS services and/or hospitalization

Director of Facilities

- In all cases of major injury, death, or suspected outbreak of contagion, notify the President, Provost, Campus Chaplain, Sr. Vice President of Finance & Administration, and SVP of Advancement

INFORMATION FLOW:

Contact	Time
Fire/Police/EMS	ASAP, if needed
Campus Safety	ASAP
Director of Facilities	Within 24 hours, except in case of major incidents
President, Provost, Campus Chaplain, Sr. Vice President of Finance & Administration, and SVP of Advancement	As needed
Seminary Advancement / Communications	Press/Public Inquiries

ACTIVE SHOOTER / ARMED ATTACKER

If you encounter an armed intruder on campus:

Safety Officers:

- **RUN – HIDE – COUNTER.....** Quickly determine the best way to protect your life and those around you. Pull a Fire Alarm If Possible which will automatically contact the Fire and Local Police.
 - **RUN** – remove yourself and others from the area
 - **LOCKDOWN & HIDE – SET CELL PHONES to SILENCE**
 - Barricade or get obstacles between the danger and you
 - If locked in place do NOT try to leave until Law Enforcement gives an “ALL CLEAR”
 - **COUNTER** – We have natural instincts of Fight – Flight – Freeze
 - If it becomes necessary to fight remember: ANYTHING can be used as a weapon – throw object, loud noise, attack in groups, fight dirty
- **No matter what option is used, when it is safe to do so:**
 - **CONTACT** the Local Police (*from a campus phone if possible*) and provide clear and **accurate** information:
 - Identify yourself, location, suspect info, weapon, direction of travel, medical needs, call back number
 - **Contact Safety Supervisor**, if not already present

Safety Staff:

- Assess the situation and activate the Emergency Notification System for an ongoing threat
 - Announcements should be clear – “Shooter in Library” vs. “Code Red”
- Contact local police, if not already contacted
 - Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Check for injured persons and begin CPR/AED/First Aid procedures as appropriate
- Contact Campus Safety and Director of Facilities - relay information concerning the emergency, person(s), and affected areas
 - **Campus Safety and Director of Facilities**
 - Will assess the threat, activate the Emergency Notifications if necessary, and start evacuation procedures
- Take statement from victim(s), witnesses, and Safety Officers
- Encourage victim(s) to file a police report and Safety Officers/witnesses to give a police statement
- Once the scene is deemed safe, request Emergency Responders names and report number(s)
- Complete Safety Incident Report, including Emergency Responders information

INFORMATION FLOW:

Contact	Time
Police/Fire/EMS	Immediately
Campus Safety	ASAP
Director of Facilities	ASAP
President, Provost, Campus Chaplain, Sr. Vice President of Finance & Administration, and SVP of Advancement	ASAP
Seminary Advancement / Communications	Press/Public Inquiries

EARTHQUAKE

Plan ahead – Earthquakes give no obvious warning before they occur – Locate potential safe areas ahead of times and Know where and how to use the Fire Extinguishers and First Aid Kits on campus

Safety Officers:

During the Quake - Encourage all residents to stay in place

Inside stay-in

- Move away from falling objects
- Take cover under tables, desks or in a hallway (away from windows, shelves, cabinets etc.)
- Hold on to a **secured** object and ride out the shaking
- DO NOT USE ELEVATORS

Outside stay-out

- Move away from buildings, utility poles, trees, falling debris etc.
- Do not run into a building
- Drop to your knees and cover your head

After the Quake

- Be cautious of damage to building and dangerous conditions
- Look for power outage, downed power lines, gas odor, potential for falling debris
- Contact Safety Supervisor, if not already present
- Check for injured persons and if certified, begin CPR/AED/First Aid procedures as appropriate

Safety Staff:

- Assess the area, looking for damage to the building/area and dangerous conditions: power outage, downed power lines, gas odor, potential for falling debris
- Do not allow access to buildings that are deemed unsafe
- Check for injured persons and begin or assist Safety Officers with CPR/AED/First Aid procedures as appropriate
- If necessary, notify emergency medical services, if not already contacted
 - o Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Contact Campus Safety, Director of Facilities, and Environmental Services in cases where hazardous conditions must be addressed immediately or if conditions require suspension of activities and/or closing of the facilities
- Once the scene is deemed safe, request Emergency Responders names and report number(s)
- Complete Safety Incident Report, including Emergency Responders information

INFORMATION FLOW:

Contact	Time
Fire/Police/EMS	ASAP, if needed
Campus Safety	ASAP
Director of Facilities	Within 24 hours, except in case of major incidents
President, Provost, Campus Chaplain, Sr. Vice President of Finance & Administration, and SVP of Advancement	As needed
Seminary Advancement / Communications	Press/Public Inquiries

WEATHER EMERGENCIES

Use the NOAA Weather Alerts system to monitor conditions during times of extreme weather

Safety Officers:

- If dangerous weather conditions threaten (thunderstorms, tornado watch, etc.), stay inside and inform residents of the conditions
 - Encourage all residents to stay indoors and to keep away from windows
- Monitor radio/TV for updated information on conditions
- If a tornado warning is issued, inform all students to proceed to the lowest floor and congregate in the inner hallway
 - Have students crouch down in the hallway to protect their heads from flying debris.

After the Storm

- Be cautious of damage to building and dangerous conditions
 - Look for power outage, downed power lines, gas odor, potential for falling debris
- Contact Safety Supervisor, if not already present
- Check for injured persons and if certified, begin CPR/AED/First Aid procedures as appropriate

Safety Staff:

- Activate the Emergency Notifications System
- Contact Residential Assistants to inform them of conditions
- Continue to monitor the NOAA Weather Alerts System, radio and/or TV for updated information on weather conditions
- If a tornado warning is issued, inform the campus community to proceed to Weather Safety Areas

After the Storm

- Assess the area, looking for damage to the building/area and dangerous conditions: power outage, downed power lines, gas odor, potential for falling debris
- Check for injured persons and begin or assist Safety Officers with CPR/AED/First Aid procedures as appropriate
- If necessary, notify emergency medical personnel,
 - Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Contact Campus Safety, Director of Facilities, and Environmental Services in cases where hazardous conditions must be addressed immediately or if conditions require suspension of activities and/or closing of the facilities
- Once the scene is safe, request Emergency Responders (if called) names and report number(s)
Complete Safety Incident Report, including Emergency Responders information

INFORMATION FLOW:

Contact	Time
Fire/Police/EMS	ASAP, if needed
Campus Safety	ASAP
Director of Facilities	Within 24 hours, except in case of major incidents
President, Provost, Campus Chaplain, Sr. Vice President of Finance & Administration, and SVP of Advancement	As needed
Seminary Advancement / Communications	Press/Public Inquiries

MAINTENANCE EMERGENCIES

After-hour Maintenance Emergencies can be called into Campus Safety at (314) 505-7777 if your repair justifies an emergency response. Campus Safety will take steps to resolve the issue(s) whenever possible. If Campus Safety is unable to resolve the problem and it meets the appropriate emergency guidelines, they will contact maintenance through the **After-hours Emergency Maintenance Number: (314) 568-5813**. **Any items in red below do not constitute maintenance emergencies**. Tenants should submit a work order, for non-emergency issues to C&W Services, via SemNet. The non-emergency items will be evaluated by the Maintenance Department on the next business day.

The following list defines a **Maintenance Emergency**:

Gas Leaks - Gas leaks will be evidenced by a gas odor. All calls of this nature are considered emergencies.

Power Outage - Considered an emergency when there is loss of electrical power to an entire building or complete loss of power in an apartment, house, or residence hall room. Campus Safety will take initial steps to reset breakers or replace fuses to restore power. Campus Safety **should not be called for burned out light bulbs**, unless it is a sole light and presents a potential hazard (example: stairways).

Loss of Water - Loss of water, including hot water, to an entire residence hall, apartment complex, or house is considered an emergency.

Water Leaks - Considered an emergency when the leak cannot be controlled by utilizing a pail, pan, etc. to catch the water and there is a risk of further damage.

Leaking/dripping faucets or clogged urinals or commodes (unless it is the sole device) are not considered an emergency.

Sewer Line Blocked - Considered an emergency when a building sewer main is blocked or an entire building is affected or the sewage has a potential to create property damage or personal injury.

Roof Leaks - **Not normally considered an emergency as roofs cannot be repaired while wet.** Campus Safety can be called in cases of extreme leaks, with risk of much greater damage due or potential electrical hazards. Residents/Campus Safety should place buckets or trash receptacles under the leak to protect the property from further damage.

Broken locks - Broken or damaged locks will only be considered an emergency when the resident does not have access to the residence or cannot secure the residence to leave.

Broken Windows - Considered an emergency when it affects the safety or security of occupants or could cause damage to the structure (building temperatures, frozen water pipes, etc.).

Heating/Cooling - It is considered an emergency when there is a system failure and the outside temperatures exceed 85 degrees or when the outside temperature drops below 55 degrees.

Fire Life Safety Systems - Considered an emergency if a Fire Life Safety System (fire alarm panel, smoke detector, fire sprinkler or fire suppression system) is activated.

In ALL cases where emergency service is needed, Safety should contact the After-hours Maintenance Emergency number 314-568-5813, who will evaluate conditions and make decisions as to whether or not maintenance personnel or an outside contractor needs to report to campus for further evaluation.

PHONE LIST

CAMPUS PERSONNEL/OFFICES

Residential Assistants:

"B" Dorm	314-505-7182
"C" Dorm	314-505-7796
"D" Dorm	314-505-7159
"C Dorm"	314-505-7794

Campus Services Help 314-505-7336

Technology Services Help 314-505-7231

Chief Information Officer 314-505-7384

Cell 314-882-1727

Facilities/Environmental Service

Director of Campus Facilities 314-505-7313

Cell 314-330-5529

C&W Site Manager 314-505-7339

Cell 314-308-1097

After hours Maint Emergency 314-568-5813

Safety:

Safety Officer 314-505-7777

Lead Safety Officer Cell 314-565-4690

EMERGENCY CONTACTS

For All Emergencies: 911

(911 from campus phones) 314-645-3000

Clayton Police Department 314-727-8100

Clayton Fire Department 314-727-8100

Abbott Ambulance 314-768-1212

Hospitals:

St Mary's Health Center 314-768-8000

Alarm Systems:

Tech Electronics (Office) 314-645-6200

Regular Hours 314-236-5900

After Hours 314-645-6230

Alarm Monitoring (PIN#35954

Fontbonne Public Safety: 314-889-4596

Public Safety Director 314-719-8024

Washington University PD: 314-935-5555

MAINTENANCE CONTACTS

Electrical:

Ameren/UE 314-342-1000

After Hours 800-552-7583

Gas:

Spire Gas 314-621-6960

To Report Gas Leaks 314-342-0800

Water:

Missouri American Water 314-991-3404

Missouri American Water 866-430-0820

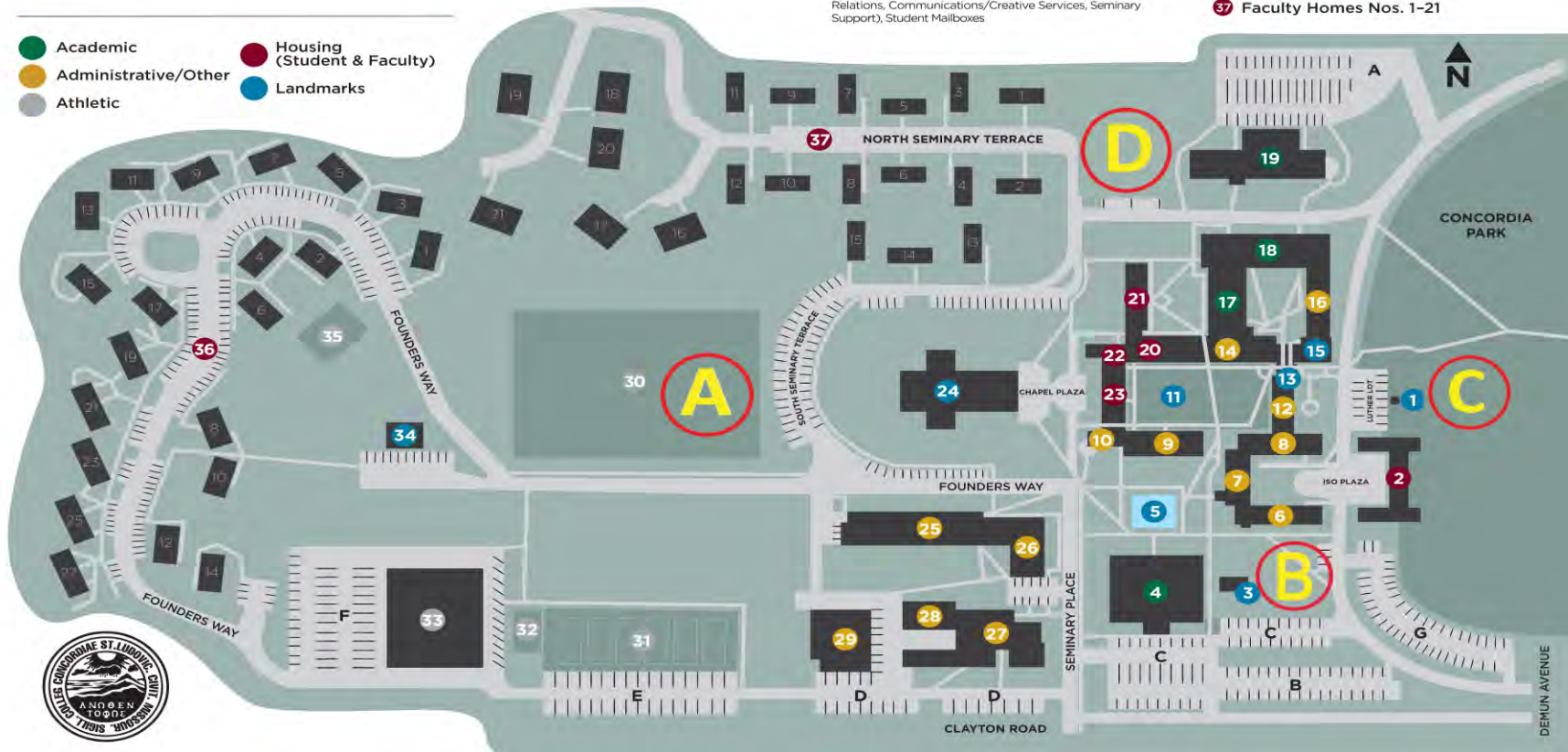
- 1 Luther Statue
- 2 Founders Hall
Bronn Hall-C Dorm, Buenger Hall-D Dorm, O. Fuerbringer Hall-B Dorm (Isolation-ISO)
- 3 Log Cabin
- 4 Kristine Kay Hasse Memorial Library
- 5 Fountain
- 6 Koburg Hall
- 7 Johann Hinrich Benidt Seminary Center
Community Room, Food Bank, Kitchen, Re-Sell It Shop
- 8 Wartburg Hall
Dining Hall
- 9 Guenther Hall-J Dorm
Advanced Studies, Faculty Offices
- 10 Campus Store
Lange Hall-K Dorm

- 11 Main Quadrangle
- 12 Stoeckhardt Hall
Associate Provost, Financial Aid, Health and Wellness, Ministerial Recruitment and Admissions, Residential Services
- 13 Walther Archway
- 14 Pritzlaff Hall
Doctor of Ministry Program, Master of Divinity/Residential Alternate Route Programs, Ministerial Formation, Personal Growth and Leadership Development, Presidents Room, Resident Field Education, Vicarage and Deaconess Internships
- 15 Luther Tower
- 16 Pieper Hall
Administrative Offices, Board Room, Graduate School, Office of the Executive Vice President, Office of the President, Office of the Provost, Registrar, Research, Assessment and Academic Programming
- 17 Werner Auditorium

- 18 Wyneken Hall
Center for Hispanic Studies, Classrooms, Deaconess Studies, Distance Education, Ethnic Immigrant Institute of Theology, Faculty Offices, Placement, Specific Ministry Pastor Program
- 19 Sieck Hall
Classrooms, *Concordia Journal*, Continuing Education, Faculty Offices, Technology Services, Theological Research and Publication, Video Studio
- 20 Schaller Hall-F Dorm
Chaplain, Faculty Offices
- 21 Brauer Hall-G Dorm
Chaplain, Faculty Offices
- 22 Craemer Hall-H Dorm
- 23 Graebner Hall-I Dorm
- 24 Chapel of St. Timothy and St. Titus
Chapel of St. Eunice and St. Lois, Faculty Offices
- 25 Loeber Hall
Guest Housing, Loeber I, Lutheran Women's Missionary League, Seminary Advancement (Advancement Services, Alumni Relations, Communications/Creative Services, Seminary Support), Student Mailboxes

- 26 Student Services Building
Accounting, Campus Safety, Campus Services, Copy Center, Finance and Administration, Human Resources, Loeber II, Mail Room, Welcome Center
- 27 Concordia Historical Institute
- 28 Environmental Services Building
Campus Facilities/Environmental Services
- 29 Power House
- 30 Athletic Field
- 31 Ted Drewes Tennis Courts
- 32 Sand Volleyball Court
- 33 Eldon E. Pederson Field House
- 34 KFYO Radio Tower
- 35 Playground
- 36 The Woods
Married student apartments
- 37 Faculty Homes Nos. 1-21

- Academic
- Housing (Student & Faculty)
- Administrative/Other
- Landmarks
- Athletic



CAMPUS EVACUATION ZONES

- A: Athletic Field
- B: South Koburg Lawn
- C: North East of Luther Parking Lot
- D: West of Sieck

BOMB THREAT CHECKLIST

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist.

If a bomb threat is received by phone:

- 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- 2. Listen carefully. Be polite and show interest.
- 3. Try to keep the caller talking to learn more information.
- 4. If possible, write a note to a colleague to call the Campus Safety and Security Department.
- 5. If your phone has a display, copy the number and/or letters displayed.
- 6. Using the Bomb Threat Checklist, write as many details as you can. Try to get exact words.
- 7. Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911 from a campus phone or, from a cell phone or off-campus phone, call (314) 505-7777.
- Handle note as little as possible.

If a bomb threat is received by e-mail:

- Call 911 from a campus phone or, from a cell phone or off-campus phone, call (314) 505-7777.
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Stains
- Incorrect titles
- Foreign postage
- Excessive postage
- Poor handwriting
- Misspelled words
- Strange odor/sounds
- Restrictive notes
- Unexpected delivery
- Do not use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Notify 911 and follow dispatcher’s instructions.
- Calmly evacuate the building until police arrive and evaluate the threat.
- Do not touch or move a suspicious package

EMERGENCY CONTACT

- From a campus phone, call 911.
- From a cell phone or off-campus phone, call 911, then call (314) 505-7777.

BOMB THREAT CHECKLIST

Date _____ Time _____
Phone number where was call received _____
Time caller hung up _____

ASK CALLER

Where is the bomb located? (Building, floor, room etc.) _____
When will it go off? _____
What does it look like? _____
What kind of bomb is it? _____
What will make it explode? _____
Did you place the bomb? Yes No
Why? _____
What is your name? _____

EXACT WORDS OF THREAT

INFORMATION ABOUT CALLER

Where is the caller located? (Background and level of noise) _____
Estimated age of caller _____
Is voice familiar? If so, who does it sound like? _____
Other points _____

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing Throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep Breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud		
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

Annual Fire Safety Report

Fire Safety

Definition of Fire 34 CFR 668.49, Institutional Fire Safety Policies and Fire Statistics, Federal Register, Oct. 29, 2009 (Vol. 74, No. 208),

For the purposes of fire safety reporting:

Fire: *Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

Fire Safety procedures are reviewed as part of the student orientation at the beginning of each academic year. Fire Safety practices and procedures for On Campus Student Housing are published in the Student Handbook as follows:

Emergencies/Safety/Disaster Instructions (2022-2023 Student Handbook p. 17)

Respond to sirens and alarms from outside or inside of buildings. Please do not assume the alarm is false. Consider what you should do in case of an emergency before one occurs.

In case of fire, remain calm and act quickly. If you hear a smoke detector or fire alarm, exit the building quickly. Once you are outside, do not re-enter the building until given the OK by fire department personnel. As a safety measure, check your smoke detector regularly.

Safety Officers:

- If fire is suspected pull the nearest fire alarm
- Contact Safety Supervisor, if not already present
- Begin to evacuate individuals from the building by going door-to-door, as conditions permit
- Provide assistance in assembling evacuees and in accounting for residents and personnel
- Proceed to pre-assigned Evacuation Zones (refer to Campus Map – Evacuations Zone page)

Safety Staff:

- Notify Fire Department and Emergency Services if not already contacted
 - Dispatch a co-worker or volunteer to direct emergency personnel as necessary and remain at the scene to serve as a liaison with local Emergency Response Services
- Depending on severity of the fire, and in all cases where facility or residential relocations are necessary or when injuries/death occurs, contact the Campus Safety and the Director of Facilities Check for injured persons and begin CPR/AED/First Aid procedures as

appropriate

- Account for all known occupants of affected building/area, with assistance of Residential Assistants or designated students/staff on site
- Once the scene is safe, request Emergency Responders names and report number(s)
- Complete incident report **including** damages to the facility, and Emergency Responders information
- Supervise/Direct continuing efforts to evacuate and to account for occupants of building/area
- Contact Environmental Services personnel, to deal with damages to facilities
- Contact Administrator of Residential Services if temporary housing relocation is necessary

Director of Facilities:

- Contact Executive Management Team in case of a major incident (major damage, incident resulting in significant injury/death, etc.),
- Coordinate necessary repairs and maintenance to the affected buildings/areas

INFORMATION FLOW:

Contact	Time
Fire/Police/EMS	ASAP
Campus Safety	ASAP
Director of Facilities	Within 24 hours, except in case of a major incident
Executive Management Team	As needed
Seminary Advancement / Communications	Press/Public Inquiries

Prohibited Items and Activities in Residence Halls

The following items and activities are not allowed in residence halls:

- DO NOT cover, disable, or tamper with smoke detectors or other fire safety equipment.
- Exercise caution in using outdoor grills. Dispose of ashes properly. DO NOT take grills indoors or on the second floor balconies.
- Firepit in East Courtyard of Benidt Dining Center to be utilized only on pavers.
- Check fire extinguishers regularly to ensure that they are ready to use.
- DO NOT smoke in campus residences (apartments or dorms) and exercise caution in disposing of cigarettes when smoking outside.
- Students are prohibited from cooking in their residence hall rooms.
- Students should never leave food which is cooking in the third floor community kitchen of the Benidt Center or any other common area unattended.
- Refrain from using space heaters or other prohibited items in or around residences and common areas.

Means of Reporting a Fire

- Find and pull the nearest pull station if available. Pull stations are usually located near building exits.
- Contact 911.
- Notify Campus Safety at 314-505-7777.

Evacuation Procedure

In case of an emergency, dial 911. (Whenever possible utilize a campus landline when calling 911, as this helps identify your location.) In the case of theft/crime, after calling Clayton Police, please call Campus Safety, 314-505-7777. If no answer, please call the Safety On-Call Officer at 314-565-4690.

Clayton Police 314-645-3000

Ambulance 314-768-1212

Campus Safety 314-505-7777

Respond to sirens and alarms from outside or inside of buildings. Please do not assume the alarm is false. Consider what you should do in case of an emergency before one occurs.

In case of fire, remain calm and act quickly. If you hear a smoke detector or fire alarm, exit the building quickly. Once you are outside, do not re-enter the building until given the okay by Fire Department personnel. As a safety measure, check your smoke detector regularly.

Residence Hall Fire Safety Policies

All persons are required to evacuate during activation of a fire alarm. Entry into a building is prohibited while an alarm is sounding. If a resident accidentally sets off a fire alarm, Campus Safety must be notified at 314-505-7777 as soon as possible. Any person initiating a false alarm, activating a sprinkler system or violating any provision of the State Fire Codes is subject to damage charges, civil prosecution and disciplinary action. Those who cause a fire or activate a sprinkler system, thought it may be unintentional, will be held financially responsible for repair and damages.

It is against Seminary regulations and federal and state laws to tamper with sprinklers, heat detectors, smoke alarms/detectors, elevators, AED units, door/hardware/closing mechanisms, fire alarm systems, fire hoses, fire extinguishers, pull stations and fire doors. Tampering includes, but is not limited to, removing batteries of any alarm system, disconnecting wiring of any alarm system, muffling the sound of any alarm system, removing hardware from fire doors to prevent proper latching/closing or propping fire doors open.

Fire Safety Systems in Residential Facilities

All Seminary buildings are equipped with automatic fire detection and alarm systems that are monitored by an off-site private company. Fire drills are conducted twice a year in all residence halls. Buildings are also equipped with a variety of features that are designed to detect, stop and/or suppress the spread of smoke or fire from one area to another.

Fire Statistics – 2019-2021 Calendar Year

Concordia Seminary - Campus Residential Facilities

Fire Safety Systems in Concordia Residential Facilities						
Facility	Fire Alarm Monitoring	Full Sprinkler	Smoke detection	Fire extinguishers	Evacuation plans	Fire drills last year
Dormitory B,C,D	yes	yes	yes	yes	yes	4
Dormitory F, G	yes	yes	yes	yes	yes	N/A
Student Apartments	no	no	yes	yes	no	0

2021 Campus Safety and Security Survey

Fires – Summary

Summary of Fires									
Name of Facility	2019			2020			2021		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
O. Fuerbringer Hall	0	0	0	0	0	0	0	0	0
Schaller Hall	0	0	0	0	0	0	0	0	0
Brauer Hall	0	0	0	0	0	0	0	0	0
Woods Apartment #1	0	0	0	0	0	0	0	0	0
Woods Apartment #2	0	0	0	0	0	0	0	0	0
Woods Apartment #3	0	0	0	0	0	0	0	0	0
Woods Apartment #4	0	0	0	0	0	0	0	0	0
Woods Apartment #5	0	0	0	0	0	0	0	0	0
Woods Apartment #6	0	0	0	0	0	0	0	0	0
Woods Apartment #7	0	0	0	0	0	0	0	0	0
Woods Apartment #8	0	0	0	0	0	0	0	0	0
Woods Apartment #9	0	0	0	0	0	0	0	0	0
Woods Apartment #10	0	0	0	0	0	0	0	0	0
Woods Apartment #11	0	0	0	0	0	0	0	0	0
Woods Apartment #12	0	0	0	0	0	0	0	0	0
Woods Apartment #13	0	0	0	0	0	0	0	0	0
Woods Apartment #14	0	0	0	0	0	0	0	0	0
Woods Apartment #15	0	0	0	0	0	0	0	0	0
Woods Apartment #17	0	0	0	0	0	0	0	0	0
Woods Apartment #19	0	0	0	0	0	0	0	0	0
Woods Apartment #21	0	0	0	0	0	0	0	0	0
Woods Apartment #23	0	0	0	0	0	0	0	0	0
Woods Apartment #25	0	0	0	0	0	0	0	0	0
Woods Apartment #27	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Seminary & Community Resources

CAMPUS PERSONNEL/OFFICES

Residential Assistants:

"B" Dorm	314-505-7182
"C" Dorm	314-505-7796
"D" Dorm	314-505-7159
"C Dorm"	314-505-7794

Campus Services Help 314-505-7336

Technology Services Help 314-505-7231

Chief Information Officer 314-505-7384

Cell 314-882-1727

Facilities/Environmental Service

Director of Campus Facilities 314-505-7313

Cell 314-330-5529

C&W Site Manager 314-505-7339

Cell 314-308-1097

After hours Maint Emergency 314-568-5813

Safety:

Safety Officer 314-505-7777

Lead Safety Officer Cell 314-565-4690

EMERGENCY CONTACTS

For All Emergencies: 911

(911 from campus phones) 314-645-3000

Clayton Police Department 314-727-8100

Clayton Fire Department 314-768-1212

Abbott Ambulance 314-768-1212

Hospitals:

St Mary's Health Center 314-768-8000

Alarm Systems:

Tech Electronics (Office) 314-645-6200

Regular Hours 314-236-5900

After Hours 314-645-6230

Alarm Monitoring (PIN#35954

Fontbonne Public Safety: 314-889-4596

Public Safety Director 314-719-8024

Washington University PD: 314-935-5555

MAINTENANCE CONTACTS

Electrical:

Ameren/UE 314-342-1000

After Hours 800-552-7583

Gas:

Spire Gas 314-621-6960

To Report Gas Leaks 314-342-0800

Water:

Missouri American Water 314-991-3404

Missouri American Water 866-430-0820

Appendix A: Sexual Harassment Basic Information

Concordia Seminary, St. Louis

Sexual Harassment Basic Information

August 29, 2021

This document presents basic information regarding the ways that Concordia Seminary seeks to provide a campus that is free from sexual harassment.

The text below consists of the *Sexual Harassment Policy* (on the left) with additional information (indented, on the right).

Introduction to the Policy

Concordia Seminary is an institution of the Lutheran Church—Missouri Synod and as such, it adheres to the doctrines and practices of our church body. Students and employees are expected to lead lives that are consistent with the Holy Scriptures. It is a violation of Seminary policy for any member of the Concordia Seminary faculty, staff, administration, or student body to sexually harass or sexually assault any employee, student, visitor, or applicant.

The Seminary is committed to compliance with legal and regulatory requirements regarding sexual misconduct. The Seminary reserves the right to discipline or terminate any employee or student found to be in violation of sexual misconduct policies.

Title IX Roles

“Title IX” refers to Title IX of the Education Amendments of 1972 and related US Department of Education regulations requiring good-faith efforts to maintain a campus environment free from sexual harassment and sexual assault.

The **Title IX Coordinator** is responsible to the Seminary president for maintaining the policies on sexual misconduct, organizing campus training, and ensuring prompt and fair investigation of all allegations.

Title IX Investigators are trained to advise a Complainant of appropriate procedures and to investigate each allegation based on the Seminary’s procedures. The results of the investigation are forwarded to the Title IX Coordinator for action.

Title IX Decision-Makers are the senior campus leaders who constitute a three person panel that conducts a formal hearing regarding a sexual harassment allegation and

determines the outcome.

The **Complainant** is the person alleging a violation of this sexual harassment policy. The **Respondent** is the person who is alleged to have violated this sexual harassment policy.

Coordinator	Investigator	Investigator
Tom Myers office: SSB-212 myerst@csl.edu ext: 7329 Mobile: 636-233-2327	Alan Borcharding office: P-113 borcherdinga@csl.edu ext: 7763 Mobile: 314-952-1513	Kathryn Gritts office: L-126B grittsk@csl.edu ext: 7595

Relationships

Some relationships, while permitted by law, are contrary to the Seminary's policy. Romantic or sexual relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, supervisor-employee) ARE PROHIBITED unless the individuals are married. Such relationships create issues of actual or perceived exploitation and favoritism, and may also violate the Seminary's moral conduct code.

Sexual Harassment Defined

Sexual harassment is unwelcome sexual or sex-based conduct, whether verbal, written, online, or physical. Sexual harassment deprives other members of the community of access to educational or employment opportunities and benefits to which they are entitled to receive. The forms of misconduct below are forbidden under this policy.

Quid Pro Quo harassment occurs when a person makes sexual requests in return for an educational or employment reward. Specifically, Quid Pro Quo Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a condition of education or employment opportunities or benefits.

Unwelcome Conduct of a sexual nature that a reasonable person would find to be offensive and is so severe or pervasive that it interferes with, denies, or limits a student's opportunity to participate in or benefit from the Seminary's programs, or interferes with an employee's work and opportunities. Examples include inappropriate touching, comments, or jokes.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttock, groin, or

genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Non-consensual sexual intercourse is: any sexual intercourse however slight, with any object, by a person upon another person, which is without consent and/or by force. Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Intimate Partner Violence is violence or abuse between those in an intimate relationship to each other. This includes Dating Violence and Domestic Violence. The abuse may be physical or psychological.

Stalking is a repetitive and menacing pursuit, harassing, or interfering with the peace or safety of another.

Consent must be clear and voluntary. It must be given explicitly – silence is not consent. Persons not of legal age and persons who are incapacitated due to alcohol, drugs, or a medical condition are incapable of giving consent as understood in this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to understand what is happening. Consent is not given when force or intimidation is used.

Immediate Actions in Response to an Incident

If the incident does not involve physical danger to you, please follow the process below.

If you have been sexually assaulted or raped, you should do the following.

- Call 911
 - Call Campus Safety at 314-505-7777 or 314-565-4690
 - Call one of the three Title IX Personnel listed above in this document, or a Vice President.
- Do not bathe, douche, brush your teeth, use the restroom, or drink liquids.
- Clothes should not be changed, but if they have been changed, bring all original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)
- Go to a hospital. You may have serious injuries that you are not aware of, and you can receive medication to prevent sexually transmitted diseases (STDs). Bring a full change of clothing with you to the hospital, including

shoes, for use after a medical examination. The hospital may have special staff to provide advice and support.

If you have not been physically assaulted but **believe that you are in danger**, you should do the following.

- Call 911
- Call Campus Safety at 314-505-7777 or 314-565-4690
- Call one of the three Title IX Personnel listed above in this document, or a Vice President.

If an incident has occurred but **there is no danger**, contact the Title IX Coordinator or an administrator.

You may choose to ask Campus Safety to assist you in contacting the police or an ambulance, or you may decline to contact off-campus authorities.

Bystander Intervention

Bystanders witness violence between others or witness conditions that contribute to violence.

- If you or someone else is in immediate danger, dial 911.
- If you see someone who looks like they could be in trouble or in need of help, ask if they are okay.
- While staying safe, attempt to interrupt and distract the aggressor.

Reducing Risk

There are some strategies to reduce the risk of personal harm.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Always be aware of your escape route.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.

- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust.
- Watch out for your friends, and vice versa. If a friend seems out of it, get to a safe place immediately.
- Don't feel obligated to do anything you don't want to do.

Community Resources

Some resources in St. Louis that offer services to victims of sexual offenses.

- Crime Victims Advocacy Center, (314) 652-3623
- Life Crisis Services 24-hour Hotline, (314) 647-4357
- Rape, Abuse & Incest National Network, rainn.org
- Victim Service Council, St. Louis County, (314) 889-3075

Missouri Sex Offender Registry

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html#SOR>

Jurisdiction

Federal regulations state that this policy is applicable to all campus-sponsored programs and activities that are conducted within the United States. It applies to the campus property and to off-campus events sponsored by the Seminary. It offers protection to campus visitors and applicants for admission and employment regarding the conduct of Seminary students and employees.

At the time of filing a formal complaint, a Complainant must be either 1) participating in or attempting to participate in a Seminary program or activity, or 2) employed or actively seeking employment at the Seminary.

Retaliation

The Seminary expressly prohibits any form of retaliation for filing an allegation regarding sexual misconduct. Retaliation includes any adverse action by the Seminary or an individual against a person involved in the misconduct investigation, including persons who reported the matter, persons accused in the matter, witnesses, and investigators.

The Seminary's policy against retaliation does not protect persons from the consequences for their actions in matters unrelated to an allegation of sexual harassment. For example, students are not shielded from the consequences for poor academic performance, and employees are not shielded from the consequences for poor work performance.

Duty to Report

Any Seminary employee or student who has reason to believe that a violation of the sexual misconduct policy has occurred is expected to report this matter to one of the following persons.

- president
- provost
- executive vice president
- senior vice president for finance and administration
- senior vice president for seminary advancement
- director of human resources
- dean of ministerial formation
- dean of advanced studies

Reporting an alleged violation to one of these persons constitutes a formal report and the seminary is obligated to investigate the report.

Exemptions: The Campus Chaplain is exempted from reporting if he is maintaining the seal of a penitent's confession or counseling with a shared expectation of privacy. Professionally credentialed counselors providing service on behalf of the seminary are expected to observe professional codes of conduct when sexual misconduct is reported.

Note: A Title IX sexual misconduct investigation at Concordia Seminary is distinct from a criminal investigation. Whether a Complainant chooses to report or not to report the incident to law enforcement, and regardless of the outcome of a criminal investigation, the Seminary is obligated to take all reasonable measures to provide a safe environment that is free from sexual harassment.

Confidentiality

The Seminary is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All reasonable steps will be taken to avoid revealing the identity of the Complainant, the Respondent, and the witnesses beyond those named in the report and the administrators involved in resolving the matter. Federal regulations require that the Respondent is to be notified regarding the allegation and that both parties must receive information regarding the progress of the investigation.

The Seminary cooperates with law enforcement, including compliance with mandatory reporting laws, subpoenas, no-contact orders, and the like.

Supportive Measures

Depending on the seriousness of the matter, the Seminary has the responsibility to take actions that ensure the safety of a Complainant until the investigation process is concluded. Depending on the situation, the Seminary may make temporary changes in employee work assignments and in student class and on-campus living assignments, as described more completely in the *Sexual Harassment Investigation Procedure*.

In addition to supportive measures provided by the Seminary, Complainants may contact the Title IX Coordinator to receive additional information on resources for legal assistance, mental health, counseling, and the like.

Investigation Procedures

The procedures for investigating an alleged violation of this policy are contained in a separate document titled *Sexual Harassment Investigation Procedure*.

Appendix B: Sexual Harassment Policy

Concordia Seminary, St. Louis

Sexual Harassment Policy

December 4, 2020

Concordia Seminary is an institution of the Lutheran Church—Missouri Synod and as such, it adheres to the doctrines and practices of our church body. Students and employees are expected to lead lives that are consistent with the Holy Scriptures. It is a violation of Seminary policy for any member of the Concordia Seminary faculty, staff, administration, or student body to sexually harass or sexually assault any employee, student, visitor, or applicant.

The Seminary is committed to compliance with legal and regulatory requirements regarding sexual misconduct. The Seminary reserves the right to discipline or terminate any employee or student found to be in violation of sexual misconduct policies.

Title IX Roles

“Title IX” refers to Title IX of the Education Amendments of 1972 and related US Department of Education regulations requiring good-faith efforts to maintain a campus environment free from sexual harassment and sexual assault.

The **Title IX Coordinator** is responsible to the Seminary president for maintaining the policies on sexual misconduct, organizing campus training, and ensuring prompt and fair investigation of all allegations.

Title IX Investigators are trained to advise a Complainant of appropriate procedures and to investigate each allegation based on the Seminary’s procedures. The results of the investigation are forwarded to the Title IX Coordinator for action.

Title IX Decision-Makers are the senior campus leaders who constitute a three person panel that conducts a formal hearing regarding a sexual harassment allegation and determines the outcome.

The **Complainant** is the person alleging a violation of this sexual harassment policy.

The **Respondent** is the person who is alleged to have violated this sexual harassment policy.

Relationships

Some relationships, while permitted by law, are contrary to the Seminary's policy. Romantic or sexual relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, supervisor-employee) ARE PROHIBITED unless the individuals are married. Such relationships create issues of actual or perceived exploitation and favoritism, and may also violate the Seminary's moral conduct code.

Sexual Harassment Defined

Sexual harassment is unwelcome sexual or sex-based conduct, whether verbal, written, online, or physical. Sexual harassment deprives other members of the community of access to educational or employment opportunities and benefits to which they are entitled to receive. The forms of misconduct below are forbidden under this policy.

Quid Pro Quo harassment occurs when a person makes sexual requests in return for an educational or employment reward. Specifically, Quid Pro Quo Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a condition of education or employment opportunities or benefits.

Unwelcome Conduct of a sexual nature that a reasonable person would find to be offensive and is so severe or pervasive that it interferes with, denies, or limits a student's opportunity to participate in or benefit from the Seminary's programs, or interferes with an employee's work and opportunities. Examples include inappropriate touching, comments, or jokes.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Non-consensual sexual intercourse is: any sexual intercourse however slight, with any object, by a person upon another person, which is without consent and/or by force. Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Intimate Partner Violence is violence or abuse between those in an intimate relationship to each other. This includes Dating Violence and Domestic Violence. The abuse may be physical or psychological.

Stalking is a repetitive and menacing pursuit, harassing, or interfering with the peace or safety of another.

Consent must be clear and voluntary. It must be given explicitly – silence is not consent. Persons not of legal age and persons who are incapacitated due to alcohol, drugs, or a medical condition are incapable of giving consent as understood in this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to understand what is happening. Consent is not given when force or intimidation is used.

Jurisdiction

Federal regulations state that this policy is applicable to all campus-sponsored programs and activities that are conducted within the United States. It applies to the campus property and to off-campus events sponsored by the Seminary. It offers protection to campus visitors and applicants for admission and employment regarding the conduct of Seminary students and employees.

At the time of filing a formal complaint, a Complainant must be either 1) participating in or attempting to participate in a Seminary program or activity, or 2) employed or actively seeking employment at the Seminary.

Retaliation

The Seminary expressly prohibits any form of retaliation for filing an allegation regarding sexual misconduct. Retaliation includes any adverse action by the Seminary or an individual against a person involved in the misconduct investigation, including persons who reported the matter, persons accused in the matter, witnesses, and investigators. The Seminary's policy against retaliation does not protect persons from the consequences for their actions in matters unrelated to an allegation of sexual harassment. For example, students are not shielded from the consequences for poor academic performance, and employees are not shielded from the consequences for poor work performance.

Duty to Report

Any Seminary employee or student who has reason to believe that a violation of the sexual misconduct policy has occurred is expected to report this matter to one of the following persons.

- president
- provost
- executive vice president
- senior vice president for finance and administration
- senior vice president for seminary advancement
- director of human resources
- dean of ministerial formation

- dean of advanced studies

Reporting an alleged violation to one of these persons constitutes a formal report and the seminary is obligated to investigate the report.

Exemptions: The Campus Chaplain is exempted from reporting if he is maintaining the seal of a penitent's confession or counseling with a shared expectation of privacy. Professionally credentialed counselors providing service on behalf of the seminary are expected to observe professional codes of conduct when sexual misconduct is reported.

Note: A Title IX sexual misconduct investigation at Concordia Seminary is distinct from a criminal investigation. Whether a Complainant chooses to report or not to report the incident to law enforcement, and regardless of the outcome of a criminal investigation, the Seminary is obligated to take all reasonable measures to provide a safe environment that is free from sexual harassment.

Confidentiality

The Seminary is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All reasonable steps will be taken to avoid revealing the identity of the Complainant, the Respondent, and the witnesses beyond those named in the report and the administrators involved in resolving the matter. Federal regulations require that the Respondent is to be notified regarding the allegation and that both parties must receive information regarding the progress of the investigation.

The Seminary cooperates with law enforcement, including compliance with mandatory reporting laws, subpoenas, no-contact orders, and the like.

Supportive Measures

Depending on the seriousness of the matter, the Seminary has the responsibility to take actions that ensure the safety of a Complainant until the investigation process is concluded. Depending on the situation, the Seminary may make temporary changes in employee work assignments and in student class and on-campus living assignments, as described more completely in the *Sexual Harassment Investigation Procedure*.

In addition to supportive measures provided by the Seminary, Complainants may contact the Title IX Coordinator to receive additional information on resources for legal assistance, mental health, counseling, and the like.

Investigation Procedures

The procedures for investigating an alleged violation of this policy are contained in a separate document titled *Sexual Harassment Investigation Procedure*.

Appendix C: Sexual Harassment Investigation Policy

Concordia Seminary, St. Louis

Sexual Harassment Investigation Procedure

December 4, 2020

This document describes the investigation process for complaints arising from the *Sexual Harassment Policy*. It assumes the definitions and processes established in the policy document.

The procedure in this document is utilized to investigate and resolve all allegations of misconduct that violates Seminary policy regarding sexual harassment as defined in the *Sexual Harassment Policy*. Allegations of misconduct that do not involve sexual harassment are handled by the Human Resources Office based on applicable policies.

The **Complainant** is the person alleging a violation of this sexual harassment policy.

The **Respondent** is the person who is alleged to have violated this sexual harassment policy.

1. Notice to Institution

Reporting an alleged violation to one of following persons constitutes a formal report and the Seminary is obligated to investigate the report.

- president
- provost
- executive vice president
- senior vice president for finance and administration
- senior vice president for seminary advancement
- director of human resources
- dean of ministerial formation
- dean of advanced studies

The Title IX Coordinator and the Complainant review the event(s) and make a written record of the incident.

2. Initial Inquiry

After receiving notice that an incident is alleged to have occurred, the Title IX Coordinator shall promptly contact the Complainant confidentially to discuss the availability of supportive measures, determine whether such measures are requested, and explain the

process for filing a formal complaint. Following the conversation, the Coordinator will provide to the Complainant a written summary of the discussion and any supportive measures that are to be implemented.

All investigations of sexual harassment allegations must be based on a formal (written) complaint document, whether submitted by the Complainant or produced by the Title IX Coordinator on the Complainant's behalf.

- After receiving a formal complaint, the Title IX Coordinator conducts an initial inquiry to determine whether there is an adequate basis to proceed with a formal investigation.
- If the initial inquiry indicates that the allegation does not involve a matter of sexual harassment, the allegation is processed according to regular Human Resources procedures. The procedures in this document do not apply to complaints that do not violate the Sexual Harassment Policy.
- If the initial inquiry establishes an adequate basis to proceed with a full investigation, the Title IX Coordinator identifies the specific provisions of the policy regarding sexual harassment that will be the basis for proceeding with the formal investigation.

Supportive Measures

Depending on the seriousness of the matter, the Seminary has the right and responsibility to take actions that ensure the safety of a Complainant until the investigation process is concluded.

- If the Respondent is a staff or faculty member, the Seminary may take any of the following actions: reassign the Respondent to alternate duties, make scheduling changes that avoid contact with the Complainant, suspend the employee with pay, prohibit the Respondent from entering or being on Seminary property, or prohibit contacting the Complainant.
- If the Respondent is a student, the Seminary may require a change in the Respondent's student status, class schedule, or residency (if the Respondent lives in campus housing), prohibit the Respondent from entering or being on Seminary property, or prohibit contacting the Complainant.

3. Notifications

Prior to conducting the formal investigation, the Title IX Coordinator or an Investigator sends to the Complainant and the Respondent a written statement of the alleged policy violations and the process that is used to conduct the investigation. The written notice also informs them that each party may select an advisor (who may be, but does not need to be, an attorney), and that the parties will have an equal opportunity to submit and review

evidence throughout the investigation.

If the incident is potentially reportable under the Clery Act (crime reporting), the Title IX Coordinator notifies Campus Safety.

If the Respondent is a staff member, the Title IX Coordinator reports the matter to the employee's immediate supervisor and also to the senior vice president for finance and administration. If the Respondent is a faculty member, the Title IX Coordinator reports the matter to the provost and also to the dean of faculty. If the Respondent is a student, the Title IX Coordinator reports the matter to the dean responsible for the student's program.

The Seminary will keep confidential the identity of complainants, respondents, and witnesses, except as necessary to provide supportive measures, carry out necessary administrative responses, and proceed with the processes of investigation and a hearing.

[Informal Resolution]

In some situations it may be desirable to reach an informal resolution of the incident. An informal resolution would typically involve using a mediator to facilitate a resolution of the situation.

The Title IX Coordinator may invite the Complainant to consider an informal resolution if the situation seems appropriate and arrange for a resolution process if the Complainant and Respondent are willing. Both parties must give written consent to participate in this process. No one will be coerced into an informal resolution. This option is not available when assault is alleged, and it is not available when the allegation involves an employee and a student.

4. The Grievance Process in General

Concordia Seminary's sexual harassment grievance process (investigation, hearing, appeals) is based on the following principles.

- All relevant evidence, whether appearing to support the Complainant or the Respondent, will be evaluated objectively.
- All Title IX personnel will be free from conflicts of interest or bias for or against Complainants or Respondents.
- A presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- The grievance process (investigation, hearing, appeals) will be concluded as promptly as circumstances permit. Normally this will be within 60 days.

- The grievance process must not use or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5. Formal Investigation

If the initial inquiry establishes a basis for initiating a full investigation of the reported sexual harassment policy violations, the Title IX Coordinator directs the Investigators to conduct an investigation that is thorough, reliable, and impartial.

The Investigators document the matter in detail and interview the parties and witnesses, based on these principles.

- The purpose of the investigation is to establish the facts and circumstances regarding the reported incident(s). There are no “charges” and it proceeds on the assumption that the Respondent is innocent until the hearing process determines whether there has been a policy violation.
- The burden of gathering evidence and moving the grievance resolution process forward is upon the Seminary, not on the parties.
- The two parties may each select an advisor of the party’s choice, who may be an attorney. (In this document, “advisor” refers to an advocate who assists the party during the grievance process, not to an academic or formation advisor.)
- Advisors may help their advisees
- prepare for each meeting, and must participate in the hearing.
- The investigation is conducted by both Investigators when possible.
- The Seminary does not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- The Seminary protects the privacy of a party’s medical, psychological, and similar treatment records by stating that the grievance process cannot access or use such records without the party’s voluntary, written consent to do so.
- The Seminary provides equal opportunity for the parties to present fact, identify witnesses, and present other evidence.
- The Seminary sends both parties, and their advisors, evidence directly related to the allegations, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- The Seminary sends both parties, and their advisors, the final investigative report that fairly summarizes relevant evidence, with at least 10 days for the parties to respond.

Dismissal of the Matter

Under the following circumstances the grievance process (investigation, hearing, appeal) will be terminated.

- The Complainant desires to withdraw the formal complaint or allegations.
- The Respondent is no longer enrolled or employed by the school.
- Specific circumstances prevent gathering sufficient evidence to reach a determination.
- The formal investigation demonstrates that this is not a matter of sexual harassment as defined in the Sexual Harassment Policy.

The Title IX Coordinator is responsible for informing the parties in writing that the formal sexual harassment grievance process is terminated. The Seminary will consider whether the circumstances warrant further action based on the Seminary's Human Resources policies and procedures.

6. Formal Hearing

Decision-Makers Panel

Decision-Makers are the campus leaders who form a panel of three persons to conduct formal hearings regarding allegations of sexual harassment. One member is a supervisor of the Respondent and one member serves as the chair of the panel.

Respondent			
student, Ministry Formation	Dean of Ministerial Formation	Provost	Registrar
student, Advanced Studies	Dean of Advanced Studies	Provost	Registrar
faculty	Senior VP, Administration	Provost	Registrar
staff	Senior VP, Administration	Provost	Registrar

If a Panel member as listed above is unable to serve, the other two members will select a replacement from the remaining two Decision-Makers.

Appeals shall be directed to the Executive Vice President.

Hearing Procedures

Federal regulations require that after the investigation has been concluded, a formal hearing must be conducted. The three Decision-Makers designated to serve on the Panel, as described above, are the body that will hear the evidence and decide upon the outcome of the matter.

- Prior to the hearing, the Panel confers to select one of themselves to chair the hearing and to determine any specific logistical matters.
- The hearing must be “live,” although any or all parties, witnesses, and other participants may appear at the live hearing by electronic means.
- At the request of either party, the Seminary must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
- The Panel must arrange for an audio or audiovisual recording, or transcript, of any live hearing.
- If a party does not have an advisor at the time of the live hearing, the Seminary will provide, without fee or charge to that party, an advisor of the school’s choice to attend the hearing on behalf of that party.
- An advisor may not make a presentation or answer questions on behalf of his or her advisee in a meeting.
- The chair must permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party’s advisor of choice and never by a party personally.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the chair must first determine whether the question is relevant.
- Advisors are expected to maintain the privacy of the records shared with them by the Seminary. These records may not be shared or discussed with any party other than the advisee unless explicitly authorized by the Seminary.

When determining whether the Respondent has violated the *Sexual Harassment Policy*, the Panel shall decide whether preponderance of the evidence supports the allegation of sexual harassment. In other words, the Panel decides whether it is more likely than not that sexual harassment occurred.

7. Findings and Disciplinary Sanctions

The chair of the Panel issues a written report that summarizes the facts, states conclusions about whether the alleged conduct occurred and the rationale for the conclusions, any disciplinary sanctions imposed on the Respondent, and when the sanctions take effect.

The Panel considers the possibility that Supportive Measures (as described above) should be initiated or continued to provide assistance to the Complainant.

The written report must be sent simultaneously to the Complainant, Respondent, and the Title IX Coordinator, along with information about how to file an appeal.

Student Sanctions

If a student Respondent is found to be in violation of the Sexual Harassment Policy, the student may be required to participate in counseling, be required to take a leave of absence, or be dismissed from the Seminary.

Employee Sanctions

If an employee Respondent is found to be in violation of the Sexual Harassment Policy, the penalty will range from mandatory counseling to termination, depending on the nature of the violation, and utilize the Seminary's system of reprimands and work plans where appropriate.

8. Appeal

The Complainant and Respondent have five business days to appeal in writing the result of the formal hearing or a dismissal of the matter prior to the hearing. The appeal request must identify its basis in one or more of the following reasons.

- A procedural irregularity that affected the outcome of the matter
- Newly discovered evidence that could affect the outcome of the matter
- Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

Appeals shall be directed to the Title IX Coordinator, who informs both parties. The Executive Vice President is responsible for handling all appeals.

The outcome of any appeal shall be communicated to the Complainant and the Respondent in writing

9. Records and Storage

The Title IX Coordinator prepares a summary report after the grievance process (investigation, hearing, appeal) is complete. This report summarizes the allegations and states the outcomes of the hearing (and appeal), but not details of the investigation.

Respondent is:	Summary Report:
Ministerial Formation student	a copy of the summary report shall be retained in his/her file in the Ministerial Formation Office
Advanced Studies student	academic file shall contain a simple note stating the allegation and the outcome
Non-degree student	academic file shall contain a simple note stating the allegation and the outcome

Faculty	a copy of the summary report shall be retained in his file in the Provost's Office.
Staff	a copy of the summary report shall be retained in his/her file in the Human Resources Office.

In addition, a complete confidential record shall be established for every allegation of sexual misconduct that has been investigated. It shall include:

- A copy of the initial report that includes the facts and circumstances alleged by the Complainant.
- A copy of the investigative report and the facts as established by the investigation.
- A copy of the hearing report and any subsequent report from an appeal.

This complete file shall be retained as a confidential record in the custody of the Title IX Coordinator.