



Annual Security and Fire Safety Report 2026



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OVERVIEW OF FEDERAL LAW

The *Jeanne Clery Campus Safety Act* is a part of the *Higher Education Act of 1965* (HEA), most recently amended in 2024. It is generally referred to as the *Clery Act* and is in section 485(f) of the HEA.

The *Clery Act* requires that all postsecondary institutions participating in HEA's Title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public, issue timely warnings of crimes and notifications of emergencies that represent a threat to the campus community and develop and implement specific campus safety and crime prevention policies and procedures.

The *Campus Fire Safety Right-to-Know Act of 2008* amends the HEA to require Colleges and universities to publish annual fire safety reports, distribute the reports to students and employees, inform prospective students and employees about the reports, and publicly display fire safety information and statistics. Grace College and Theological Seminary publishes its *Annual Security and Fire Safety Report* to include specified information about its campus crime statistics and fire safety practices and standards.

On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013* (VAWA) (Public Law 113-14) was signed into law and includes amendments to the Clery Act. Among other changes, these amendments require institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, sexual assault, and stalking.

On December 23, 2024, the *Stop Campus Hazing Act* (SCHA) (Public Law 118-173) was signed into law and includes new policy, process, and reporting requirements for hazing as defined in the law.

POLICY FOR PREPARING THE ANNUAL SECURITY REPORT

This report is prepared by the Grace College and Theological Seminary (“Grace”) Campus Safety Department, which works with other offices across the College, including student conduct, operations, and Title IX, to review policies, ensure they are accurate, and collect statistics. Statistics are requested from all Campus Security Authorities (CSAs) as well as relevant local law enforcement. The Annual Security Report is published on Grace’s website, and an email notification is sent to all current students and employees. The Annual Security Report is made available to prospective students and employees on the admissions and employment pages of Grace’s website. Hard copies of the report may be obtained at no cost by contacting Glenn Goldsmith, Director of Campus Safety, in Indiana Hall, by email at goldsmga@grace.edu, or by phone at 574-269-5344.

CAMPUS SAFETY DEPARTMENT

PURPOSE

The Campus Safety Department provides a positive attitude and proactive safety services for students, employees, and visitors to protect all assets of the College. The primary role of this department is to be a service for the Grace campus. This is accomplished through observation, reports, documentation, and, when necessary, taking such action as is deemed appropriate to promote the safety of the Grace community.

STAFF

The Campus Safety Department can be contacted 24 hours a day by calling **(574) 269-5344**.

Campus Safety employs a full-time Director of Campus Safety, a full-time Lead Campus Safety Officer, a full-time Campus Safety Officer, a part-time Liaison, part-time student campus safety officers, and a part-time administrative assistant. Campus safety officers are on duty or on-call 24 hours a day, seven (7) days a week, every day of the year. Part-time administrative staff supports the campus safety office during the academic year.

Campus Safety officers are not sworn law enforcement officers; however, Campus Safety does employ Winona Lake police officers on a part-time basis to provide an additional, periodic security presence during the week and to familiarize law enforcement with the campus in the event of an emergency.

AUTHORITY AND JURISDICTION

Campus safety (apart from its part-time sworn officers also working for Winona Lake Police Department [WLPD]) does not have the power to arrest but does exercise its power to detain.

Campus safety officers regularly patrol campus property, facilities, and special events and are responsible for locking and unlocking campus buildings, documenting incidents, investigating suspicious or unusual activities, reporting maintenance or safety concerns, conducting regular safety drills and inspections, enforcing campus parking and traffic policies, issuing timely warnings and emergency notifications to the campus, and responding to crises or emergencies as they may occur.

Campus safety officers use the model of “observe, document, and report” when conducting their work. In doing so, they maintain a daily activity report of rounds. This report is later reviewed by the director of campus safety and other campus administrators and then stored electronically.

Additionally, the Campus Safety Department:

1. Develops and offers safety and emergency preparedness training.
2. Establishes contact with key campus personnel, community professionals, and first responders that would be involved in crises that may occur at the local, state, or national level so that (a) they are familiar with the Grace campus should a crisis occur on-site for which their assistance is needed and (b) community-based emergency response activities include the Grace campus as appropriate.
3. Develops and communicates Grace’s crisis prevention, preparedness, and response plans to employees.

RELATIONSHIP WITH LAW ENFORCEMENT

Grace maintains cooperative working relationships and regular communication with law enforcement agencies to serve and protect the campus. Its primary contact is with the Winona Lake Police Department but it occasionally works with the Warsaw Police Department and the Kosciusko County Sheriff’s Department.

Collaborating with local law enforcement has demonstrated a commitment by both Grace and the WLPD to provide a safe campus for those who live, learn, work, and visit the campus as well as for those in the surrounding community. It has created greater visibility of law enforcement personnel on campus; increased the familiarity between local law enforcement and Grace’s students, employees, and physical facilities; and enabled law enforcement to monitor the campus – both inside and outside buildings – for safety, security, or criminal activity.

Grace has an official *Memorandum of Understanding* with the Winona Lake Police Department outlining their working relationship, jurisdiction, and authority. In part, this MOU describes the cooperation between Grace and the Winona Lake Police Department for the

investigation of crimes. Suspicious persons, activity, or other potential crimes may be reported by campus safety officers to the police for assistance; these reports are documented in the campus safety Activity Log, corresponding Incident Report, and Crime Log if applicable.

The Winona Lake Police Department is located on the edge of Grace's Clery geography. Its proximity to the campus allows for timely responses and promotes a good and cooperative relationship with the Grace campus community.

IDENTIFICATION OF CAMPUS SAFETY STAFF

Campus safety officers patrol campus in a marked campus safety vehicle and on foot, wearing the uniform of the campus safety department.

Winona Lake police officers who patrol the Grace campus on a part-time basis do so in their marked law enforcement vehicles and on foot, wearing the uniform and equipment approved by their chief of police.



EMERGENCY CONTACTS AND COMMUNITY RESOURCES

Students and employees are provided with the following guidance in the case of emotional, physical, environmental, or other safety emergencies.

Campus Safety recommends that all students and employees include campus safety and local law enforcement numbers in their cell phone and desk phone contacts.

EMERGENCY CONTACTS

For a police, fire, or medical emergency, call **911**.

When calling **911** or campus safety at **574-269-5344**, remember to:

- Speak clearly and slowly
- Identify yourself
- Identify the problem and/or request
- Identify the extension if calling from an on-campus phone
- Identify your location or address as specifically as you can

For urgent safety hazards such as downed wires or gas leaks:

Grace College Campus Safety (McClain)	574-269-5344
Physical Plant on-call (cell phone)	574-526-3922
Grace College RD on call (cell phone)	574-635-5737

NON-EMERGENCY CONTACTS

Grace College Assistance

For mental health, physical, or safety emergencies.

Campus Safety (Indiana Hall)	574-269-5344
Counseling Services (GHWC)	574-372-5100 x6472
Director of Counseling (GHWC)	574-372-5100 x6069
Health Services (GHWC)	574-372-5100 x6472
Nurse (GHWC)	574-372-5100 x6426
RD on call (cell phone)	574-635-5737
Student Disabilities Services (library)	574-372-5100 x6423

Physical Plant (maintenance – regular business hours)574-372-5100 ext. 6367

Physical Plant (maintenance – after 4:00 pm or weekends) .574-526-3922

Local Assistance – Law Enforcement

Winona Lake Police Department574-267-8622
1310 Park Ave, Winona Lake, IN 46590

Warsaw Police Department574-372-9511
2191 Ft Wayne St, Warsaw, IN 46580
Kosciusko County Sheriff’s Department574-267-5667
221 West Main St, Warsaw, IN 46580

Local Assistance – Medical Treatment

Ft. Wayne Sexual Assault Treatment Center hotline.....260-423-2222
1420 Kerrway Ct, Fort Wayne, IN 46805

[Patient Resources](#)

Lutheran Kosciusko Hospital574-267-3200
2101 East DuBois Drive, Warsaw, IN 46580
Lutheran Health Network574-269-8338
1210 Provident Drive, Warsaw, IN 46580
Parkview Hospital – Warsaw574-372-0000
1355 Mariners Drive, Warsaw, IN 46582

Local Assistance – Mental Health Counseling

Bowen Health – 24-hour emergency service.....800-342-5653
Bowen Health – Warsaw574-385-3146
850 North Harrison, Warsaw, IN 46580

Area Assistance – Victim Services

Beaman Home – Warsaw574-267-7701
603 Parker St, Warsaw, IN 46581
Center for Nonviolence.....260-456-4112
235 W. Creighton Ave., Ft. Wayne, IN 46807
Ft. Wayne Sexual Assault Treatment Center hotline.....260-423-2222
2270 Lake Ave #201, Fort Wayne, IN 46805

[Patient Resources](#)

Rape Crisis Hotline, Ft. Wayne Women’s Bureau888-311-7273
Victim Advocate – Winona Lake Police Department (desk) ..574-385-2323
1310 Park Avenue, Winona Lake, IN 46590
Victim Assistance Program (prosecutor’s office).....574-372-2419
121 North Lake Street, Warsaw, IN 46580

Hotlines and Resources – National

Domestic Violence (TTY and Spanish also available) 1-800-799-SAFE (7233)
Sexual Assault (RAINN: Rape, Abuse & Incest Nat’l Network)1-800-656-HOPE (4673)
Substance Abuse (SAMHSA – English and Spanish)..... 1-800-662-HELP (4357)
Suicide Prevention (also available TTY and Spanish)1-800-273-TALK (8255)

SAFETY OF THE CAMPUS

ACCESS TO CAMPUS BUILDINGS

For the protection of its campus facilities, students, and employees, Grace restricts access to its facilities depending on the hours of operation, function of the building, and nature of events on campus.

During business hours, Grace's administrative and academic buildings are open to students, parents, employees, contractors, and guests.

Residence Halls require approved electronic access.

During non-business and non-event hours, access to all facilities is by authorized key, access card, or by admittance via campus safety. All academic and administrative buildings are locked by midnight during weekdays and typically remain locked during the weekend unless authorized faculty and staff request access for business or other functions.



Grace, at its discretion, may limit access to the campus at any time to anyone when it is determined to be in the best interest of the campus community for public safety reasons. Limited access may also include no-contact and campus separation directives or a no-trespass letter issued by Grace. No trespass and court-ordered protective orders are enforced by campus safety with the assistance of local law enforcement as needed.

SECURITY OF RESIDENCE HALLS

Access to residence halls is restricted to resident directors, student residents, their approved guests, and other approved members of the campus community.

All traditional residence halls are accessed through an electronic access system (proximity scanners and student ID cards) for exterior doors and some hallways.

Residential housing, designated as either "traditional dormitory" or "apartment-style," is intended for unmarried students and divided by gender on each floor. Lamp Post Manor, with 12 apartment units, is leased to married or graduate students on a monthly or annual term. Additional perimeter housing may also be leased to Grace students.

All residence halls housing male and female students have lobbies open at all times for residential students only.

During vacation/holiday periods, most residence halls are closed but remain monitored by campus safety.

Campus safety staff patrol the campus and its off-campus property within its Clery geography each shift. They do not patrol inside residence halls but do enter those buildings as needed within the guidelines of the institution's *Room Entry Policy*. Residence hall staff, including resident advisors, assistant resident directors, and resident directors, enforce security policies inside the residence halls to promote a safe and respectful living community.

Students locked out of their rooms may be assisted by contacting their RA, RD, or a campus safety officer if the RA or RD is not available.

Authorized Staff Entering Student Rooms

Occasionally, Grace officials, typically residence life (RDs, ARDs, RAs) and physical plant staff, must enter student rooms for maintenance and repairs or to check rooms for safety and health reasons. Grace officials, however, will typically only enter a room during daytime business hours (unless there is a maintenance or other emergency) and do so following the institution's *Room Entry Policy*.

All staff members, including campus safety staff, are to announce their presence by knocking before entering a resident's room. If there is no response, or in the case of an emergency, the staff member and/or campus safety may use the master key to enter a student's room. Typically, this is done with the assistance of residence life staff.

Physical plant and maintenance staff will enter a student's room to make repairs if the student has previously granted permission for the staff member to enter. Permission is granted when students inform their RA, RD, or physical plant staff of a maintenance request. Maintenance staff do not enter dorm rooms until after 10:00 a.m. during the academic year to service work orders.

Campus safety staff may also be present in the residence halls during fire drills and announce themselves.

Guests in the Residence Halls

Any guest in a residence hall (including lobbies) after curfew must be registered per the overnight guest registration policy. Guests are the responsibility of the student host and should always remain with their student host.

SAFETY OF CAMPUS FACILITIES

Security Cameras

Grace has installed security cameras in some areas on campus, such as high-traffic areas or those with high levels of public access and/or financial transactions. Cameras are not monitored, but footage can be retrieved and viewed by authorized campus safety staff. Cameras are not installed in living spaces or private areas such as locker rooms or bathrooms. Signage is posted at building entrances and in parking lots where security cameras are in use.

The Town of Winona Lake owns the cameras that are posted along the trail from Beta Hall to Miller Field.

Building Security

Campus safety staff check and secure offices and campus facilities nightly and report any operating deficiencies to the physical plant. Parking lot facilities within Clery geography are actively patrolled by the campus safety staff and part-time police officers during their shifts.

Grace does not recognize any non-campus locations of student organizations and is unaware of any efforts by local law enforcement to monitor any student organizations.



Facility and Equipment Maintenance

The physical plant is responsible for the upkeep and repair of campus facilities, including custodial services, grounds, carpentry, painting, plumbing, electrical, snow removal, utility generation, transportation, event setup, key distribution and locksmithing, and preventative maintenance.

During regular business hours (8:00 a.m. to 4:00 p.m.), maintenance and safety-related issues associated with campus facilities are to be reported to the physical plant at **574-372-5100 x6787**. Maintenance and safety emergencies occurring after hours should be reported to campus safety at **574-269-5344**.

Safety concerns or hazards associated with the campus' grounds and physical facilities that are reported to or identified by any campus safety officer are reported to the physical plant and documented in the campus safety daily *Activity Log*. Prompt reporting of maintenance and facility needs promotes safety for the entire campus, and security-related maintenance issues are given priority. Campus safety officers complete a *Security Checklist* of facilities, grounds, parking lots, and other physical spaces on a daily, weekly, monthly, or annual basis and notify the physical plant of maintenance, repair, safety, or other needs.

Employees and students are not to enter restricted areas on campus such as boiler rooms, mechanical rooms, machine shops, food prep areas, or hazardous work areas unless authorized to do so.

First aid kits are inspected and refilled monthly by the vendor. AEDs (Automated External Defibrillators) are inspected by campus safety. Fire extinguishers are inspected by a fire extinguisher services vendor and monitored by campus safety via its *Security Checklist*. Fire panels are monitored by the physical plant's electrician and campus safety, as well as by Emergency 24, Grace's fire security system.

There are carbon monoxide detectors in locations with gas inlets such as mechanical rooms, restrooms, and areas in which there is a furnace or hot water tank, as well as in common residence hall lounges. They are supplied electrically with a battery backup and checked quarterly by a member of the physical plant. All three chemical storage locations on campus are in federal and state compliance, and safety data is displayed in those locations.

EMERGENCY PROCEDURES

Each year, Campus Safety updates the written emergency procedures posted on every floor in each building. Emergency procedures are also posted in every residence hall. Specific to each location, these procedures include contact information for emergencies and non-emergencies, the physical location of the building, the fire evacuation site, severe weather shelter, and brief instructions for medical emergencies, evacuation, fire, severe weather, power outages, campus crisis (shelter), suspicious person, bomb threat/suspicious package, and the Grace Alert system. The location of AEDs and first aid kits is also included in the emergency procedures.

PERSONAL SAFETY AND CRIME PREVENTION

Safety and security are the responsibility of all Grace's members, and the cooperation of the entire campus community is critical to the prevention of crime and protection of both individuals and property. It is essential that everyone, especially students living in residence halls, follows established procedures and takes simple precautions to avoid emergencies, crime, or other safety situations.



Enrolled students and employees may access the campus safety page of the portal for safety-related information, such as vehicle and parking information, fire safety and weather, law enforcement links, general safety information, and campus safety personnel information. In

addition, this *Annual Security and Fire Safety Report* contains valuable and essential information about campus security practices.

The following suggestions will help keep students, employees, and guests safe as well as protect personal and campus property.

General Safety

- Include campus safety (**574-269-5344**) and local law enforcement in cell phone and desk phone contacts.
- Immediately report any persons looking or acting suspiciously to campus safety (**574-269-5344**) or call **911**.
- Be alert and aware. Pay attention to who is around you when you are in public. Avoid texting and talking on the phone while walking.
- Travel well-lit, busy routes with your keys in your hand as you approach your door and car.
- There is safety in numbers. Don't make yourself a target. Go out at night with a friend or two.
- Campus safety will provide a safe escort throughout the campus or a safe ride to your place of residence during the evening hours.
- Weapons must be registered with and stored by the Campus Safety Department or not brought to campus.
- Advise campus safety if you have a protective order issued against an individual or that cites Grace College as a protected location.
- Be aware of email scams and solicitation for jobs, requests for money, or requests for photos that appear suspicious and report them to campus safety.
- Immediately report to the physical plant (or campus safety) any doors, locks, windows, equipment, or facilities in need of repair.
- Keep a reasonable and safe distance and take extra precautions if you see maintenance activity.
- Do not enter construction sites unless authorized. Hard hats may be required for entry.

Personal Property

- Record the serial numbers of your property and mark personal items with your name or other traceable identification.
- Keep your credit cards, debit cards, passports, and other important documents secure and out of sight.
- Carry limited amounts of cash. Only carry the credit cards you need.

- Do not leave valuables or cash unprotected. Keep valuables, such as money, wallets, backpacks, purses, and jewelry out of sight.
- Carry purses and wallets near your body and avoid looping handles and straps around you.
- Leave items of high value at home.
- Obtain renters insurance or private property insurance for protection.
- Report all suspected cases of theft immediately to Campus Safety at **574-269-5344**.

Residence Halls and Apartments

- Always keep your room locked and keep your keys with you.
- Do not prop any door open.
- Do not attach your name and address to your room keys.
- Never lend your room keys or your student ID card to anyone.
- Do not leave your door unlocked because your roommate has lost his/her key.
- Report lost or stolen room keys immediately.
- Do not give unidentified people or strangers access to a residence hall or your room.
- Do not give out your personal information or a friend's personal information to strangers.
- Do not leave messages on your door about your whereabouts.

Pedestrian Safety

- Use the crosswalks and follow the posted road signs when crossing the streets.
- Safety in parking lots should be observed by bicycle riding, skateboarding, and foot crossing in designated areas.
- Follow the direction of campus safety or law enforcement personnel who manage traffic and assist with pedestrian crossing.

Vehicles and Bicycles

- Check under, around, and in your car before you get in.
- Register your vehicles with campus safety.
- Always keep your keys with you.
- Put valuables in the trunk of a car rather than in full view.
- Follow posted signage related to parking and safe driving. Grace College is a "walking campus," so all drivers should anticipate and yield to pedestrians.
- Park cars, motorcycles, and bicycles in the designated areas. Keep them locked at all times.
- Do not park in isolated areas.
- Do not block fire lanes, fire hydrants, or handicap-designated parking.
- Do not park, house, or store motor-driven vehicles inside any residence hall.

No Contact Orders

Grace does not issue protective orders; however, it does issue no-contact and campus separation directives and no-trespass letters, which may be initiated by student affairs, campus safety, or the Title IX Office.

Individuals concerned about their personal safety may seek an order of protection, restraining order, or other similar lawful court order. Grace's campus safety or Title IX offices can assist individuals who want information about seeking a protective order or understanding their rights. Grace will comply with and enforce lawful protective orders issued by an Indiana court or, pursuant to federal law, issued by any state or federally recognized Tribal court.

SAFETY POLICIES AND PROCEDURES

EMERGENCY MANAGEMENT MANUAL

Grace has an institutional *Integrated Emergency Response Plan* that addresses a variety of emergency, safety, and crisis-related topics to articulate the policies and procedures that guide its responses to student, employee, guest, or community needs. For example, guidelines are provided related to criminal activity, hazards, weather-related, medical, operational, and mechanical, utility, and telecommunication failures.

REPORTING A CRIME

Members of the Grace community should promptly and accurately report crimes or emergencies happening on campus to campus safety staff, campus security authorities, or to law enforcement.

Any member of the Grace community has the right to notify local law enforcement of a crime at any time. Student affairs, campus safety, Title IX, or other campus staff will assist individuals with contacting local law enforcement when requested. It is important that crimes are reported in a timely, accurate way.

While any of the resources listed below can assist with response to crimes and violations, individuals may wish not to have a response, but to have the crime included in statistics for Clery Act purposes. For the purposes of making a timely warning report and the annual disclosure of crime statistics, students or employees who are victims of or witnesses to a crime can report a crime in the following ways:

1. Calling local law enforcement at **911** in an emergency
2. Calling Campus Safety at **574-269-5344** and making the report to:
 - a. Director of Campus Safety
 - b. Lead Campus Safety Officer
 - c. Campus Safety Officers

- d. Campus Safety Liaison
3. Reporting in person at the campus safety office in Indiana Hall staff named above
4. Notifying a Grace Campus Security Authority (CSA)
5. Using the anonymous Complaint Notification Form on the institution's [website](#)
6. Contacting the Title IX Coordinator:
Carrie Yocum
McClain 102
yocumca@grace.edu
574-372-5100 x6491
7. Confidential Reporting

Reporting a Crime to a Confidential Source

If and when appropriate, Grace's chaplain or one of its mental health counselors will inform individuals they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the institution's annual disclosure of crime statistics.

Individuals, including the victim and witnesses, who report a crime to Campus Safety but want to remain anonymous can discuss this request with the director of campus safety or the director's designee, who will make the determination of whether confidentiality can be maintained in consultation with other campus administrators, if needed. Individuals requesting confidentiality are advised that anonymity and confidentiality may limit the campus safety office's and other Grace offices' ability to thoroughly investigate the report.

Individuals making reports of crime to law enforcement and who wish these reports to remain confidential may request that they be redacted and considered "sealed confidential," whereby law enforcement will not make them available to the media or other agencies. Some court cases and filings cannot be completely confidential. Individuals should make these requests for confidentiality directly to law enforcement.

In determining confidentiality, the director of campus safety will consider factors such as, but not limited to, the following:

1. Risk of violence or threats of violence by the alleged perpetrator
2. History of violence from arrests/records from a previous school
3. Other complaints about the same individual
4. Whether the crime was perpetrated with a weapon
5. Whether the institution has other means to obtain evidence, such as security cameras or personnel, other students in a classroom, or physical evidence

6. Ability to provide a safe and nondiscriminatory environment for the campus community

The purpose of an anonymous report for crimes is to honor, when possible, the individual's request for confidentiality while taking steps to ensure the safety of that individual and others. It also permits the institution to keep an accurate record of crimes for inclusion in the annual security report; determine patterns of crime concerning location, method, or assailant; and alert the campus to potential danger.

Regardless of the nature of the crime, staff assisting individuals who request anonymity should inform them of the procedures to report crimes on a voluntary, confidential basis for inclusion in the institution's annual disclosure of crime statistics. Reports of crimes, including those that are confidential, are counted and disclosed in the annual crime statistics reported by the institution.

Exception: In cases of reports to campus safety that may be a violation of the institution's sexual misconduct policies, however, campus safety staff are NOT confidential sources and are required to notify the Title IX Office. Confidential sources for reporting sexual misconduct or harassment at Grace are limited to the following:

1. Licensed counselors or interns supervised by Grace College Health and Counseling Services
2. Dean of the Chapel (campus chaplain) and Discipleship Coordinator
3. Nurse
4. Athletic trainers

Individuals may make a confidential report as a "Doe" for a forensic nurse exam at the Ft. Wayne Sexual Assault Treatment Center for up to one year, giving them time to decide whether they want to make a police report.

Off-Campus Crime

If Winona Lake Police (WLPD) is contacted about criminal activity that occurs off-campus involving Grace students, WLPD may notify campus safety as described in its MOU with Grace.

Students and employees are required to abide by the laws of the local, state, and national governments both on- and off-campus and are subject to disciplinary action by the institution for violation of the law up to and including immediate suspension or termination.

Response to Reports of Crimes

Campus Safety responds to all reports of incidents and crimes in ways that protect the safety of students, employees, and guests of the campus as well as the surrounding community.

When a report is made to Campus Safety, an *Incident Report* and *Voluntary Statement* (if needed) are completed and logged to document the details of the complaint. An additional response may include investigation, follow-up, and referral to local law enforcement as appropriate, as well as notification to campus administrators and the Grace's Safety Committee for additional oversight as needed.

The institution cooperates with law enforcement investigations of crimes occurring on the Grace campus.

Timely warnings and/emergency notifications regarding crimes and threats to the safety of the campus are issued following the institution's established procedures.

MISSING STUDENT NOTIFICATION

If a member of the Grace College community has reason to believe that a residential student has been missing for 24 hours, he or she must immediately notify Grace College Campus Safety at 574-269-5344. Campus Safety will generate a missing person report and begin an investigation.

Students may designate a confidential contact person who will be contacted first if the student is deemed missing. This "missing person contact" may be designated through the Student Affairs Department or on the campus portal. If a missing person contact is designated, then that person will be contacted instead of the parents/guardians or general emergency contact.

Students may register this confidential contact information. It will only be accessible to authorized campus officials and will only be disclosed to law enforcement personnel as related to a missing person investigation.

After investigating a missing person report, if Campus Safety determines the student has been missing for 24 hours, Campus Safety or Student Affairs will contact the student's confidential contact if registered. If no confidential contact is registered, campus safety will contact the general emergency contact and/or the student's parents or legal guardians. At this point, the Winona Lake Police Department (WLPD) will also be notified about the missing person unless the report came from the WLPD.

In the event the residential student reported missing is under the age of 18 and is not an emancipated individual, the student's parent or legal guardian will be notified by campus officials no later than 24 hours after the student is determined to be missing in addition to notifying any additional contact person designated by the student.

WEAPONS

No weapons of any type are allowed on campus. This includes vehicles, rooms or storage areas, and all other areas of Grace College property, both owned and rented. Any student in possession of a weapon must register and store the weapon at the campus safety office until other arrangements can be made. Violations of this policy will result in confiscation of the weapon(s), and the matter will be reported to the Student Affairs office and to the local law enforcement agency.

Weapons include, but are not limited to the following:

- Firearms - any device capable of, designed to, or that may readily be converted to expel a projectile.
- Knives - with a blade exceeding the legal length of 3 7/8 inches
- Martial arts - all forms of martial arts weapons including those used for training purposes
- Paintball guns, pellet guns, airsoft guns, potato guns

Grace's complete *Weapons Policy* is available from the Campus Safety Department.

ANTI-HAZING POLICY

Grace College established its *Anti-Hazing Policy* to be compliant with the Stop Campus Hazing Act of 2024. It includes reporting options, investigation of allegations, possible sanctions for substantiated violations, and hazing prevention and awareness programming.

Anyone experiencing, witnessing, or suspecting hazing is encouraged to make a report as soon as possible. Reports of hazing may be made in person, by email, by phone call, or using the online reporting form. Coaches or Student Organization advisors are responsible for immediately reporting any violations using one of the reporting methods below. Individuals are also encouraged to pursue legal remedies available to them, including reports to law enforcement of potential criminal conduct. Although there is no fixed reporting period, to facilitate both a timely investigation and institutional response, complaints about hazing should be reported as soon as possible, preferably within five (5) business days of the date the person filing the complaint becomes aware of the alleged action. Allegations of Hazing may also require additional reporting obligations to the Title IX Coordinator (for allegations

involving sexual harassment or misconduct), for Clery crimes as a Campus Security Authority, or for mandatory reporting of suspected abuse of a minor.

All determinations about responsibility for violating this Policy will be based on the preponderance of evidence standard, which is the standard of proof required to determine whether the allegation is more likely true than untrue. This standard applies to both students and employees. The appeal process will be determined by the pertinent student, faculty, and staff handbook.

Grace publishes its Anti- Hazing Policy on its website along with a statement notifying the public of the availability of its Annual Security and Fire Safety Report.

Grace offers prevention and awareness programs that are research-informed and designed to reach students, faculty, and staff. Student Affairs shares responsibility for educating students about this Policy along with coaches and advisors of Student Organizations.

Primary Prevention programs are intended to stop hazing before it occurs through the promotion of positive behaviors that foster healthy, mutually respectful relationships; encourage safe bystander intervention; and seek to engage in welcoming behavior and positive

social norms in group interactions. Components of primary prevention include:

- Institutional policies related to hazing
- Types of hazing
- Warning signs of hazing
- How to report hazing
- The process to investigate hazing
- Information about applicable laws

Awareness Programming are those that increase knowledge about hazing and connect Grace community members to resources. Awareness programming may also include elements of primary prevention, but with a goal of increased understanding of what hazing is, how it impacts the Grace community, and alternatives to building cohesion.

- Bystander intervention
- Ethical leadership
- Building group cohesion without Hazing
- Power differentials

Records of Hazing reports and investigations are maintained by Student Affairs for a minimum of six (6) years. Transparency Reports and their updates will be maintained by the Student Affairs Office for a period of five (5) calendar years from the date of publication of each update. Records of Title IX or sexual misconduct reports and investigations are maintained in the Title IX office for a minimum of seven (7) years.

MAINTAINING AN ALCOHOL AND DRUG FREE CAMPUS

Grace College and Theological Seminary is an alcohol, tobacco, and substance-free campus.

In compliance with the *Drug-Free Schools and Communities Act of 1989*, Grace conducts and publishes a federally mandated biennial review of its alcohol and other drug (AOD) prevention program. A review committee, in consultation with other campus staff, assesses Grace's AOD-related initiatives, programs, and policies to determine whether any improvements are needed. This assessment considers all campus and community efforts that may serve to reduce employee and student alcohol and other drug use, even if they were not designed primarily for drug prevention purposes. The review committee validates Grace's enforcement procedures by evaluating institutional efforts to determine, prevent, and address violations of the institution's policies.

This biennial review is available to students, employees, and the public via the institution's [website](#). It is retained in the school's administration and compliance office for three years after the fiscal year in which it was created.

The institution's [student](#) and [employee](#) policy statements regarding alcohol, tobacco, and substance use are available on Grace's website.

Those interested in more information about Grace's response to substance use among students and employees may contact:

- Norm Bakhit, Chief Human Resources Officer, (574) 372- 5100 x6074
- Becky Stowers, Associate Dean of Students, (574) 372-5100 x6473

Education and counseling related to alcohol or substance abuse are available from Grace's [Counseling Services](#) to students attending the Winona Lake campus. Any student needing additional or off-campus medical or other ancillary services, including support groups, will be assisted by staff in the counseling office.

Help for employees, including employee assistance benefits, is described in detail in the institution's policy.

DISCLOSURE OF CRIME STATISTICS

CLERY GEOGRAPHY

The Campus Safety Department maintains records of the appropriate geographic categories to which its property and buildings belong, a current list of buildings and properties owned or controlled by Grace, and public property identified as within its campus or immediately adjacent to and accessible from the campus. Reportable statistics are for Grace's one campus location in Winona Lake, Indiana, and also for its course delivery sites in Ohio.

Grace's Clery parameters are reviewed annually, at which time any additional campus properties are identified within its geography. The specific campus boundaries are available from the campus safety office.

The Clery Act requires institutions to disclose statistics for reported crimes based on where the crimes occurred, to whom the crimes were reported, the types of crimes that were reported, and the year in which the crimes were reported. Specifically, this geography means the physical parameters of reporting statistics for crimes that occur:

1. 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 within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

2. On campus - residence halls

- Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

3. On public property within or immediately adjacent to the campus

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

4. In or on non-campus buildings or property that Grace owns or controls

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or

controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- The following statistics, therefore, are reported according to where they occurred. Statistical information for certain off-campus locations or property owned or controlled by Grace, as well as public property within or immediately adjacent to campus, is requested by the campus safety department from local law enforcement agencies with jurisdiction over those properties and geography.

Reports also include statistics for buildings and properties that Grace owns or controls, are reasonably contiguous to one another, and support or relate to Grace's educational purposes.

Buildings owned or operated by Grace and, therefore, part of its Clery geography are listed below and designated as residential or administrative.

GRACE COLLEGE CLERY ACT GEOGRAPHY: BUILDING ADDRESSES

Residence Halls	Street Address
Alpha Hall	725 Alpha Circle, Winona Lake
Beta Hall	800 Connection Circle, Winona Lake
Boyer Apartments	428 E. Pierceton Rd, Winona Lake
Encompass Apartments	710 Connection Circle, Winona Lake
Gamma C	103 Maple Street, Winona Lake
Indiana Hall ¹	1005 King's Highway, Winona Lake
Kauffman	1111 King's Highway, Winona Lake
Kent Hall	702 Connection Circle, Winona Lake
Lamp Post	1410 Wooster Road, Winona Lake
Lancer Lofts	302 7 th Street, Winona Lake
Oak Hill Apartments	400 and 402 Oak Hill, Winona Lake
Omega Hall	700 Connection Circle, Winona Lake
Raber residence	204 13th Street, Winona Lake
The Lodge	804 Connection Circle, Winona Lake
Westminster Hall ¹	105 9 th Street, Winona Lake
On Campus Buildings	Street Address
Alpha Dining	902 Presidential Dr, Winona Lake
Billy Sunday Home	1111 Sunday Lane, Winona Lake
Gordon Health and Wellness Center (GHAWC)	1001 College Avenue, Winona Lake

On Campus Buildings	Street Address
Grace Guest House	905 Wooster Rd., Winona Lake
Indiana Hall ¹	1005 King's Highway, Winona Lake
King's Highway Offices	401 King's Highway, Winona Lake
Manahan Orthopedic Capital Center (MOCC)	610 Wooster Road, Winona Lake
Maintenance/Grounds (garage)	807 Pierceton Road, Winona Lake
McClain Hall	601 Connection Circle, Winona Lake
Morgan Library	921 Connection Circle, Winona Lake
Mount Memorial (West entrance)	1 Lancer Way, Winona Lake
Mount Memorial (East entrance)	200 Seminary Dr., Winona Lake
Orchard House	1938 E Pierceton Road, Winona Lake
Philathea	905 Connection Circle, Winona Lake
Physical Plant (main office)	1301 King's Highway, Winona Lake
Rodeheaver Auditorium	901 Park Avenue, Winona Lake
Dane Miller Science Complex	806 Connection Circle, Winona Lake
Trail House	903 Robson Road, Winona Lake
Westminster Hall ¹	105 9 th Street, Winona Lake
WL Community Church	902 College Ave., Winona Lake
Leased/Controlled Property²	Street Address
Dr. Grill House	103 7 th Street, Winona Lake
Lakeview House	200 Lakeview Drive, Warsaw
LaMasia	600 West Street, Winona Lake
West Apartments	503 West Street, Winona Lake
Wooster Apartments	411 Wooster A & B, Winona Lake
Grace Financial	1401 King's Highway, Winona Lake
Non-Campus Property³	Street Address
Grace Brethren Church of Norton - Barberton	565 S. Cleveland-Massillon Road Norton, OH 44203
Grace Brethren Church of Norton - Barberton	211 N Cleveland-Massillon Rd Akron, OH 44333
Grace Brethren Church of Norton - Barberton	754 Ghent Rd. Akron, OH 44333

¹Residence Hall and Administrative Building

²Grace leased and controlled buildings within Clery geography.

³Grace non-campus property outside Clery geography.

ANNUAL DISCLOSURE OF CRIME STATISTICS

In compliance with federal law, Grace's yearly crime statistics for its Clery geography are compiled on a calendar-year basis.

The issue of campus safety, including academic, financial, and geographic considerations, is a vital concern. Members of the campus safety department, the director of residence life/conduct officer, and the vice president of administration and compliance serve as the core team to prepare the *Annual Security Report*, but obtain information from other campus offices as they relate to disclosure of its crime statistics.

The crime statistics reported in this security report are in accordance with the [definitions](#) of crimes provided by the FBI for use in the *Uniform Crime Reporting* (UCR) system. The crime statistics in this security report reflect disclosure of incidents that are reported to Campus Safety, Campus Security Authorities, or local police agencies for the three calendar years preceding the year in which the report is published. This report also includes statistics for arrests and referrals for campus disciplinary action for liquor, drug, and weapon law violations as required under the Clery Act. The campus safety and residence life departments maintain the records associated with the institution's statistics.

Many crimes are classified using the "hierarchy rule," which is the requirement in the FBI's UCR program for purposes of reporting crimes in that system when more than one criminal offense is committed during a single incident. In those cases, only the most serious offense is reported in the institution's Clery Act statistics.

An exception to the rule would apply in cases where a sexual assault and a murder occur in the same incident. Additionally, the hierarchy rule does not apply to hate crimes, crimes required by the *Violence Against Women Act* (dating violence, domestic violence, and stalking), or to drug, liquor, and weapon law violations.

All members of the Grace community are encouraged to accurately and promptly report all crimes to campus safety and local law enforcement. Grace will report crimes to local law enforcement when the victim of the crime elects to or is unable to report.

Each victim of a crime of domestic violence, dating violence, sexual assault or stalking has the right to report the crime to campus safety and/or to local law enforcement, to be assisted by Grace personnel in reporting to local law enforcement if the victim chooses to do so, or not to report.

Individuals reporting crimes to a confidential source on campus (e.g., chaplain, counselor, counseling intern, counseling staff, athletic trainer) are advised that they can make a police report and/or choose to have information that they limit provided confidentially to the campus safety office to include in the institution's Clery statistics, which Grace does without inclusion of personally identifiable information. Pastoral and professional counselors, defined below, are encouraged, if and when they deem it appropriate, to inform the person they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in this *Annual Security Report*.

CAMPUS SECURITY AUTHORITIES

There are several types of Campus Security Authorities (CSAs). Campus Safety staff as well as any contracted safety official; those to whom Grace instructs that crimes should be reported; and Grace officials who have significant responsibility for student and campus activities.

Grace reports and collects accurate campus crime data, promotes crime awareness, and enhances campus safety. The intent of designating non-law enforcement personnel as CSAs is to recognize that students, employees, and others who are hesitant to report a crime to the police or campus safety may be willing to report incidents to other campus individuals. Grace, therefore, has designated certain students and employees as CSAs who have federally mandated responsibilities to report crimes that are reported to them.

CSAs are informed annually of this designation and trained in their obligations to collect and report data associated with crimes. The Campus Safety Department maintains a master list of CSAs and updates this list annually. A list of the institution's CSAs is available upon request from the Campus Safety Department.

STATISTICS FROM LOCAL LAW ENFORCEMENT

In complying with the federal requirements to report crime statistics, the Campus Safety Department sends letters of request for crime statistics to the Winona Lake, Indiana Police Department, and the Bath, Ohio Police Department, and various police departments associated with travel as required by the *Jeanne Clery Campus Safety Act*. Grace received documentation from both Winona Lake and Bath, Ohio, and those crimes, where applicable, are included in the statistics in this *Annual Security Report*. Grace did not receive any responses from police departments in locations related to travel.

DAILY CRIME LOGS

Campus safety officers maintain a daily crime log of alleged criminal incidents, including non-Clery Act crimes reported to campus safety regardless of how much time has passed. They are each assigned a case number and are listed on the *Daily Crime Log*. Crimes are recorded by

the date they are reported and listed in chronological order, with the most recent crimes at the bottom of the log.

Campus safety may temporarily withhold some information from timely warnings or emergency notifications, if there is clear and convincing evidence that releasing it would jeopardize an ongoing criminal investigation or the safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence. It will disclose any withheld information once the adverse effect is no longer likely to occur.

The Director of Campus Safety, the Lead Campus Safety Officer, and campus safety officers are trained to maintain the *Crime Log*. The *Crime Log* includes:

1. The nature of the crime
2. The date and time the crime occurred
3. The date the crime was reported to campus safety
4. The general location of the crime within Grace's Clery geography
5. The disposition of the complaint, if known

Campus Safety will make the *Crime Log* for the most recent 60-day period open to public inspection during regular business hours. Information in the log older than 60 days will be made available on request within two business days by Campus Safety during normal business hours by contacting the Director of Campus Safety.

CRIME CATEGORIES AND DEFINITIONS

Under the Clery Act, for the purposes of counting and disclosing criminal offenses, hate crimes, arrest, and disciplinary referral statistics, the definitions provided by the Department of Education and based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Program* (UCR) are used.

The Clery Act specifies that definitions for the categories of domestic violence, dating violence, and stalking provided by the *Violence Against Women Act of 1994* and repeated in the Department's Clery Act regulations must be used.

Primary Crimes

1. Murder and non-negligent manslaughter
The willful (non-negligent) killing of one human being by another.
2. Manslaughter by negligence
The killing of another person through gross negligence.

3. Robbery

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

4. Aggravated assault

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

5. Burglary

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

6. Motor vehicle theft

The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

7. 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.

Sex Offenses

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

1. Rape

The 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.

2. Fondling

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 their age or because of their temporary or permanent mental incapacity.

3. Incest

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

4. Statutory Rape

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

Drug, Alcohol, and Weapons Violations

1. 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.

2. Drug abuse violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

3. Weapon law violations

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

A disciplinary referral at Grace occurs when a College Official initiates a disciplinary action for which a record is established and for may result in the imposition of a sanction.

Offense Definitions Relating to Hate/Bias-Related Crime

A hate crime is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, or ethnicity/national origin.

In addition to the Primary Crime offenses mentioned above, there are also four additional criminal offenses related to Hate Crimes, they are: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. The following are definitions of Hate/Bias crimes that are reportable under the Clery Reporting Requirements:

1. Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

2. Simple assault

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

3. Intimidation

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

4. Destruction/damage/vandalism of property

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

5. Domestic violence

a. A felony or misdemeanor crime of violence committed—

b. By a current or former spouse or intimate partner of the victim;

c. By a person with whom the victim shares a child in common;

d. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

e. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

f. By any other person against whom 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.

6. Dating violence

a. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- b. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- c. For the purposes of this definition—
- d. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- e. Dating violence does not include acts covered under the definition of domestic violence.

7. Stalking

- a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- b. Fear for the person's safety or the safety of others; or
- c. Suffer substantial emotional distress.
- d. For the purposes of this definition—
- e. Course of conduct means two or more acts, including, but not limited to, acts that 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.
- f. A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Indiana State definitions for crimes that are comparable to the Violence Against Women Act crimes of the Clery Act.

Sexual Assault

1. Rape (Ind. Code § 35-42-4-1)

A person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct through the use of force or the threat of force, mental deficiency, or inability to consent, commits rape. Rape is a felony, and aggravating factors include but are not limited to resulting injury, and use of a weapon.

2. Sexual Battery (Ind. Code § 35-42-4-8)

Under Indiana law, fondling, forcible touching and other sex crimes against the person are covered under Sexual Battery statutes. A person who, with intent to satisfy the person's own sexual desires or those of another person:

- (1) touches another person when that person is compelled to submit through force or threat of force, mental deficiency, or inability to consent;
- (2) touches another person's genitals, pubic area, buttocks, or female breast and that person is unaware that the touching is occurring.

Sexual Battery is a felony. Aggravating factors include but are not limited to facilitation through the use of a drug without the victim's knowledge, use of a deadly weapon.

3. Child Molesting (Ind. Code § 35-42-4-3)

A person who knowingly or intentionally performs or submits to sexual conduct with a child under 14 years of age commits child molesting. Child molesting is a felony. Aggravating factors include but are not limited to the offender being at least 21 years of age, use of a deadly weapon, and resulting in serious bodily injury.

4. Sexual Misconduct with a Minor (Ind. Code § 35-42-4-9)

A person at least 18 years of age who knowingly or intentionally performs or submits to sexual conduct with a child less than 16 years of age commits sexual misconduct with a minor. Sexual misconduct with a minor is a felony. Aggravating factors include but are not limited to the offender being at least 21 years of age, use of a deadly weapon, and resulting in serious bodily injury.

5. Dating Violence

Under Indiana law, dating violence does not have its own specific statute. Dating violence crimes would be covered under general assault and battery laws.

6. Battery (Ind. Code § 35-42-2-1)

To knowingly or intentionally touch another person in a rude, insolent or angry manner or place bodily fluid or waste on another person in a rude, insolent or angry manner. Battery is a misdemeanor though it may be charged as a felony depending on aggravating factors. Aggravating factors include but are not limited to resulting injury, age and mental capacity of the victim, use of a weapon, and previous conviction for battery or strangulation against the same victim.

7. Domestic Violence

Indiana law includes specific provisions of their battery statute that apply to offenses committed by a family or household member.

8. Domestic Battery (Ind. Code § 35-42-2-1.3)

To knowingly or intentionally touch a family member in a rude, insolent or angry manner or places bodily fluid or waste on a family member or household member in a rude, insolent or angry manner.

Domestic Battery is a misdemeanor or felony if the offender has a previous conviction, if it includes a strangulation offense, or if a person who is at least 18 years of age or commits the offense in the presence of a child less than 16 years of age. Aggravating factors include but are not limited to the use of a weapon, and resulting injury.

9. Stalking (Ind. Code § 35-45-10)

A knowing or an intentional course of conduct involving repeated or continuing harassment that would cause a reasonable person to feel terrorized, intimidated or threatened and actually causes the victim to feel terrorized, intimidated or threatened. Stalking is a felony. Aggravated factors include but are not limited to prior criminal conviction against the same victim, resulting injury, existence of a protective order, and the use of a weapon.

10. Incest (Ind. Code § 35-46-1-3)

A person 18 years of age or older who engages in sexual conduct with another person with knowledge that the other person is related to the person biologically as a parent, child, grandparent, grandchild, sibling, aunt, uncle, niece or nephew, commits incest. Incest is a felony.

11. Kidnapping or Criminal Confinement (Ind. Code § 35-42-3)

Sec. (2) Kidnapping

To knowingly or intentionally remove another person by fraud, enticement or force from one place to another. Kidnapping is a felony. Aggravating factors include but are not limited to age of the person removed, the use of a vehicle, use of a weapon, resulting injury, and intent to use the person removed as a hostage.

Sec (3) Criminal Confinement

To knowingly or intentionally confine another person without the other person's consent. Criminal Confinement is a felony. Aggravating factors include but are not limited to age of the person confined, use of a vehicle, use of a weapon, resulting injury, and intent to use a person confined as a hostage.

12. Consent

Indiana Code does not provide a definition of consent for sexual activity. However, it outlines circumstances under which consent cannot be legally given, such as through

the use of force, or by someone with a mental impairment that prevents them from giving consent.

Unfounded Crimes

Institutions include in their web-based survey and their *Annual Security Report* statistics for the total number of crimes reports that were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years.

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

Crime reports can only be properly determined to be false if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

UNFOUNDED CRIMES – GRACE COLLEGE		
Year	Number	Crime Classification
2025	0	N/A
2024	0	N/A
2023	0	N/A

CRIME STATISTICS AND STUDENT HOUSING

Under the Clery Act, an institution with on-campus student housing facilities must separately disclose two sets of on-campus statistics: (a) the total number of crimes that occurred on campus, including crimes that occurred in student housing, and (b) the number of crimes that occurred on campus. Grace has course delivery sites in Akron, Ohio, for undergraduates and Norton, Ohio, for seminary. There are no dorms, staff officers, or support services at either of these locations.

CLERY CRIME CLASSIFICATION	YEAR	GEOGRAPHIC LOCATION – 1 Lancer Way, Winona Lake, Indiana			
		On Campus	On-Campus Student Housing	Non-campus Property	Public Property
Murder/Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Rape	2025	0	0	0	0
	2024	1	0	0	1 ¹
	2023	1	0	0	1 ²
Fondling	2025	0	0	0	0
	2024	0	0	0	0
	2023	1	0	0	0
Incest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

1. The public property reported rape occurred in a house across the street from a campus building.

2. The public property reported rape occurred close to campus at an unknown location.

CLERY CRIME CLASSIFICATION	YEAR	GEOGRAPHIC LOCATION – 1 Lancer Way, Winona Lake			
		On-campus Property	On-Campus Student Housing	Non-campus Property	Public Property
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	1	0	0	1
Domestic Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence	2025	0	0	0	0
	2024	1	0	0	0
	2023	0	0	0	0
Stalking	2025	0	0	0	0
	2024	1	1	0	0
	2023	2	0	0	0
Liquor Law Violation/Arrests	2025	0	0	0	0
	2024	1	0	0	0
	2023	0	0	0	0
Drug Law Violation/Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation/Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Liquor Law Disciplinary Referrals	2025	1	1	0	0
	2024	1	0	0	0
	2023	3	3	0	0
Drug Law Disciplinary Referrals	2025	0	1	0	0
	2024	2	2	0	0
	2023	4	4	0	0
Weapons Law Disciplinary Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Hazing	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Hate Crimes	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	1 ³

³Hate crime - Intimidation was on a public road that runs through the campus.

EMERGENCY RESPONSE AND EVACUATION NOTIFICATIONS

It is important to become familiar with the institution's evacuation procedures before an emergency occurs. The following information is provided to promote and enhance the safety of those living, working, or visiting the campus, as well as the safety of all those responding to an emergency associated with the institution's property and buildings within its Clery geography.

DISSEMINATING INFORMATION AND TESTING PROCEDURES

Grace has emergency building directories, posters, and signage to assist with evacuation and emergency procedures. Mass emails and text alerts are tested at least once on an annual basis. Fire drills are conducted at least twice annually in the residence halls and administrative buildings, and various safety exercises are held each year and may be announced or unannounced, and the results of the tests or drills. Grace College will report to the campus on the campus safety portal page, a description of the exercises, along with the date and time.

INTEGRATED EMERGENCY RESPONSE PLAN

The *Integrated Emergency Response Plan* directs whether a warning or notification needs to be sent, what to include in the message, and who is involved in the decision-making process. The system also identifies the intensity of the event and a call list for emergency contact needs.

	Timely Warning	Emergency Notification
Scope	Clery crimes, reported to CSAs or local law enforcement	Significant emergency, dangerous situation
Triggered by	Crimes that occurred and represent an ongoing threat to students and employees	Event currently occurring on or imminently threatening campus
Where event occurs	Anywhere on Clery Geography	Only on campus
		Immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Grace College will immediately notify the Winona Lake campus community (or designated segments of the community) upon confirmation of a Clery crime or of a significant emergency or dangerous situation involving an immediate or ongoing threat to the health or safety of students or employees.

Timely Warnings

Timely Warnings are issued in a timely fashion that withholds the names of reporting victims as confidential for a Clery crime category that Grace's Director of Campus Safety (1) considers a threat to students or employees, (2) determines will aid in the prevention of similar crimes, and (3) is reported or believed to have occurred on campus, in campus residence halls, non-campus buildings or property, or public property contiguous to the campus.

Timely warnings are drafted by Campus Safety staff and sent to the VP/ Dean of Students for review. The decisions for confirming a timely warning are found in the Integrated Emergency Response plan. Timely warnings are typically distributed through the Grace Alert system and/or a campus wide email but may also be shared by other means reasonably likely to reach the impacted community.

Grace is not required to issue a timely warning with respect to Clery Act crimes reported to a professional or pastoral counselor.

Emergency Notifications

Emergency Notifications are triggered by the confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.

1. Delay and consideration for the safety of the community may occur, upon confirmation of the emergency by Campus Safety staff or the VP/Dean of Students. The process for confirming an emergency requiring a warning is located in the *Integrated Emergency Response Plan*.
2. Emergency Notifications are usually more localized than timely warnings; therefore, they may target just the segment of the campus at risk (e.g., a chemical leak in a science lab may only threaten those on the floor of that particular building where the lab is located).
3. Emergency Notifications have a wide focus on any emergency or dangerous situations (including Clery crimes) and apply to situations that are currently occurring on or imminently threatening the Grace campus.

About Timely Warnings and Emergency Notifications

1. The Grace Alert system is used by the Campus Safety Department to issue campus-wide Timely Warnings and Emergency Notifications. The Director of Campus Safety or the director's designated staff (typically the Lead Campus Safety Officer or Campus Safety Liaison) will send the Grace Alert after contacting and getting feedback from the VP/Dean of Students.
2. Employees and students with a Grace email account will automatically receive Grace Alerts via email. If they have provided the College with a cell phone number, they will also receive an alert via an SMS text.
3. Grace will, without delay and considering the safety of the campus, determine the content of the notification and initiate the notification system (Grace Alert), unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. If municipal first responders have established an incident command on campus, no Timely Warning or Emergency Notification should be issued without their prior authorization.
4. Warnings may also be issued through social media, personal communication (e.g., room by room), or a combination of any of these methods.
5. The information supplied by those enrolling in the alert system is used only for the purpose of conducting Grace business.
6. Depending on the particular circumstances of the crime or emergency, especially in situations that could pose an immediate threat to the community and individuals, the institution's *Integrated Emergency Response Plan* is used to determine next steps.
7. In determining if and how the broader community should be warned or notified, campus safety will follow the *Integrated Emergency Response Plan* and/or public agencies such as the fire, police, or health departments; Red Cross; local office of emergency management; or other emergency responders when making this decision.

SHELTER IN PLACE

"Shelter-in-place" means finding a safe location indoors and staying there until given an "all clear" by Campus Safety. It is intended to reduce the risk of a threat that is imminent or may be approaching at a slower rate. It refers to a designated area of safety when it is not safe to go outside for reasons such as severe weather, a pandemic, or major hazards.

Sheltering in place involves seeking cover from a storm or environmental threat, closing and locking doors and windows, staying at home and avoiding unnecessary trips out. An example of a shelter-in-place location is a small, interior room with no or few windows.

Timely Warnings or Emergency Notifications from Grace Alert or another authoritative source will include instructions about taking shelter. Different situations, such as severe weather, can require different locations. Emergency relocation procedures are provided in all employee offices and classrooms.

LOCKDOWNS AND LIMITED ACCESS

A lockdown prohibits people from leaving an area during a crisis, with specifics varying depending on the situation. Lockdown is typically declared for an active assailant in a public place and may look very different from sheltering in place. A lockdown could include:

1. Locking all doors and windows to prevent an intruder
2. Turning off lights and silencing phones
3. Staying within a building unless told otherwise
4. Staying within the borders of a particular location until told otherwise.

Lockdown is intended to limit access to campus facilities and is used to prevent an imminent threat or something that is currently happening or will happen very soon. It keeps people from coming into contact with an active assailant by going to places that can be secured. Ideally, such a space has phone and internet access, but the ability to secure the space is primary.

1. When possible, the campus' Grace Alert emergency notification system will be activated to alert people of the need for a Lockdown.
2. Grace educates its community in the Run, Hide, Fight model to respond to situations involving an active assailant.
3. It must be an individual decision whether it is best to try to flee the area or to shelter in place. There are risks and benefits to both decisions and the decision will need to be based on the individual situation.
4. Staff may initiate locking a door in their area when circumstances dictate.
5. Individuals should not set off the fire alarm in a lockdown. People may become targets by leaving the buildings and gathering outside.
6. If a fire alarm goes off during a shelter-in-place event, assess the situation before leaving the shelter. The alarm may have been set off by the assailant. If there is smoke or fire, individuals should exit.

7. In an active assailant situation, the first priority of police will be to neutralize the assailant. Consider carefully before doing anything that may cause law enforcement to confuse individuals with the suspects — such as showing a personal weapon or running toward police. The campus community should cooperate with all instructions from law enforcement.

Grace, at its discretion, may limit access to the campus at any time and to anyone when it is determined to be in the best interest of the campus community for public safety reasons. Limited access typically includes written no-contact, campus separation, and/or no trespass directives issued by the campus.



FIRE SAFETY

INTRODUCTION

Institutions that maintain on-campus housing and participate in federal student financial aid programs must make public an annual fire safety report outlining fire safety practices and standards as well as all fire-related on-campus statistics. It became a Clery Act requirement as well in 2010.

Grace complies with this regulation by submitting fire statistics from its fire safety report annually to the Department of Education and includes all fire-related incidents at on-campus student housing facilities as part of its *Annual Security Report*. The following fire safety statistics include the number of fires, deaths, injuries, fire drills, and property damage; value of property damage caused by fire; cause of each fire; and type of fire detection systems by residence hall. It also includes information about fire prevention, fire drills, and general fire safety.

FIRE SAFETY SYSTEMS

Fire alarm systems are in all campus-owned residence halls and monitored 24 hours a day by Fairchild, an alarm monitoring service, which operates 24 hours per day, seven days a week. In the event of a fire, the alarm monitoring service automatically dispatches the fire department and notifies the campus safety on-shift officer and the Director of Campus Safety.

Smoke detectors and fire alarms are in every dorm room on campus. All housing rentals leased to students have smoke detectors. Kent and Lofts have individualized alarms per room, which are also connected to the building's alarm system. Alarm systems are equipped with strobe lights and audible devices and connected to Automated Logic, which is responsible for notifying the Winona Lake Fire Department and the Grace Campus Safety officer on duty.

Members of the Grace community should never unplug, remove, cover, disable, or tamper with sprinklers, smoke detectors, and fire extinguishers. Tampering with smoke detectors is against the law and may result in discipline. Fire safety systems that are inoperable or have malfunctioned should be reported to the physical plant, campus safety, resident assistant, or resident director. A maintenance request can also be submitted to the physical plant.

FIRE SAFETY IMPROVEMENTS

An upgrade to the electrical system was completed in Rodeheaver Auditorium to eliminate potential arc flash issues at the electrical panel in 2026. Omega Hall is having a complete upgrade of the fire system, which includes the fire panel and the fire heads throughout the whole building. This update occurred in September 2026.

Campus Safety maintains a daily *Fire Log* that records the nature of every fire by date, time, and general location of each fire in on-campus student housing facilities. Fires are recorded in the log by date reported.

To view the incidents for the most recent 60-day period, contact the Campus Safety Department at **574-269-5344** during regular business hours. Requests for any portion of the log older than 60 days should be directed to the Director of Campus Safety. Information will be made available within two business days of a request for public inspection.

FIRE STATISTICS AND SAFETY AMENITIES PER RESIDENCE HALL

FIRE SAFETY AMENITIES PER RESIDENCE HALL					
Residence Hall	Fire Alarms monitored by Alarm Co.?	Equipped w/ Sprinkler System?	Smoke Detectors?	Fire Evacuation Plan posted?	# Fire Drills conducted per year
Alpha Hall	Yes	No	Yes	Yes	2
Beta Hall	Yes	Yes	Yes	Yes	2
Boyer	Yes	No	Yes	Yes	2
Encompass	Yes	Yes	Yes	Yes	2
Gamma C	Yes	Yes	Yes	Yes	2
Indiana Hall	Yes	Yes	Yes	Yes	2
Kauffman	Yes	Yes	Yes	Yes	2
Kent Hall	Yes	Yes	Yes	Yes	2
Lamp Post Apts.	Yes	No	Yes	Yes	2
The Lodge	Yes	Yes	Yes	Yes	2
The Lofts	Yes	Yes	Yes	Yes	2
Oakhill	Yes	Yes	Yes	No	2
Omega Hall	Yes	Yes	Yes	Yes	2
Raber	Yes	Yes	Yes	Yes	2
Westminster	Yes	Yes	Yes	Yes	2

Note: Dates of fire drills can be obtained from the Director of Campus Safety by request.

FIRE STATISTICS						
Campus Housing	Year	# of Reported Fires	Fire-related injuries	Fire-related deaths	Fire-related Loss (\$ US)	Nature and Cause of Fire
Alpha Hall	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Beta Hall	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Boyer	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Encompass	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Gamma C	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Indiana Hall	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Kaufman	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Kent Hall	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Lancer Lofts	2025	0	0	0	0	N/A

FIRE STATISTICS						
Campus Housing	Year	# of Reported Fires	Fire-related injuries	Fire-related deaths	Fire-related Loss (\$ US)	Nature and Cause of Fire
Lancer Lofts (Continued)	2024	1	0	0	\$700	Muffin fell to the bottom of the oven & caught fire. Fire extinguisher used.
	2023	0	0	0	0	N/A
Lamp Post	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
The Lodge	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Oak Hill ¹	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Omega Hall	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Kent Hall	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Westminster	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A

REDUCING THE RISK OF FIRE

1. Never disable or tamper with sprinklers, smoke detectors, or fire extinguishers.
2. Use surge protectors, but do not link surge protectors together.
3. Do not run electrical cords under carpet.
4. Empty trash cans regularly.
5. Do not overload electrical outlets.

6. Use only approved appliances as outlined in the *Student Handbook*.
7. Keep hallways clear of property.
8. Do not use candles, incense, or tobacco products.

FIRE IN A BUILDING OR A DORM ROOM

If a fire is located anywhere in the building:

1. Activate the building fire alarm system.
2. Evacuate the building immediately using the nearest exit and stairwells not elevators.
3. Move away from the building.
4. Avoid blocking emergency access.

If a fire starts in a dorm room:

1. Close windows and doors to isolate the smoke.
2. Lock room/apartment doors when leaving the building.
3. Evacuate the building immediately.
4. Avoid using the elevators.

If you are trapped in a building:

1. Remain in the room/apartment.
2. Call **911**.
3. Dampen clothes or towels and lay at the base of the door to create a seal.
4. Open a window and signal for help.

FIRE EVACUATION PROCEDURES

In the event of an emergency, students, employees, and visitors should cooperate fully with campus safety staff and first responders by evacuating in a safe and orderly manner using the nearest exit.

Those on the upper floors of a building should use the stairs and move as far away from the building as possible upon exiting, then gather at the designated relocation site.

Failure to evacuate may result in disciplinary action by the institution according to the student employee handbooks.

Occupants are not permitted to return to the building until everyone has been accounted for and the all clear signal has been given by the fire department or Grace's campus safety staff.

If you see or smell a fire or smoke:

1. Activate the nearest fire pull alarm if there is a threat to safety and exit the building.

2. Follow the evacuation procedures provided in all residence halls.
3. Evacuate the building via the nearest exit, in a controlled yet rapid manner.
 - a. All persons are to utilize stairs, not elevators during a fire alert situation.
 - b. Walk calmly to the outside of the building at a distance of at least 100 feet, keeping the main building egress clear for incoming emergency vehicles.
 - c. If able to safely do so, warn other occupants by knocking on doors and shouting “fire” as you leave.
 - d. Confine the fire by closing all doors in the area and rescue anyone in immediate danger, only if you can do so safely.
 - e. Individuals should not attempt to fight the fire themselves. Evacuate immediately.
4. Call the Winona Lake Fire Department at **911** immediately. Give the exact location and nature of the situation.
5. Contact Campus Safety at **574-269-5344**. Give the exact location and nature of the situation.
6. Approval to return to the building is subject to authorization by the fire chief.

EVACUATION OF PERSONS WITH DISABILITIES

Student and Employee Responsibilities

1. Having a plan for evacuation assistance and practicing it may save your life. It is best to pre-plan for such a possibility. Arrangements can be made to reasonably assure that assistance is provided to students or employees who require it.
2. Students should work with the Coordinator of Disabilities Services to ensure their emergency evacuation plan is discussed with each of their professors, campus safety, and residence life staff.
3. Employees who need assistance with emergency evacuation should pre-plan this with a co-worker, supervisor, or human resources.
4. Students and employees with physical disabilities should familiarize themselves with the fire evacuation routes and plans for every floor where they live, work, and attend class, including knowing where the available exits, pull stations, evacuation routes, and areas of refuge are.
5. Students and employees with physical disabilities are encouraged to carry a sounding device (like a small whistle), flashlight, and cell phone to alert emergency personnel of their location and to include **911** and campus safety in their telephone contacts (**574-269-5344**).

Procedures for Evacuation

1. Students or employees without assistance available should **call 911** and advise the dispatcher of their location.
2. If possible, during an emergency, all persons should proceed toward the nearest safe emergency exit using the stairs. Provide evacuation assistance to those with a physical disability if possible.
3. If able, individuals with a physical disability should exit the building along with other building occupants. Assistance should be provided using the following guidelines:
 - a. Visually impaired/blind
 - Tell the person the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow and escort them out of the building. As you walk, advise the person of any obstacles. When you reach safety, orient the person to where he/she is and ask if any further assistance is necessary.
 - b. Hearing impaired/deaf
 - Alert the person that there is an emergency by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions or provide the individual with a short note containing instructions. Use the notes app on your phone to quickly share information if paper is not available. Offer assistance as you leave the building.
 - c. Mobility impaired
 - Since elevators should not be used for evacuation during most emergencies, persons with mobility impairments (i.e., any impairment that renders an individual unable to exit the building on their own) will need assistance evacuating. Individuals who can walk may be able to evacuate by themselves. Walk with the person to provide assistance if necessary.
4. If individuals need more than minimal assistance to exit a building, then request help from a first responder on the scene. If, however, it is in the best judgment of the person providing assistance to carry the individual out of a building due to an emergency, then this should ideally be done with the permission of the individual needing assistance. In all situations, the safety of those needing assistance and those providing assistance should be maintained.
5. If the individual with a disability cannot be evacuated, then whenever possible, remain with the person while another individual exits the building and notifies emergency personnel of the exact location of the person needing assistance. If you cannot accompany or remain with the individual, you should proceed directly out of the

building and to emergency personnel to notify them of the exact location of the person needing assistance.

FIRE DRILLS

Campus Safety officers conduct unannounced fire drills in the residence halls and administrative buildings twice yearly to ensure those residents will be able to evacuate the halls quickly. When the fire alarm sounds, building evacuation is required for all individuals who are within the building. To ensure that everyone has exited the building, it is necessary for occupants to go to the assembly area. Identified locations to gather are posted on the emergency procedures and discussed in hall meetings by the resident director for students at fall hall meetings.

Evacuation information is found on room and apartment doors, in hallways, in classrooms, and in staff offices. It is also posted in hallways and meeting rooms in administrative and academic buildings.

FIRE SAFETY POLICIES

In an effort to communicate general safety policies and procedures to students, the *Student Handbook* contains guidance on fire-related safety practices, including the following.

Open Flames

Open flames of any type, including those in glass bulbs, open flame lamps, heaters, incense, and Bunsen burners are restricted in Grace buildings. Unlit candles are permitted for decorative use. If there is evidence the candles have been burned, they will be considered in violation of this policy and will result in impounding of the material(s) and a fine.

Portable Electrical Appliances

The use of most electrical appliances is prohibited in residence halls because of sanitation, safety, and electrical circuit overload concerns. The following regulations govern the use of appliances and other electric devices:

- Small microwaves, up to 750 watts, are permitted in the residence halls.
- Refrigerators are permitted (one per resident), but are not to exceed 4.5 cubic feet.
- Electric kettles and hot air popcorn poppers (unless it uses oil) are permitted in all residence halls
- *Traditional dorms:* Toasters, toaster ovens, electric grills and sandwich/panini presses, Instapots, crock pots, air fryers, NuWave cooktops and any open coil heating/cooking units are not permitted in the residence halls unless given permission by the Resident Director.

- *Apartments and Kauffman*: Students may use electrical appliances (Instapots, crock pots, air fryers, etc.) as long as they are in the kitchen area. Grills are only permitted under the gazebo or pavilion. They are not permitted elsewhere.
- Plug-in space heaters, electric blankets, and candle warmers are not permitted in the residence halls.
- Power strips only are allowed for electric appliances/devices; extension cords are not permitted.
- Surge protectors are not to be linked, or to exceed in number the number of outlets in the power strip.
- Grace is a smoke free campus. There is no smoking in any building or the property of Grace.

Tampering with College Property

Tampering with College property is prohibited, including removing window screens, misusing fire equipment, and taking College furniture from lobbies, is prohibited and subject to discipline and may require some form of restitution.

Room Decoration

Personalization in decorating is encouraged. Pictures and posters are to be agreed upon by all roommates, as well as in harmony with the spiritual philosophy of Grace College; therefore, no provocative or alcohol/tobacco promotion posters should be displayed. Students are to exercise care in the decoration of their walls; all double-sided tape, contact paper, scotch tape, nails, or any other substance that leaves a permanent mark on the wall and furniture is prohibited from use. New throw rugs and carpets are permitted in the residence halls (see furniture policy below). Rubber-backed carpet is not allowed due to fire code regulations. Because of safety issues, halogen lights and the burning of candles, incense, or use of candle warmers are not permitted. Christmas lights and other decorations must be hung no higher than 18 inches from the ceiling per fire code. Department of Transportation highway and street signs are protected by law. Having possession or displaying these signs is considered a felony, and, therefore, is not permitted.

Fire Hydrant / Fire Lanes

Vehicles blocking fire hydrants, standpipes or fire lanes will receive a citation and may be towed at the owner's expense. A red curb may denote a fire lane, where parking is prohibited. The entire circle of Alpha Circle Drive denotes a fire lane. Please be aware of where fire hydrants are located and do not park near them at any time.

Fireworks/Explosives

Possession or use of firecrackers or any type of explosive is prohibited. Students are not permitted to have fireworks of any type in their possession. Infractions of this policy will result in impounding of the fireworks and possible disciplinary action.

WINONA LAKE FIRE DEPARTMENT

The Winona Lake Fire Department is physically located within Grace's Clery geography. Its close proximity to the campus allows for timely responses to the Grace campus community.

Campus safety has a cooperative relationship with the Winona Lake Fire Department, including hosting safety and training events on campus related to fire, which increase their familiarity with the Grace campus and ability to respond in emergencies with other first responders.



SEXUAL AND VIOLENT OFFENSES

DISCLOSURE TO VICTIMS

Grace will provide in writing to the accused and the accuser the results of any disciplinary proceeding conducted by Grace against a student accused of any crime of violence including dating violence, domestic violence, sexual assault (including incest and statutory rape) or stalking as defined in Section 16 of Title 18 of the U.S. Code. Grace will provide the procedures for the accused and accuser to appeal the result of the disciplinary hearing. Grace will notify both parties of any changes to the result and when the results become final.

If the accuser is deceased as a result of the crime or offense, then the victim's next of kin will be treated as the accuser for the purposes of this request.

Policies regarding disclosure of disciplinary proceedings are available in the institution's FERPA policy and its *Title IX and Sex Discrimination Policies*.

SEXUAL HARASSMENT AND VAWA OFFENSES

Grace College prohibits sexual harassment, sexual assault, domestic violence, dating violence, and stalking as stated on page 1 of its *Title IX and Sex Discrimination Policies*:

This Sex Discrimination and Title IX Policy and Procedures (the "Policy") prohibits all forms of Sex Discrimination, Sex-Based Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and other conduct as described in Section X, and details the resolution options available when an allegation of Prohibited Conduct is made. All forms of sexual harassment and sexual misconduct will be addressed under this Policy, regardless of whether they meet the jurisdictional requirements under Title IX

Prohibited Conduct is defined in the Policy (page 6) and includes quid pro quo, hostile environment, sexual assault/violence, dating violence, domestic violence, stalking, and retaliation. Non-Title IX Prohibited conduct (page 9) includes conduct that does not meet the jurisdictional requirements for Title IX Prohibited Conduct, Sexual Exploitation, and failure to comply.

Preserving Evidence

Information on preserving evidence and getting medical attention is publicly available on Grace's website and also provided directly to individuals as part of the Title IX outreach process. This information includes descriptions of the following:

1. Taking steps to ensure their safety
2. Suggestions to preserve evidence while deciding whether to make a report
3. Getting immediate medical care, and the range of health-related services they might seek
4. Collection and preservation of physical, injury, digital, and other evidence
5. Forensic exams and preserving evidence
6. Choices in the forensic exam procedure
7. Documenting injuries, harm, and damage
8. Resources for more information about sexual assault forensic examinations

Reporting Options

All Grace employees who are not Confidential Resources have a duty to promptly report information that may reasonably constitute Prohibited Conduct or violations of this Policy. This obligation also extends to student Resident Assistants and student Campus Safety Officers while in the scope of their employment. Members of Grace's board of trustees are also required to report potential violations of this Policy. Allegations of Prohibited Conduct can be reported directly to the Title IX Coordinator or by using the online reporting form.

Carrie Yocum, Title IX Coordinator
yocumca@grace.edu
1 Lancer Way, Winona Lake, IN 46590
574-372-5100 x6491
McClain 102

Grace accepts anonymous reports; however, anonymous reports may limit Grace's ability to respond effectively.

Grace employees designated as Campus Security Authorities must also report non-identifying information regarding any Clery crime to the Director of Campus Safety.

In addition to reporting violations to Grace, an individual has the option to pursue a criminal complaint with the appropriate law enforcement agency. Grace may independently notify law enforcement if it determines that the physical health or safety of a member of the Grace Community is at risk.

Individuals with questions about nondiscrimination laws may contact the following U.S. Department of Education, Office for Civil Rights, which serves Indiana:

Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

Involvement of Law Enforcement

Grace's *Title IX and Sex Discrimination Policies* (page 2) include the following information about involving law enforcement.

In addition to reporting violations to Grace, an individual has the option to pursue a criminal complaint with the appropriate law enforcement agency. Complainants may (a) notify local police, (b) be assisted by Grace in notifying law enforcement authorities if the Complainant so chooses, or (c) decline to notify law enforcement authorities... Grace's process and procedures are distinct from a criminal investigation as a result of Grace's obligation under Title IX. Grace may independently notify law enforcement if it determines that the physical health or safety of a member of the Grace Community is at risk, regardless of whether the Complainant notifies law enforcement (*Title IX and Sex Discrimination Policy*, page 2).

Confidentiality

Confidential Resources on campus are certain Grace employees who are required by law to protect confidentiality when acting in the course of their professional duties at Grace to which privilege or confidentiality applies at the time they receive Notice. The following are Confidential Resources at Grace:

- Health and Counseling Services counselors and clinical interns
- Dean of Chapel and Community Life (chaplain) and the Discipleship Coordinator
- Campus nurse
- Athletic trainers

Confidential Resources, including pastoral and professional counselors, are trained to inform individuals, when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in Grace's annual disclosure of crime statistics. This training includes the ability to report data without the use of personally identifiable information unless they believe it would be harmful to their client, patient, or student.

Grace's online *Title IX Report Form* allows for confidential submission of a complaint.

Supportive Measures may only be disclosed to the extent necessary to provide the Supportive Measure or restore or preserve a Party's access to Grace's Education Programs or Activities or as permitted by law (*Title IX and Sex Discrimination Policy*, page 4).

Grace will protect the confidentiality of victims and other necessary parties, including when it completes publicly available recordkeeping, such as including crimes in the Annual Security Report, crime log, and/or in a timely warning, without including personally identifying information about the victim.

Written Notification of Services

The Title IX Coordinator provides written notification of on- and off-campus services, resources, and support when making outreach to Complainants. These resources, including a downloadable brochure, are available in the letter that is emailed as well as on the institution's Title IX webpage. Outreach also includes links to written supportive measures that are available, and the Title IX Coordinator provides these in writing again during the intake process.

Types of Proceedings

The following policy statements regarding investigation and resolution options apply to allegations of Title IX and Non-Title IX Prohibited Conduct when there is a signed Formal Complaint. They are described in more detail in Grace's *Title IX and Sex Discrimination Policy* (page 14).

a. Advisors

Throughout the Informal or Formal Resolution Process, each Party has the right to be accompanied by an advisor of their choice who is not a Confidential Resource and who does not have a conflicting role, such as a witness or campus administrator who has an active role in the investigation. Advisors should be willing and available, and may be an attorney or someone unaffiliated with Grace. Advisors may accompany the Party to or assist in preparing for any meeting or proceeding related to the resolution of a report under this Policy. As soon as the Party selects an advisor, the Title IX Coordinator provides information about the advisor's role and rules of decorum.

All parties must have an advisor for the hearing, and no Party will be permitted to question another Party or witness directly. Advisors conduct the live question and answer portion of the Formal Hearing Process; the advisor's role is non-speaking except during the pre-hearing meeting and the hearing.

The Hearing Officer will conduct a pre-hearing meeting, and each Party and their advisor are expected to attend. The Hearing Officer will review the advisor's role, purpose, and rules of decorum. Advisors who disrupt a meeting or proceeding will be warned, after which, if the disruption continues, the advisor may be removed from the meeting or proceeding. In such an event, the Party will be given the opportunity to reschedule the meeting or proceeding and be accompanied by another advisor.

b. Informal Resolution

Informal Resolution is available only after a Formal Complaint has been filed and before the determination of responsibility if the Formal Resolution Process has been initiated. Both Parties must voluntarily consent to the Informal Resolution process in writing. Informal Resolution is not available in cases in which an employee is alleged to have engaged in Prohibited Conduct. Grace will not require the Parties to participate in the Informal Resolution Process. Any of the Parties may withdraw from the process at any time before its completion and initiate or resume the Formal Complaint Resolution Process. Possible resolution outcomes are described in the *Title IX and Sex Discrimination Policies* on page 15. Parties have two (2) days to sign and return the Informal Agreement. It is considered final unless Parties withdraw their agreement within two (2) days.

c. Formal Resolution

a. Investigation

Grace will investigate allegations of Prohibited Conduct and make a determination regarding responsibility unless a Formal Complaint is dismissed or the Parties resolve the complaint through the Informal Resolution Process. Investigators will be impartial and conduct prompt, thorough, and fair investigations.

The Title IX Coordinator will assign investigators to collect facts, evidence, and prepare a report for the Decision Maker overseeing the hearing. The Parties shall have an equal opportunity to suggest witnesses.

When the investigators have completed the collection of evidence, they will provide both Parties an equal opportunity to inspect and review the evidence directly related to the allegations in the Formal Complaint so that each Party can meaningfully respond to the evidence before the conclusion of the investigation. The Parties will have ten (10) days to submit a written response, in their own words, which the investigator(s) will consider before completion of the *Final Investigative Report*. The investigators will create a *Final Investigative Report* that fairly summarizes the relevant Inculpatory and Exculpatory evidence and will provide the *Final Investigative Report* and directly related evidence to each Party and their advisor at least ten (10) days before the hearing. The Parties will have ten (10) days to submit a written response.

b. Hearing

Hearings are live, facilitated question-and-answer sessions. They are not legal proceedings, and therefore do not follow courtroom procedure or the formal rules of evidence. The Parties and their advisors will be notified in writing of the hearing at least ten (10) days before the hearing date.

All hearings are overseen by a Decision Maker, whose role is to provide all Parties with an equitable opportunity to be heard, make determinations regarding relevance, objectively analyze all evidence, and reach a fair determination as to responsibility.

The Decision Maker will meet with each Party and their advisor for a pre-hearing meeting, when they will review the order of the hearing, the rules of decorum, and the list of witnesses proposed by the Party. The Decision Maker reserves the right to exclude witnesses if it is determined that the witness is not expected to provide evidence relevant to what did or did not happen factually.

During the hearing, the Decision Maker and the Parties, through their advisors, will have an opportunity to ask relevant questions of the Parties and witnesses. The Decision Maker will determine whether proposed questions are relevant prior to them being answered. Both Parties will have an equal opportunity to provide a closing statement. The hearing will be recorded, and Grace will maintain the only official copy of the hearing.

c. Final Determination

Following the hearing, the Decision Maker will deliberate to determine whether the Respondent is responsible for the alleged Prohibited Conduct based on a Preponderance of the Evidence standard. If the Decision Maker makes a finding of responsibility, the Decision Maker will determine the appropriate sanctions and remedies under Section XVIII of the *Title IX and Sex Discrimination Policy*.

The Decision Maker will issue a written *Final Determination*, typically no less than fourteen (14) days after the conclusion of the hearing, that includes:

1. Allegations potentially constituting Prohibited Conduct
2. Description of procedural steps taken
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the Policy to the facts
5. A statement of, and rationale for, the result as to each allegation, including all disciplinary sanctions, if any
6. The procedures and permissible bases for the Complainant and Respondent to appeal

d. ***Simultaneous Notification***

The Title IX Coordinator will simultaneously (or without significant time delay) send the Complainant, Respondent, and their advisors the Decision Maker's *Final Determination*.

e. ***Appeal***

Both Parties may appeal either the Title IX Coordinator's dismissal of a Formal Complaint or any allegation therein, or the Decision Maker's determination of responsibility following a hearing.

The request for appeal must be submitted in writing to the Title IX Coordinator within five (5) days of the date the Parties were notified of the dismissal or determination. Failure to submit an appeal statement within the five (5) business days or any approved extension constitutes a waiver of the right to appeal.

The only grounds for appeal are:

- a. There was a procedural irregularity that affected the outcome of the matter.
- b. New evidence that could affect the outcome of the matter has become available and was not reasonably available at the time the determination regarding responsibility was made.
- c. The Title IX Coordinator, investigator(s), or Decision Maker had a conflict of interest or bias for or against Complainants or Respondents generally or for or against the individual Complainant or Respondent that affected the outcome of the matter.

The Appellate Decision Maker will provide a written notice to the Parties and their advisors that an appeal was filed and on what grounds. The Appellate Decision Maker will establish a reasonable schedule for the parties to submit any written response to the appeal, typically no more than ten (10) days. The Appellate Decision Maker will issue a written decision, typically no more than ten (10) business days after receipt of any responses or the time for submission has expired.

The Appellate Decision Maker deliberates only on the grounds submitted in the request for appeal and can uphold the decision, send the case back for additional investigation and/or adjudication, or, in rare situations, reverse the decision. The decision by the Appellate Decision Maker is final and binding on all Parties. No further appeals are available.

Standard of Evidence

Grace College uses the Preponderance of Evidence standard of evidence during its disciplinary proceedings, as described in the *Title IX and Sex Discrimination Policies* (page 26). It is defined in the Policy as a type of evidentiary standard used in a burden of proof analysis, which is met when the Decision Maker reviews the relevant evidence and concludes that there is a greater than 50% chance that the Respondent is responsible for the alleged Policy violation(s). This standard applies to both students and employees.

Sanctions

The *Title IX and Sex Discrimination Policy* (page 19) describes sanctions and remedies assigned by a Decision Maker after a hearing and determination by a Preponderance of the Evidence of responsibility for conduct that violates the Title IX and Sex Discrimination Policy. Because Grace

is committed to fostering a safe environment free from discrimination and harassment, the Decision Maker has latitude in the imposition of sanctions and reserves the right to impose sanctions based on the facts and circumstances of each report, impact on the Complainant and Grace community, and accountability for the Respondent. Factors the Decision Maker may consider when determining sanctions include, but are not limited to:

- Nature, severity of, and circumstances surrounding the violation(s)
- Respondent's prior misconduct, including relevant disciplinary history both at Grace and elsewhere, and any criminal convictions if such information is available and known
- Previous allegations or allegations involving similar conduct
- Impact on the Complainant
- Impact on or implications of the conduct on the Grace campus community
- Respondent's acceptance of responsibility or expression of remorse
- Protection of the Grace campus community
- Ability for Grace to maintain a safe and respectful learning, living, and working environment
- Necessity of a specific action to eliminate the Prohibited Conduct, prevent its recurrence, and remedy its effects on the Complainant or other Grace campus community members
- Mitigating, aggravating, compelling, or relevant factors to reach a just and appropriate resolution
- Any other information deemed relevant by the Decision Maker

Restorative sanctions that maintain the safety of the Grace campus community, but also help the Respondent develop insight into their responsibility and understanding of the impact of the conduct on the Complainant and the Grace campus community may be considered. The range of Sanctions for Respondents who are found to have violated this policy includes the following, which may be imposed singly or in combination, and apply to both students and employees.

- Verbal or written warning or reprimand
- Community or target restitution
- Counseling or professional assessment
- Training or educational assignments
- Removal of leadership or supervisory positions
- Restriction of privileges or access to campus housing, events, or activities
- Mutual No Contact Directives
- Temporary or long-term ban from campus or specific campus locations
- Other actions or restrictions to support Grace's mission or its federal obligations

Additional Sanctions for Student Respondents and for Employee Respondents are outlined in the *Title IX and Sex Discrimination Policy* (page 20). Sanctions are implemented upon the outcome of any appeal or the expiration of the window to appeal.

Protective Measures

A Mutual No Contact Directive may be requested by any party or issued by the Title IX Coordinator. Typically, a No Contact Directive prohibits conduct directly, indirectly, or through third parties acting on behalf of the party (including attorneys) between specific individuals for an identified period of time. Means of contact include, but are not limited to, in-person, phone, written, text, instant messaging, and all social and digital media. Unintentional contact is not considered a violation if it does not result in the initiation of communication by either party. A No Contact Directive does not normally preclude either party from using all campus buildings and amenities unless specifically stated so in the written directive (*Title IX and Sex Discrimination Policies*, page 5).

Grace may also issue campus separation directives and no-trespass letters, and Complainants may seek an order of protection, restraining order, or other similar lawful court order, but are not required to do so.

Trained Officials

Members of the Title IX team at Grace charged with responding to reports will be trained on the scope of Grace's Education Programs and Activities, the applicable roles in implementing the Policy, including how to conduct an investigation, the Complaint Resolution Processes, the appeals process, and how to serve impartially, including avoiding prejudgment of facts, bias, and conflict of interest, and how to maintain privacy. Training materials are posted on Grace's Title IX web page in accordance with federal regulations.

Filing a Complaint

The *Title IX and Sex Discrimination Policies* explain the following what a Formal Complaint is (page 12):

A Formal Complaint is a signed request by the Complainant filed with the Title IX Coordinator alleging a violation of this Policy by a Respondent and requesting that Grace initiate resolution of the Formal Complaint under this Policy and its Complaint Resolution Procedure.

In certain limited circumstances, the Title IX Coordinator may sign a Formal Complaint to investigate allegations of Prohibited Conduct even if the Complainant does not wish to proceed. Grace will take all reasonable steps to investigate and respond to the report consistent with the Complainant's wishes.

Complainants who do not elect to file a Formal Complaint can change that decision if they decide to pursue a Formal Complaint at a later date.

Services Available

Safety and support measures and community resources are provided in writing to the Complainant, regardless of whether the incident is alleged to have occurred on or off campus. Written supportive measures and available services are provided to the respondent if a formal complaint has been filed. They are also publicly available on Grace's Title IX webpage. Parties are notified of available supportive measures, services, and resources that include academic, employment, housing, leaves, mental health, health or medical care, law enforcement, safety, advocacy, legal, financial aid, visa and immigration, disability, crisis and trauma services. Specific supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures (*Title IX and Sex Discrimination Policy*, page 4).

SEXUAL AND VIOLENT OFFENDER REGISTRY

The *Campus Sex Crimes Prevention Act of 2000* (CSCPA), which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act*, and the *Family Educational Rights and Privacy Act of 1974* (FERPA), requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state about registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice to each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

In the State of Indiana, convicted offenders must register with the Indiana Sex Offender Registry. Violating the sex offender registry laws can lead to additional criminal charges. The county sheriff manages the registry for sex or violent offenders in each county in Indiana. Sex or violent offenders in Indiana, as defined in Indiana Code 11-8-8-5, must provide identifying information and their residential and workplace addresses to the sheriff.

In accordance with CSCPA, Grace provides the following information regarding Indiana and national sex offender registries:

1. [Indiana Sex Offender Registry](#)
2. [National Sex Offender Public Website](#) (NSOPW)

EDUCATIONAL AND AWARENESS PROGRAMS

Grace provides primary and ongoing prevention programs to students and employees for education about personal safety and fire safety, and for prevention of dating violence, domestic violence, sexual assault, and stalking.

Grace's primary partners/vendors provide corporate training to their employees on topics similar to those described below for Grace campus community members, as well as those related to the safety practices specific to their roles. Additionally, Grace's Title IX Coordinator provides either in-person training or written guidelines regarding sexual harassment to those vendors.

DEFINITION OF CONSENT

The *Title IX and Sex Discrimination Policy* (page 23) defines consent as:

Sexual Contact must be consensual at all times. Consent is knowing and voluntary, and requires clear words or actions that are mutually understandable in their meaning and create clear permission regarding willingness to engage in (and the conditions of) each form of Sexual Contact.

Silence or lack of resistance does not demonstrate Consent. Consent may be withdrawn at any time. Consent to some Sexual Contact cannot be presumed to be Consent for other Sexual Contact. Consent cannot be compelled by force, threat, deception, or intimidation. Consent cannot be given by someone who is Incapacitated. Consent does not exist when the individual initiating the Sexual Contact knew or should have known of the other individual's Incapacitation. Consent cannot be given if the person is not legally old enough to give consent. Previous granting of Consent is not Consent to future Sexual Contact. Consent is the responsibility of the person who initiates the Sexual Contact.

PERSONAL SAFETY

Campus

Safety information is published and promoted on Grace's [website](#), on the campus portal, and in the *Student Handbook* and, therefore, available to all campus members.

Students and employees automatically receive Timely Warnings or Emergency Notifications via Grace Alert emails to their Grace accounts. If they provide a mobile phone number to the institution, they will also receive text notifications. Throughout the school year, safety reminders and updates may be published in the weekly student "Lancer Lowdown" e-newsletter, weekly employee "Grace Equip" newsletter, in special e-mail messages, or through

the “Grace Alert” text and email message system. Informational pamphlets and booklets are available at the campus safety office.

The Campus Safety Department issues a series of public service announcements for employees and students during Campus Safety Month. Prior topics have included protecting personal valuables, fire safety, safe driving, and traffic safety.

The institution’s Safety Committee, composed of a cross-section of staff, provides oversight to safety topics and incident and accident reports to determine safety-related trends, as well as recommends improvements and responses to a wide range of safety and security concerns for both employees and students. It also reviews accessibility requests as they relate to the safety of the campus community.

Students

Education for students relating to safety and security begins with the residence life staff. Campus safety staff trains residence life staff concerning safety and security matters at the beginning of the fall semester. Emergency procedures are reviewed, drills are conducted, and a list of emergency telephone numbers is distributed.

At the beginning of each semester, residence life staff conduct mandatory hall meetings with students to explain residence hall and safety procedures. Specific policies outlined in the *Student Handbook* are reviewed, and emergency information, such as refraining from propping open entry doors, locking personal dorm rooms, the location of fire extinguishers and alarms, fire and tornado safety, and relocation and shelter in place, is discussed.

Students and trip leaders preparing for domestic and overseas travel are oriented and provided travel safety information specific to their destinations before departure by the Institute for Global Studies office.

Grace’s Care Intervention Team is composed of staff and faculty to give oversight regarding student behavior or conduct to determine any interventions and follow-up needed, with the goal of identifying at-risk students early to provide support and resources and minimize any risk to themselves or the campus.

Grace also maintains safety policies and guidelines for students that, in addition to the *Annual Security and Fire Safety Report*, are published in its *Student Handbook*, including those related to reporting crimes, off-campus crimes, timely warnings, missing student notifications, search and seizure, firearms, fireworks, explosives, hazing, hoverboards, open flames, personal responsibility for safety, safe rides/walks, bicycle information, and traffic safety.

New students are taught to think safely in their first-year experience course.

Employees

When hired, employees are assigned the following online training:

- Active Shooter: Run. Hide. Fight
- Active Assailant Preparedness

Designated employee groups receive annual training about:

- Bloodborne Pathogen Exposure Prevention
- Campus Security Authorities: Roles and Responsibilities

Resident assistants receive fire and safety training, typically including instruction by the Campus Safety Department on how to use fire extinguishers. The Director of Campus Safety also provides training for residence life staff on campus safety practices. Resident assistants, resident directors, Gordon Health and Wellness Center staff, and campus safety staff are trained in CPR/AED.

Employees are assigned online training modules through the *Vector* platform on a variety of safety-related topics and drug-free workplace, and those with specific roles on campus may have additional, role-specific safety training such as first aid, bloodborne pathogens, and Campus Security Authorities. Employees are provided information annually about active assailants. Students have training on topics such as sexual violence and cybersecurity to protect their personal information. Additional in-person training on safety-related topics may be sponsored for employees and/or students.

The *Employee Handbook* contains workplace safety policies and guidelines for employees. New employees are assigned online training related to sexual violence awareness; sexual harassment; and diversity, equity, and inclusion. Employees are also assigned online training regarding implicit bias and microaggression awareness and supervisors attend training on reasonable suspicion for drug and alcohol use in the workplace.

FIRE SAFETY

Campus safety officers train RAs and RDs regarding fire extinguisher use and how to conduct a fire watch, if needed. RDs review fire safety practices in hall meetings at the beginning of the fall semester. Planned fire drills are conducted in all buildings during the calendar year – twice for residence halls and once for administrative offices. Coaches and camp staff are given fire safety instructions for campers, including not propping residence hall doors open.

Fire safety information is distributed through various campus publications for faculty and staff. When false fire alarms occur in an on-campus dormitory, the Winona Lake fire department often talks with students regarding fire safety according to the reason for the fire alarm.

PREVENTING SEXUAL MISCONDUCT

As a Christian campus of higher education, Grace's normative environment is one in which respectful, God-honoring relationships are expected and supported through a variety of academic, residence life, co-curricular, and chapel programming as well as being alcohol and drug-free. Students and employees are provided with information and education that enables them to engage with the campus community in ways that encourage respectful relationships.

Campus

Both student and employee handbooks contain policies prohibiting sexual harassment and misconduct as well as procedures for reporting possible policy violations and sanctions for findings of responsibility.

The *Student Handbook* outlines conduct, safety, and community life policies for incoming and returning students. New employees receive the *Employee Handbook*, all employees review the *Employee Handbook* annually, and faculty review the *Faculty Handbook* annually.

The Title IX Office provides messaging about consent, boundaries, respect, and other related topics to students and employees through posters that are displayed in campus residence halls and administrative and academic buildings. It also provides online reporting options in all the emails it generates and provides educational information and resources throughout the months of October (Dating and Domestic Violence Awareness Month), January (Stalking Awareness Month), and April (Sexual Assault Awareness Month) to both employees and students.

The Health Services nurse also provides information in person and through social media, and information has been shared campus wide during Domestic Violence Awareness Month and Stalking Awareness Month.

Additionally, all students, employees, and vendors receive Grace's *Annual Notice* directing them to resources, reporting options, supportive measures, the sexual misconduct policy, and an informational brochure, all available to them on the institution's website.

In addition to its *Title IX and Sex Discrimination Policy*, Grace also has policies to prevent sexual misconduct such as its *Protection of Minors on Campus*, *Travel with Students*, and *Athlete Examination, Treatment, and Chaperone* policies.

Employees

Upon hire, employees are assigned the following online training:

- Sexual Harassment: Staff-to-Staff
- Diversity, Equity and Inclusion (DEI) Practices: Staff-to-Staff
- Statement on Community Lifestyle

Annually, employees are assigned the following online training:

- Title IX: Roles of Employees
- Grace College Title IX Policy and Biblical Foundation
- Statement on Community Lifestyle
- Sexual Violence Awareness for Employees (Campus SAVE Act) (alternate years)
- Implicit Bias and Microaggression Awareness (alternate years)

Employees are assigned online training regarding sexual assault, stalking, and dating and domestic violence at the time of their hire and again annually. The Title IX Coordinator provides orientation to new employees regarding *Title IX* protections, reporting, and employee obligations. Further, employees have access to online training modules through *Vector* on a variety of safety-related topics, such as those related to violence in the workplace and a drug-free workplace.

In addition to online training, the Title IX Coordinator provides annual, in-person training about Title IX policies, procedures, prohibited conduct, consent, and bystander intervention to campus staff including residence life staff (RDs, ARDs), counseling staff and other confidential sources, athletics staff, and faculty.

The Institute for Global Studies provides safety information regarding sexual misconduct to trip leaders for Go Encounters trips.

Students

In compliance with federal requirements for prevention of sexual assault, stalking, and domestic and dating violence, all residential Grace students are advised of Grace's *Title IX and Sexual Harassment Policy* during the August mandatory hall meetings. This presentation includes Grace's policy prohibiting sexual harassment and discrimination and information about who to notify with any complaints or questions about the policy.

The Title IX Coordinator provides in-person training to student leaders (RAs, student mentors, growth group leaders), first-year students, and student campus safety officers regarding prohibited conduct, consent, reporting options, and bystander intervention. The Title IX Coordinator also sends written communication to all students at the beginning of the fall semester and throughout the year with information and resources. RAs role-play with RDs possible situations in which they may be faced with information that is reportable as part of

their RA training. Led by their RDs, the Title IX Coordinator helps develop the scenario and offers guiding questions for discussion.

All students, including fully online, commuter, graduate, and seminary students, receive letters from the Title IX Coordinator describing Grace's policy, resources, and reporting options.

Student athletes are provided with information about sexual misconduct during the fall all-athletes meeting. International students also receive information regarding consent, prohibited conduct, and the Title IX office by the Institute for Global Studies staff.

Programming about health and healthy sexuality typically occurs each year and has included a focus group on women's health and wellness, a women's sexual assault support group, a men's sexual assault support group, a women's body image group, a women's health event, and an event for students interested in reducing mental health stigma.

Parents

The Title IX Coordinator introduces parents to safety considerations, Title IX protections, and the availability of campus resources during the fall and spring parent orientations for new students.

Title IX Staff

Title IX team members have training regarding their roles associated with VAWA (*Violence Against Women Act*) complaints and investigations. These roles include the coordinator, deputy coordinator for athletics, investigators, and hearing officers. Training is posted on Grace's [Title IX webpage](#).

The Title IX Office administers a climate survey every two years, the last occurring in spring 2026. Results are used to inform education, training, prevention, and other related programming.

PROMOTING AN ALCOHOL AND DRUG-FREE CAMPUS

Campus

Grace maintains policies for both its [students](#) and [employees](#) regarding its drug and alcohol use and abuse policies and its responsibilities related to being a drug-free workplace. These policies are available to employees and students in full on the institution's [website](#) or by request from the human resources or Student Affairs offices. These policies include enforcement statements, discipline, and legal sanctions; health and other risks; counseling, treatment, and rehabilitation; and prohibited conduct.

Further, in compliance with the federally mandated *Drug-Free Schools and Communities Act of 1989*, it publishes a *Biennial Report for Alcohol and Other Drug Abuse Prevention Programs*, also available in full on its [website](#), which describes the institution's alcohol and other drug programs such as the following:

- Alcohol and drug free events and facilities
- Direct program interventions
- Normative environment, which consists of its:
 - Community lifestyle
 - Pro-health messages
 - Admissions processes
 - Academics
 - Student activities
- Athletic program direct interventions
- Policy development and publication

All students, employees, and vendors receive Grace's *Annual Notice*, which directs them to the website where alcohol- and drug-free campus policies and the biennial *Alcohol and Other Drug Report* are available.

Students, employees, and board members sign the *Statement on Community Lifestyle* when they join the campus community. Employees and board members re-sign this statement annually.

Employees

As part of its onboarding of new employees, Grace provides online training regarding its drug-free workplace within 30 days of hire, and review of the *Employee Handbook* and *Community Lifestyle Expectations* is reaffirmed annually.

Supervisors receive Reasonable Suspicion training to recognize symptoms that indicate drug or alcohol use among their employees.

Students

Residence life trains its RAs and other student leaders regarding Grace's alcohol and drug policy and their role in supporting a drug-free campus. During hall meetings and before campus breaks, residence life staff review the student policy and campus expectations. Topics of wellness, including the effects of alcohol and drug use, are presented in person to students, such as in the *Freshmen Foundations* course. Student athletes also receive education about Grace's alcohol and drug policy. Student RAs and student campus safety officers are designated CSAs and have crime reporting responsibilities.

POSITIVE OPTIONS FOR BYSTANDERS

The Title IX Coordinator includes messaging in campus-wide public service posters about helping others, reporting bias, and reporting intimate relational harm. This messaging is distributed throughout the campus including administrative buildings and residence halls. Bystander and upstander information is also sent as PSAs to students and employees for Sexual Assault Awareness Month and on the [Title IX webpage](#), and used during in-person training with students, faculty, and staff.

All members of the campus community have the ability to look out for others' safety. Whether it is explaining that jokes about stereotypes are not funny, intervening safely when recognizing warning signs about substance use, or directly confronting a person who is engaging in disrespectful or threatening behavior, anyone can help prevent harassment, unwelcome interactions, misconduct, and physical or sexual violence.

A bystander is a person who is present when an event takes place or could witness the circumstances that led up to these events. Even though they may not be directly involved in the situation, they can change the outcome. Grace College provides information about bystanders and upstanders – people who speak or act in support of an individual or cause, especially those who intervene on behalf of a person being attacked or bullied – to students and employees through various means such as in-person education, information tables, Instagram messages, emails, posters, and campus newsletters.

Bystander intervention approaches encourage members of the campus community to speak up when they witness potentially dangerous situations, physical or sexual violence, or other kinds of harassment or misconduct. It involves recognizing a potentially harmful situation, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safety and effective intervention options, and acting to intervene.

In all situations, however, bystanders should not put themselves in a dangerous situation. If you witness an altercation or escalating situation, it is safer to call campus safety **(574) 269-5344** or local law enforcement at **911** rather than approaching the individuals involved.

According to RAINN (Rape, Abuse & Incest National Network), the nation's largest anti-sexual violence organization, the key to keeping others safe is learning how to intervene in a way that fits the situation and your comfort level. RAINN suggests the following bystander intervention approach:

1. Create a distraction

- Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is boring. Let’s try somewhere else,” or “Hey, let’s go find the bathroom.”
- Bring out fresh food or drinks and offer them to everyone, including the people you are concerned about.
- Start an activity that draws other people in, like a game or other activity.

2. Ask directly

- Talk directly to the person who might be in trouble.
- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

3. Refer to an authority

- Sometimes the safest way to intervene when on campus is to refer to a neutral party with the authority to change the situation, like an RA, RD, or campus safety.
- If you are somewhere off-campus, talk to an employee or security guard about your concerns. It is in their best interest to ensure that their patrons are safe and they will usually be willing to step in.
- Do not hesitate to call **911** if you are concerned for someone else’s safety.

4. Enlist others

- It can be intimidating to approach a situation alone. Enlist another person to support you.
- When it comes to expressing concern, sometimes there is power in numbers so ask someone to come with you to approach the person at risk.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you are concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

For more information about bystander intervention and sexual assault preventions, see [RAINN](#), the Rape, Abuse & Incest National Network or call **1-800-656-HOPE (4673)**.

Why intervene?

- It is the right thing to do.
- If you see something, you should say something and do something.
- You would want someone to help you.
- To keep the situation from worsening.