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# **NDS Annual Security Report and Policies**

## **NDS Annual Security Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) 20 U.S.C. § 10920, is codified in the U.S. Code of Federal Regulations as 34C.F.R. 668.46. This statute requires that Notre Dame Seminary, as a participant in federal financial aid programs, must maintain and disclose information about crime on and near our campus. Compliance is monitored by the United States Department of Education, which can impose civil penalties, as well as suspend us from participating in federal student financial aid programs in the event of violation.

## **Annual Disclosure Policy and Publication**

NDS makes available an Annual Campus Security Report to current and prospective seminarians and employees. This report requires us to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses. We will maintain a public log of all criminal activity reported to us, or that of which we are otherwise made aware. This public log will be accessible through the Security tab on our website at: <http://nds.edu/campus-safety-and-security-documents/>

All faculty, seminarians, students, administrators and staff share a moral obligation to report any activity which a reasonable person may perceive to be criminal to the Rector/President or those administrators listed Campus Security Authorities (CSAs) as soon as that information becomes known. Safety and Security presentations will take place during annual orientation times for all students, and at the first meetings for faculty and staff each Fall to inform all of campus security procedures and to remind all to be responsible for their own security and the security of others.

## **Timely Warnings**

The NDS policy is that Timely Warning Notices will be issued to notify members of the NDS community about serious crimes that occur on campus where it is determined that the incident may pose an ongoing threat to members of the university community. The Director of Facilities, or designee, will develop and distribute timely warning notices after reviewing crime reports from Campus Security Authorities and the New Orleans Crime Map.

Timely warnings can be issued for threats to persons or to property and are not limited to violent crimes as determined necessary by the Director of Facilities or his or her designee. A Timely Warning may be issued for both on and off-campus crime reported to Campus Security Authorities (CSAs) and/or any other source and shall be decided on a case by case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the seminary community, and the possible risk of compromising law enforcements efforts.

In an effort to provide timely notice to the seminary community, and in the event of a serious incident which may pose an on-going threat to members of the community, a blast email Timely Warning is sent to all students and employees on campus. Every attempt is made to distribute this warning as soon as possible after the crime is reported, however, the release of the warning is subject to the availability of facts concerning the incident. The alerts are generally written and distributed by the Director of Facilities and the Registrar.

### **How to Report Criminal Actions or Emergencies**

Each student, seminarian, faculty or staff member must immediately notify either the Rector/President, Vice Rector, Director of Facilities, or any other senior member of the faculty or staff should he or she perceive a situation which, in his or her best and prudent judgment, has the potential to negatively affect the safety or security of any person at the seminary. In case of uncertainty, question or doubt, inform immediately. No penalty, opprobrium or criticism will ever be leveled upon any person who, exercising prudent concern or judgment, brings a questionable circumstance to the attention of the administration.

If a student, seminarian, faculty or staff member becomes aware of a crime in progress or an emergency on or near campus, they must immediately call 911 and notify the Rector/President, Vice Rector, Director of Facilities, or any other senior member of the faculty or staff as soon as possible.

If non-emergency assistance is needed outside the buildings, on the grounds of the seminary, students, seminarians, faculty, and staff should call the security guard. Vinson Security furnishes a guard to patrol the grounds between 7:00 PM and 7:00 AM seven days a week. If you need non-emergency assistance between these times, please call 504-525-0591.

### **Security and Access to Campus Facilities**

Notre Dame Seminary Graduate School of Theology (NDS) provides building security for persons and property through limited card access authorization and the control of keys issued, as well as appropriate physical barriers to access. NDS assures appropriate access to areas necessary for the activities required of seminarians, students, faculty and staff, and, may from time to time, restrict the access of certain persons or categories of persons based upon the judgment of the Rector/President and those to whom he has delegated authority. Unrestricted access to all areas of the campus is generally granted to the Rector/President, Vice Rector, Director of Facilities, and others with specific responsibility, as well as to public safety personnel of Orleans Parish, New Orleans, LA. Detailed practices, which are included in this document, outline specific circumstances, actions to be taken in those circumstances, and persons authorized to take those actions. It is clearly recognized that not all situations can be predicted, and the Rector/President relies on the prudence and good judgment of those to whom he has granted authority to act quickly and appropriately to insure the safety and security of individuals in these unusual circumstances as they may arise.

All doors accessible to the public (outside doors) are locked at all times. NDS instituted a key card controlling access to these doors. Key cards were distributed to all students, faculty, staff, and administration who have hour-appropriate access (i.e., 7 – 7 for faculty and off-campus access). All residential students and priests have 24 hour access to these buildings. Security cameras are mounted throughout the campus and parking lot overlooking each entrance. The front door is monitored by a camera on the receptionist's computer and access to all visitors must be given by the receptionist. All visitors must then check in with the receptionist before proceeding into the building. Access after curfew is monitored by the Archdiocese of New Orleans Department of Informational Technology and the Rector/President is immediately notified by text message and email.

In addition to key cards for outer door access, each seminarian is given a room key at the beginning of the academic year. This key is to be returned when a seminarian graduates or if he departs from the formation program. All in the community are responsible for dealing with hospitality and security. Under no circumstances are any keys to be given to any outside party without the permission of the Rector- President. Lost keys or key cards are to be reported immediately to the Director of Facilities.

### Use of Facilities

Various Archdiocesan offices and departments make use of the facilities of the seminary throughout the year. Use of the facilities in this way is an example of the common endeavors of the entire community, as well as evidence of good stewardship of property. The use of the chapel, conference rooms, classrooms, and the auditorium by outside groups is strictly regulated. Requests for permission may be made to the Vice Rector.

Seminarians are reminded that the use of seminary facilities including class rooms, auditorium, athletic facilities, and other public areas should consider the needs of all seminarians. Outside guests of seminarians may be received in the family life room or dining room. Non- seminarians are prohibited from going onto the residential floors. Family members are permitted when a seminarian has notified neighboring seminarians in order that residents are prepared.

Minors are never permitted on the residential floors unless accompanied by a parent (or the minor is a sibling to the seminarian). Communication with the other seminarians is required. Non-seminarians are prohibited from using the restrooms and showers on the residential floors. Priest and seminarian guests who have been authorized as an official guest are permitted to use the restrooms and showers.

### Guest Policy

Hospitality is an essential element of any Christian community. "May all guests be received as Christ" (Rule of St. Benedict) is a manner of living for those who take discipleship seriously. Traditionally, Notre Dame Seminary has been a place of hospitality especially for seminarians and priests. It is important, however, that guests be received in a way that respects the legitimate rights of the seminarians, students, faculty, and residents. It is also important that sufficient

notice is given so that a proper welcome is offered and sufficient food is available.

Notre Dame Seminary welcomes all guests in a spirit of Christian hospitality. Because of the demand for space, and the variety and diverse types of the guests that visit our seminary, a guest policy to guide this practice is essential. The guest policy of Notre Dame Seminary is administered by the Director of Facilities.

All guests must be personally sponsored by a member of the NDS community and resident hosts must be on campus for the duration of the visit of their guest(s). The host will be responsible ultimately to arrange for guests to stay with the seminary receptionist, to acquire the room key, to welcome the guests, and to review with the guest the location of the major aspects of the campus. Other guests of the residents or of the faculty, staff and students who are visiting may stay at the seminary; these are asked to make a reasonable donation. The guestrooms are not to be used for those who are in town for business or for attendance at events in the New Orleans area, but only for those whose purpose is to visit the seminary or members of the seminary community. There may be exceptions to this guideline, but those exemptions need to be personally approved by the Rector-President. It is preferable that guest seminarians and priests to be housed in Shaw Hall and all other guests be housed in Saint Joseph Hall.

Upon the arrival of the guest, the host is responsible for them at all times. The guest packet will provide information about the campus, key to the building and room, time and location of Mass and public prayer, meal times, and a welcome letter from the Rector-President. It is advisable that seminarians check the guest room in advance to be sure it is clean, linens are provided, and everything is in working condition. Guests should be welcomed into a friendly environment.

While visitors are welcome to tour the public areas of the seminary, the resident areas are to be strictly guarded for privacy. If the guest is a seminarian or a priest, please exercise prudence in what spaces they are to visit. Official guests of Notre Dame Seminary (i.e. Bishops, Vocation Directors, and prospective seminarians) are welcome to visit the Bib. Outside visitors and others who are not official guests of the seminary may not be brought to the Bib or other private residential areas. A donation from guests for meals served at the seminary is encouraged except for Bishops, Vocation Directors, trustees, alumni, family members, and visiting seminarians.

For purposes of propriety, non-family guests are never permitted in a seminarian room, unless they are a priest or seminarian. For overnight guests, please review all protocols, especially emergency procedures.

### **Crime Statistics**

NDS collects crime statistics on all reported crimes occurring on its campus. The collection of these statistics is the responsibility of the Director of Facilities who also serves as the Security Officer and the Fire Safety Officer. These statistics can be found online at: <http://nds.edu/campus-safety-and-security-documents/>

## **Monitoring, Collecting, and Reporting Criminal Activity**

The Director of Facilities keeps a record of all reported crimes occurring on the NDS campus. This record is composed of all crimes that have been reported to each Campus Security Authority on campus. This record is in the form of an electronic log and these statistics are reported annually in the annual security report and the annual Web-based collection system. The Director of Facilities, working with the Registrar, is responsible for submitting these annual reports.

## **Security and Local Law Enforcement**

The Director of Facilities also monitors the New Orleans Crime Map on the first of each month to determine if crimes have occurred near the campus. The New Orleans Crime Map displays information obtained or developed from received reports of criminal activity in Orleans Parish including: the apparent violation, the time period, and the general location. This Web-based crime map can be accessed at <http://www.nola.gov/nopd/crime-data/crime-maps/>. The Director of Facilities will discuss the crime map statistics with the Administrative Board that meets monthly. Registered sex offenders can be found on this web-based map: <http://www.icrimewatch.net/index.php?AgencyID=54320&disc=>. These findings will also be used to issue timely warnings when needed.

## **Campus Security Authorities**

NDS has identified five members of its administration to serve as Campus Security Authorities (CSAs). The CSAs are the Rector/President, the Vice Rector, the Academic Dean, the Director of Facilities, and the Associate Academic Dean Director of Institutional Effectiveness. These administrators cover a cross section of the NDS community as two are members of the clergy, two are lay men, and one is a lay woman. These Campus Security Authorities meet at the beginning of each semester to discuss and collect the information and materials needed to document reported crimes.

If a crime is reported to any of the CSAs, they are to follow the procedures for handling and reporting crime data distributed at the beginning of the semester. Once a crime has been reported, the CSA involved will call a meeting of all CSAs to review the reporting process and make any changes needed to streamline the process. The CSA involved must report the crime data to the Director of Facilities so it can be added to the campus crime log.

## **Use and Sale of Alcoholic Beverages**

Within our society as a whole, alcoholic beverages have become both commonplace and, unfortunately, a problem for many individuals. Learning to deal appropriately and discreetly with alcohol is an important part of the life of the seminarian. The proper and discreet use of alcoholic beverages is expected. The use of alcoholic beverages at community functions is at the discretion of the Rector/President. This usage will be limited to special occasions and normally within the context of the event itself. In all cases, the seminary will adhere to the laws of the



State of Louisiana. In every instance when alcoholic beverages are available at community events, non-alcoholic refreshments will also be available. Beer will be served in the Biblicum on a limited basis and only during scheduled times, as the Vice Rector deems appropriate. Hard liquor will not be served in the pub.

One of the goals of a priestly formation program is to encourage mature, responsible attitudes toward the moderate use or non-use of alcoholic beverages. Any abuse of alcohol by a seminarian will be dealt with on an individual basis. Fraternal concern for a seminarian who abuses alcohol should prompt fellow seminarians to express this concern to the abuser and the Rector/President or other faculty member.

### **Possession Use and Sale of Illegal Drugs**

If a student or seminarian learns that a fellow student or seminarian is currently using illegal drugs or has become addicted to prescription drugs, then he should inform formation personnel and seek appropriate medical assistance. If civil laws have been violated, law enforcement officials will be informed.

For more information on alcohol and drug policies at NDS please see the NDS website at: <http://nds.edu/campus-safety-and-security-documents/>

### **Emergency Response and Evacuation Procedures**

The safety and security of every person is the overriding consideration for all activities involving seminarians, lay students, faculty, staff, and any other person who enters upon the grounds of NDS; or any seminarian, student, or member of the faculty or staff who engages in authorized activities away from the campus. This concern outweighs every other factor including cost, budget, convenience or any other consideration.

### **Emergency Alerts**

An emergency alert will be issued when the NDS leadership determines there is a danger or threat to the campus community. That decision can be made by the Rector/President, Director of Facilities, or any of their designees. The process of alerting the seminary community of a danger or threat may be through the use of campus-wide emails, text messaging, and/or emergency postings on the NDS homepage and official NDS Facebook page. Based on the type of emergency and who it will affect, the Rector/President will determine the appropriate audience for notification, method of communication and he, or his designee, will issue the emergency alert. Among those to be considered for communication in an emergency situation are: students, faculty/staff, law enforcement agencies, Board of Trustees, alumni, donors, media, and/or the general public.

The Rector/President will determine the appropriate content for the emergency notification based on the specific situation, the confirmed information provided by key stakeholders, and will incorporate pre-approved messages if necessary. If the media needs to be contacted, the

Rector/President, or his designee, will contact the Archdiocese of New Orleans Office of Communications. The Archdiocesan Communications Officer is the official spokesperson for the archdiocese, and as such, will be the one to interact with the media on behalf of the seminary.

### **Process for Notification**

The process that NDS will follow in the event of an emerging situation is as follows.

The NDS Rector/President, the Director of Facilities, or their designee, will:

1. Confirm there is a significant emergency,
2. Determine the appropriate segment or segments of the NDS community to receive notification,
3. Determine the method, or methods, of notification that are appropriate to the situation, and
4. Determine the appropriate content of the emergency message.

Once the following steps have been followed, the Rector/President, or his designee, will initiate the notification system.

### **Designated Personnel**

The following personnel are responsible for the emergency notification process:

1. Rector/President
2. Director of Facilities
3. Vice Rector
4. Registrar

### **For an Immediate Threat on Campus**

If a member of the NDS community becomes aware of an immediate threat on campus, like a hostile intruder in the building, the person should immediately dial 911 and then report to the Rector/President, Vice Rector, or Director of Facilities who will then assess the situation and initiate the notification system as needed.

If the campus would have to be closed for any reason, the community will be notified by email or text, and updated information will be posted on the website.

### **Medical Emergencies**

For life-threatening emergencies, (e.g. severe injury, heart attack, etc.), dial 911 to summon help from professional emergency medical personnel. Then, contact the Vice Rector or Rector-President. For less urgent cases, contact the Vice Rector, the Director of Facilities or another

faculty member for immediate assistance.

## **Hurricane Preparedness Plan**

The NDS Hurricane Preparedness Plan (found below in its entirety) was revised in February 2015 to reflect all lessons learned through Hurricane Katrina and Hurricane Isaac. These two hurricanes required two very different responses: Hurricane Katrina required evacuation of the seminary, and Hurricane Isaac required a shelter in place response.

### Purpose And Introduction

Hurricanes and other powerful storms are a natural part of life for anyone living along the Gulf Coast of the United States of America. As was evident in the days following Hurricane Katrina (August 29, 2005), the Notre Dame Seminary community needs to be prepared to deal with any and all weather related challenges that might come our way. With this in mind, the following Emergency Preparedness Procedures have been adopted as official NDS policy beginning with the 2006-2007 academic year.

### Basic Hurricane Information

List of Terms from the National Hurricane Center <http://www.nhc.noaa.gov/aboutgloss.shtml>

#### **Eye:**

The roughly circular area of comparatively light winds that encompasses the center of a severe tropical cyclone. The eye is either completely or partially surrounded by the eyewall cloud.

#### **Eyewall / Wall Cloud:**

An organized band or ring of cumulonimbus clouds that surround the eye, or light-wind center of a tropical cyclone. Eyewall and wall cloud are used synonymously.

#### **Hurricane / Typhoon:**

A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

#### **Hurricane Season:**

The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the Eastern Pacific basin runs from May 15 to November 30. The hurricane season in the Central Pacific basin runs from June 1 to November 30.

#### **Hurricane Warning:**

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *expected* somewhere within the specified area in association with a tropical, subtropical, or post-tropical

cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.

**Hurricane Watch:**

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *possible* within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds.

**Major Hurricane:**

A hurricane that is classified as Category 3 or higher.

**Saffir-Simpson Hurricane Wind Scale:**

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 129	Devastating damage will occur
4	130 - 156	Catastrophic damage will occur
5	> 156	Catastrophic damage will occur

A detailed description of the Saffir-Simpson Hurricane Wind Scale is available at <http://www.nhc.noaa.gov/aboutsshws.php>.

**Storm Surge:**

An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

**Tropical Depression:**

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

**Tropical Disturbance:**

A discrete tropical weather system of apparently organized convection -- generally 100 to 300 nmi in diameter -- originating in the tropics or subtropics, having a non-frontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

**Tropical Storm:**

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).

**Tropical Storm Warning:**

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *expected* somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone.

**Tropical Storm Watch:**

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *possible* within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone.

Storm Preparation – Storm Entering Gulf of Mexico & Hurricane Watch

To allow adequate time, all preparations should be made at the HURRICANE WATCH level. Since the Seminary will be closed at the issuance of a Hurricane Warning, ALL preparations MUST be done at the Hurricane Watch level.

Once the order to close the Seminary has been issued by the Rector/President, the Director of Facilities will work with the facilities staff in installing shutters, powering down A/C units, placing trash and paper bins inside, securing buildings, placing sandbags, locking elevators and doing other duties related to storm preparation. Non-facility personnel should no longer be present on the campus during this phase of preparation.

In the event of a storm, the Rector/President, Vice Rector, and Director of Facilities serve as the campus Hurricane Administrators. The Director of Facilities serves as the on-site Hurricane Administrator at this phase.

The on-site Hurricane Administrator, the Rector/President, and the Vice Rector will remain on campus. The Director of Facilities and essential personnel will make arrangements to pack necessary documents and equipment. They will move to off-site location and establish a satellite office for continuity of Seminary operations and communications. The Seminary must be prepared to coordinate operations and communications for an extended period in the event that the main campus remains inaccessible for weeks or months.

Decision To Close

The decision to close the Seminary will be based upon the projection of a threatening situation.

Bulletins issued by the National Hurricane Center and the Office of Emergency Management will be considered in determining the implementation of emergency procedures. The Rector/President or Vice Rector may close the Seminary in advance of a hurricane warning depending on local conditions; however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. The Director of Facilities will keep the Rector/President posted of the storm developments and official announcements.

In the event of a Mandatory Evacuation Order for the City of New Orleans (Category 2 hurricane or greater), Notre Dame Seminary will **not** be used as a shelter. Therefore, all NDS seminarians, resident priests, faculty, staff and guests will need to take personal responsibility for making individual arrangements for **both** his/her transportation out of the city as well as his/her housing outside of the path of the storm. It is imperative that each person's evacuation travel and housing plans are in place at the very beginning of the Fall semester. **Please, DO NOT WAIT for a storm to enter the Gulf to start your evacuation planning & preparation!**

It is important to remember that even "minor" storms can be dangerous and can hit with little or no warning. Although these storms might not require us to evacuate, they can knock out electrical power and might limit our water supply. All residents who require prescription medications are reminded to maintain at least a month's supply of these critical drugs. Reminder: Storm outages can last from as little as a few hours to as long as a few days - so **PLEASE BE PREPARED! Should power go off in Shaw Hall, no restroom facilities will be available in that building due to the electric sewer sump pump and all residents must use showers and restrooms in St. Joseph because it drains directly into city sewer.**

#### Notification of Emergency Closing

The Rector/President will implement a notification plan to notify the administrators, faculty, staff and students relative to Seminary closing. The Vice Rector will contact the media and the web master for the seminary to add a message to the website.

The closing announcement information may be found in the following areas: web Site, news media, and on Facebook.

**NOTE:** Each Class President is charged with confirming the transportation and housing evacuation arrangements for his classmates by Friday of the first week of class. The SA Vice-President is charged with confirming the evacuation arrangements for the 1st Year and the Pre-Theology classes. Please do not be anxious if you are unsure about your evacuation plans - the Rector is prepared to help any member of the NDS community find safe shelter.

#### **CHECKLIST of personal belongings you might want to take with you if we are required to evacuated:**

- Clothes (enough for one week).
- Books and study materials (the #1 regret of students after Katrina: "I wish that I'd brought my books!").
- Bible, breviary, rosary, spiritual reading, etc.

- Computer (at least your flash/zip drive, backup disks, or CPU).
- Personal medicines, especially prescription medicines (bring the original bottle/prescription for easy refills).
- Eye glasses/contacts or other critical personal items (e.g. sleep apnea breathing machine, insulin pump, etc.)
- Important documents (e.g. drivers license, passport, visas, etc.) as well as credit/calling cards & cash.
- Copies of seminary contact information (e.g. emergency phone #'s and websites) and your NDS ID Card.
- **YOUR CARS!** Do not leave your vehicle here, and do not wait until the last minute to fill it up with gas!

**Other things to do before evacuating:**

- Move your bike or other belongings UP from the ground floor level, in either building, to your room.
- UNPLUG all electrical equipment (e.g. computer, TV, stereo, etc.).
- MOVE any sensitive equipment or non-waterproof furniture away from your windows.
- EMPTY and DEFROST your refrigerator. (Leave the door of the fridge propped open for air circulation.)
- Leave the lights OFF, the Air Conditioner ON, CLOSE your windows and LOCK your door upon departure.
- Leave your evacuation contact information (e.g. address, phone #'s) with the Rector's office before departure.

Post Storm Recovery

Authorized Seminary personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees not authorized to be on campus during this damage assessment should monitor local media sources for information about re-opening. The Rector/President will issue a directive to reopen after conferring with the on-site Hurricane Administrator regarding damage assessment and debris removal.

Information regarding reopening will be available through the media but should be confirmed to employees within each department by utilizing the notification list. Upon returning to the Seminary, employees are to reverse preparations completed during the Hurricane Watch. Damage or requests for assistance should be reported to the Director of Facilities.

Storm Preparation Procedures – All Departments

**To be performed by all faculty, staff, and administration on June 1st**

Complete an emergency form to be held in the Rector/President's office that contains the following:

- Home Address

- An alternate email (non-NDS)
- An alternate telephone (non-NDS)
- Text messaging availability
- Contact information for an individual with whom you will be in contact

**To be performed by all Administrators on June 1st**

- Develop a systematic notification list of all personnel, particularly part-time staff and adjunct faculty.
- Be sure to have all contact information for those in your area.

**To be performed by all faculty, staff, and administration at the time of a Hurricane Watch**

- Relocate personal, privacy sensitive, perishable, and critical items from offices/work areas to predetermined alternate location
- Back up computer files
- Remove food from offices and refrigerators and place in dumpsters
- **DO NOT UNPLUG REFRIGERATORS**
- Relocate items placed near windows
- Ensure evacuating personnel make note to bring standard and car cell phone chargers

**To be performed by all faculty and administration at the time of a Hurricane Warning**

- Upon closure directive from the Rector/President or designee, execute notification list.
- Verify that all items listed under Hurricane Watch have been completed.
- Turn off and unplug computers, offices machines, electrical appliances (except refrigerators) and lights. **DO NOT UNPLUG REFRIGERATORS.**
- Close and lock windows and doors.
- Leave campus (except for on-site Hurricane Administrator and designated personnel).

**Post Storm Recovery**

- Follow public broadcast instructions regarding passing of the storm.
- Activate notification list.
- Reverse preparations completed during Hurricane Watch.
- Report damage to building or building contents to Director of Facilities.

**Hurricane Watch**

Upon the announcement of a Hurricane Watch by the National Weather Service, Facilities personnel are to make arrangements for protection of their families and personal property in case employees are needed at the Seminary. The issuing of a Hurricane Watch automatically places facilities employees on 24- hour call to duty. The on-site Hurricane Administrator assumes responsibility as the duty coordinator for all Facilities personnel on the campus. Under the direction of the on-site Hurricane Administrator, personnel will begin preparation for the expected storm event in accordance with the prepared plan. Staff will remain on site, continuing these preparations until they are complete at which time they will be discharged by the Supervisor.



- Suspend what is not necessary and begin to secure identified areas with minimal disruption to students.
- Remove debris from campus grounds and building roofs.
- Check trees for necessary trimming.
- Remove banners, signs, etc.
- Check gutters, remove obstructions.
- Remove wind screens and inspect light poles for tightness.
- Place trash and trash receptacles and newspaper bins in secure area.
- Verify generators as well as vehicle fuel tanks are full.
- Install shutters on designated areas.
- Secure moveable benches, etc.

### **Hurricane Warning**

Upon the announcement of a Hurricane Warning by the National Weather Service, the Seminary is officially closed, full-time Facilities personnel requested by the Rector/President and the Director of Facilities to report to duty will perform the following:

- Verify that all items listed under the Hurricane Watch have been completed.
- Coordinate with Security and check all buildings to confirm evacuation has occurred.
- Move trash from buildings to dumpster.
- Relocate loose/portable items from outside to inside buildings.
- Stage Seminary vehicles in a safe zone.
- Unplug computers from electrical outlet only.
- Complete tour of building exteriors.
- Lock elevators at top floor with door closed.
- Secure building doors.
- Sandbag identified areas.
- Secure the Information Technology area

### **Post Storm Recovery**

- Assess and video or photograph damage to both grounds and buildings.
- Contact employees for repair and start-up effort.
- Assist Information Technology in changing web site to indicate Seminary closed/re-open status.
- Remove debris and perform general clean-up.
- Develop accessible staging and storage areas outside damage zone.
- Reverse preparations completed during Hurricane Watch.

### **Faculty/Staff Preparations - Hurricane Watch**

All faculty and staff should prepare for potential closing of the Seminary by:

- Saving all work to the U: drive for back up
- Identify paper files required to be taken to perform work remotely, if needed.

The Finance Office staff should have in possession at time of evacuation the Hurricane Preparedness binder which includes at a minimum:

- College information and federal taxpayer identification number
- Basic insurance information: policy numbers, declarations page, contact information
- Bank account numbers and bank routing numbers
- Telephone numbers and email addresses for banking liaisons
- Login information and key fobs for remote banking
- Login info. and procedures for accessing governmental funds via website for draw downs
- Login information for payroll processing via web
- Policies and procedures for emergency events regarding handling cash, draw downs of federal funds, payments to vendors, student receivables and billing, and payroll
- Printer and keys for check printing
- Check stock

### **Post Storm Recovery**

Payroll will be processed remotely at the satellite location, following emergency response payroll policy established as needed by Rector/President. If for any reason it cannot be processed using the website system, the payroll service provider will be contacted and instructed as to processing the payroll for the College.

Invoices will be remotely processed using a Seminary card or check. Each invoice will be reviewed individually and paid as instructed by the Rector/President. Funds available and the extent of the storm damage will dictate what can be paid at that time.

The Director of Facilities will contact the appropriate department at the City of New Orleans to obtain entrance passes for essential employees required to return to campus.

### NDS And Media Contacts For Storm Related Information:

#### **NDS Emergency Phone Number**

(318) 636-3833

#### **Television**

WWL-TV 4 (CBS)

WDSU-TV 6 (NBC)

WVUE-TV 8 (FOX)

WGNO-TV 26 (ABC)

Louisiana Public Broadcasting

#### **Radio**

WWL-AM 870

## **Newspapers**

The Times Picayune / [www.nola.com](http://www.nola.com)

The Advocate / <http://theadvocate.com/>

## **Emergency Response and Evacuation Testing**

Annual testing of the emergency response and evacuation procedures will be conducted each fall. This testing may be announced or unannounced and the description of the test will be documented by the Director of Facilities. In addition, seminarians, students, administration, faculty, and staff will be notified of all security and safety policies and procedures during orientation each fall. All security and safety information can be found on the NDS website.

## **NDS Missing Student Policy**

The purpose of the NDS Missing Student Policy is to comply with the Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j). This act requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to establish both a Missing Student Notification Policy and an Official Notification procedure for handling missing persons. The NDS policy and procedure applies to missing student reports of seminarians who reside on campus and students who are enrolled but are not residents. As NDS only offers programs to post-baccalaureate and graduate students, all enrolled students will be over 18 years of age.

For purposes of this policy, a seminarian or student will be considered missing, if a classmate, faculty member, or other campus person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Upon enrollment at NDS each student (resident or non-resident) will have the option to identify an individual to be contacted by the Seminary in the event that the student is determined missing. The Rector/President's Administrative Assistant will maintain a confidential record of the students' submission of contact information. This information will be accessible only to authorized campus officials and will not be used or disclosed except in the furtherance of a missing person investigation.

## **NDS Official Notification Procedure**

If a member of the Seminary Community has reason to believe that a student is missing, they should immediately notify the Rector/President, the Vice Rector, or the Director of Facilities whether or not the student resides on campus. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the offices of the Rector/President, Vice Rector and Director of Facilities. If none of the listed

parties is available to receive the missing student report, the report must be given to the local law enforcement agency.

If located, verification of the student's state of health and intention of returning to the campus will try to be determined. When and where appropriate, a referral will be made to the proper mental and/or physical health authorities.

If not located, no later than 24 hours after the seminarian is determined missing, the Vice Rector will notify the person identified as the student's contact person, the seminarian's Vocation Director, and local law enforcement. In the event the student does not reside at the Seminary, the contact person and/or family of the student will be encouraged to notify the appropriate local police authorities.

The Seminary will initiate an investigation when notified that a student who resides at the seminary is missing, with no reasonable explanation for his absence. The investigation will include gathering of all information including: discussions with friends, mentors, advisors, and if possible, contacting them by phone or text.

## **NDS Policies on Sexual Misconduct**

### **Introduction**

Notre Dame Seminary Graduate School of Theology is committed to provide a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free from sexual misconduct as provided in Title IX and other applicable laws. NDS has adapted definitions, policies, and procedures on sexual misconduct from the Louisiana Board of Regents Uniform Policy on Sexual Misconduct.

NDS has implemented policies and procedures to prevent acts of sexual misconduct and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with the law and due process. NDS will provide support and assistance to complainants of sexual misconduct and shall report instances of sexual misconduct in accordance with law.

### **Scope of the Policy**

The NDS Policies on Sexual Misconduct apply to all students and employees of Notre Dame Seminary, whether on or off campus attending NDS programs or activities. In addition, this policy applies to all contracted vendors and third parties.

### **Definitions**

NDS will use the federal and state definitions of the following terms when making all decisions regarding sexual misconduct including publication of definitions, disciplinary decisions, Clery reporting decisions, campus climate decisions, and training and prevention decisions.

**Sexual Misconduct:** A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. Sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent or the persons depicted therein, as well as dating violence, domestic violence and stalking.

**Sexual Assault as defined by the Clery Act:** an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program

**Sexual Assault as defined by Louisiana State Law:**

**Non-Consensual Sexual Intercourse:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

**Non-Consensual Sexual Contact:** Any intentional sexual touching, or attempted sexual touching, without Consent.

**Sexual Exploitation:** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

**Stalking as defined by Clery Act:** Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR 2. Intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted 34 CFR 668.46(a)(ii)

**Stalking as defined by Louisiana state law:** Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any

other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

**Domestic Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

**Family violence definition in Louisiana law:** means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2)

**Domestic abuse definition in Louisiana law:** Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3)

**Dating Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

**Dating Violence definition in Louisiana law:** "Dating violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C) For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (1) The length of the relationship.
- (2) The type of relationship.
- (3) The frequency of interaction between the persons involved in the relationship.

Although the following definitions are not defined by state and/or federal law, the following definitions shall also be used in institutional policy and in the implementation thereof by all Louisiana public postsecondary education institutions.

**Sexual Harassment:** Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited Sexual Harassment are referred to as "Sexual Misconduct."

**Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

**Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through Coercion or from an individual whom the Alleged Offender knows or reasonably should know is incapacitated. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility.

**Incapacitation** An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice

to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily Incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are Incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

**Coercion** is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to Consent prior to engaging in sexual activity.

**Responsible Employee**: Each institution must designate and publish the names and contact information for easily accessible institution employees as Responsible Employees who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known sexual harassment or sexual misconduct to the Title IX Coordinator or other appropriate school designee does not render all institutional employees to be Responsible Employees. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters of sexual harassment or as Responsible Employees.

## **Options for Reporting**

NDS students have several options in which to report a sexual assault. If you have been sexually assaulted:

- **If you are in a dangerous situation and fear for your safety:** Call the New Orleans Police Department at 911.
- **Seek medical care.** You may need to receive medical treatment for injuries, and you may even have injuries of which you are not aware of.
- **We HIGHLY encourage you to seek care at the Sexual Assault Nurse Examiner (SANE) Program at University Medical Center which is the only location in Orleans Parish where evidence (A Rape Kit) can be collected. You will not be required to file a police report,** but by seeking care at LSU-SANE, you will have more options available in the future if you decide to file a police report.
- **Know that you are not alone.** There are people who can help you process what you are experiencing and explain the options available to you.



- **It is your choice to determine when and in what manner you recover from your trauma.** It is up to you to make the decisions that will be best for you.
- **Remember, the assault was not your fault.**

### **Procedures for Reporting:**

NDS encourages victims of sexual violence or any form of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the seminary can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” This means that they are **not required to report any information** about an incident to the Title IX coordinator without a victim’s permission.

The employees in this category would be the Spiritual Director – Fr. Joseph Palermo and the Counselor – Mr. Mario Sacasa.

- Other employees may talk to a victim in confidence, and **generally only report to the Seminary that an incident occurred without revealing any personally identifying information.** Disclosures to these employees will not trigger a College investigation into an incident against the victim’s wishes. While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

The employees in this category would be the Registrar – Dr. Rebecca Maloney and the Director of MA Programs – Dr. Chris Baglow and the Director of Pastoral Formation and Field Education – Fr. Joseph Krafft.

- Thirdly, some employees are **required to report all the details of an incident** (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the Seminary – and generally obligates the Seminary to investigate the incident and take appropriate steps to address the situation and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and

alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the Seminary to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

These employees include the Director of Facilities – Mr. Travis Gehrkin, the Rector/President – Fr. James Wehner, the Vice-Rector – Fr. Deo Ekisa, and all NDS faculty members.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. NDS encourages victims to talk to someone identified in one or more of these groups.

**NOTE:** While these professional and non-professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the Seminary, they may have reporting or other obligations under state law.

**ALSO NOTE:** If the Seminary determines that the alleged perpetrator(s) pose a serious and immediate threat to the NDS community the Rector/President and/or the Campus Security Authorities (CSAs) may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

**If the Seminary determines that it cannot maintain a victim's confidentiality,** NDS will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the Seminary's response. NDS will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or NDS employees, will not be tolerated.

NDS will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and,
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

NDS may not require a victim to participate in any investigation or disciplinary proceeding. Because NDS is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the

Seminary to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. **If NDS determines that it can respect a victim’s request for confidentiality**, the Seminary will also take immediate action as necessary to protect and assist the victim.

### **Anonymous Reporting**

Although NDS encourages victims to talk to someone, the Seminary provides a means for anonymous reporting. If a student or employee would like to anonymously report evidence of sexual misconduct, the student or employee can email the Rector/President with the information. Please know that personally identifying information from the email may serve as notice to the College for the purpose of triggering an investigation.

## **Prevention and Awareness Programs**

NDS requires annual participation of their students in education and prevention programs that include, but are not limited to: (a) awareness programs; (b) bystander intervention programs; (c) ongoing prevention and awareness campaigns; (d) primary prevention programs; and (e) education on risk reduction. NDS will document all training programs and maintain attendance lists.

### Awareness Programs

Awareness programs consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.

### Bystander Intervention

Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

### Ongoing Prevention and Awareness Campaigns

Ongoing prevention and awareness campaigns must consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

### Prevention Programs

Primary prevention programs must consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic

violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

### Risk Reduction

Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional options may include designation and publication of “red zones” (i.e., times and places of high incidence of crimes, including sexual violence).

### **Off-campus Counselors and Advocates**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the Seminary unless the victim requests the disclosure and signs a consent or waiver form.

Following is contact information for these off-campus community resources:

#### [Metropolitan Center for Women and Children](#)

*Phone: (504) 837-5400*

*24/7 Crisis Hotline: (504) 837-5400*

*Toll Free: 1-888-411-1333 (Louisiana Domestic Violence Hotline)*

*Assists individuals affected by family violence, dating violence, sexual assault, and stalking*

#### [New Orleans Family Justice Center](#)

*Phone: (504) 592-4005*

*24/7 Crisis Hotline: (504) 866-9554*

*Assists individuals affected by family violence, dating violence, sexual assault, and stalking*

#### [VIA Link](#)

*Toll Free Phone: (800) 749-2673*

*Direct phone: (504) 269-2673*

*24 hour crisis call center for the Metro New Orleans Area providing short-term crisis counseling, information on social service agencies in the 10 parish service area, and comprehensive referrals to meet caller's specific needs.*

#### [Sexual Assault Nurse Examiner \(SANE\) Program](#)

##### [Louisiana State University Interim Hospital](#)

*(504) 903-3000*

*2021 Perdido Street (Emergency Room off Gravier St.)*

*New Orleans, LA 70112*

*Nurses with special training in sexual assault provide exams and care for victims of sexual assault. Only location in Orleans parish where forensic evidence (a rape kit) can be collected for sexual assault victims.*

### [New Orleans Sexual Assault Response Team \(SART\)](#)

*A collaboration of agencies working together to strengthen New Orleans's response to sexual assault. This site provides information about sexual assault.*

**NOTE:** While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

### Some Facts about Sexual Abuse

**There are many reasons why a physical exam is important after experiencing sexual abuse.**

**Some reasons include the following:**

- to determine the presence of sexually transmitted diseases, pregnancy, or DNA evidence,
- to obtain the history of occurred,
- to identify and document evidence of injury or infection,
- to diagnose and treat any injuries resulting from the attack,
- to assess safety and make a report to the police if needed,
- to document findings in such a way that information can be effectively and accurately presented, if requested by a law enforcement agency, and
- to help to ensure well being.

Victims over 18 years old should remember that even if they do have a full exam and a rape kit is completed, they are not obligated to make a police report.

**Once a decision is made to get an exam done, the following information could help:**

- There are several hospitals in this area that are specially equipped to help victims of sexual assault.
- In New Orleans, LSU interim hospital, also known as University Hospital, at 2021 Perdido St. has the SANE (Sexual Assault Nurse Examiner) program called the SAFE Center to assist adult victims. Children's Hospital has a CARE program for child victims of sexual assault. If the assault has occurred within 72 hours, the child needs to be seen in the ER. If the assault is older than 72 hours, it is best that the child is seen in a clinic type setting of the CARE cottage.
- Once the victim arrives at any hospital, the victim should ask for a SANE nurse or the person who handles sexual assault cases.
- The nurse will explain options available to victims, and will give information about the available Safe centers.
- Victims over 18 years old should remember that even if they do have a full exam and a rape kit is completed, they are not obligated to make a police report.
- If the victim decides to file a report, the SANE nurse will contact the police.

**If the victim decides to call the police after the assault, the following information could help:**

- Remember, the first officers arriving on the scene are there to help, to ensure safety, and to gather information.
- Who, what, and where are the most common questions the police might ask. They know talking about the assault might be difficult, but the information can be used to be able to provide the appropriate resources.
- The victim should ensure her/ his own safety before calling the police; this is the police's first concern.
- The 911 operator will fill a complaint and will ask questions about the incident. This will help the officers assist the victim better.
- Avoid bathing, urinating, wiping, eating or drinking because such actions could cause evidence to be destroyed. Do not discard the clothing worn during the attack. If a change of clothes is necessary, the clothes worn during the attack should be put in a paper bag and given to the police officers.
- In most sex crimes a detective will be called to the scene. If the victim has not gone to the hospital for a medical exam yet, the detective will transport you. The detective will also interview any witnesses, exam the scene, and attempt to apprehend the perpetrator.
- If questioned about the investigation, direct questions to the director or supervisor of the case. Any questions after the arrest can be directed to the District Attorney handling the case.

**If sexual assault victims have any questions, need services, or need someone to talk to, please call the Metro 24-hour crisis hotline: 504-837-5400**

*The information above was taken from the Metropolitan Center for Women and Children website: <http://www.mcwcgno.org/gethelp/sexual-assault.html>*

## **Archdiocesan Policies on Sexual Abuse**

The following policies have been adopted by Notre Dame Seminary Graduate School of Theology from the Archdiocese of New Orleans Policy Handbook. These policies have retained their numbering as found in that handbook.

### 20.12.1 Principles of Ethics and Integrity in Ministry: Code of Ethics

Relationships among people are a foundation of Christian ministry and are central to Catholic life. Defining healthy relationships is not meant, in any way, to undermine the strength and importance of personal contact or the ministerial role. Rather, it is to assist all who fulfill the many roles that create the living Church to demonstrate their love and compassion for children and adults in the most sincere and genuine relationships. It is with the intention that relationships in ministry be experienced at all times as charitable and without intention to do harm or allow harm to occur, that the following Code of Ethics has been adopted by the Archdiocese of New Orleans. All Church personnel are asked to carefully consider each standard in the Code and within the Policy on Ethics and Integrity in Ministry before agreeing to adhere to the standards and continue in service to the Diocese.

- Church personnel shall conduct themselves in a manner that is consistent with the discipline, norms and teachings of the Catholic Church.

- Church personnel shall exhibit the highest Christian ethical standards and personal integrity.
- Church personnel shall not abuse or neglect a minor or an adult.
- Church personnel shall provide a professional work environment that is free from harassment.
- Church personnel shall not take improper advantage of a counseling, supervisory and/or authoritative relationship for their own benefit.
- Church personnel shall report immediately all concerns about suspicions of inappropriate behavior or physical, emotional, psychological, or sexual boundary violations to their pastor, their principal, the chancellor, or the Vicar General.
- Church personnel shall adhere to reporting laws of the state of Louisiana when they have cause to believe an incident of abuse or neglect of a minor has occurred; they shall also follow the requirements of the Archdiocesan Policy Concerning the Abuse and Neglect of Minors.

#### 20.12.2.1 Church Personnel

For the purposes of this policy, the following are included in the definition of Church personnel:

- Priests and Deacons (Clerics): Any cleric of or in the Archdiocese of New Orleans.
- Seminarians, Aspirants, Deacon Candidates and Religious in Formation: All seminarians who provide ministerial service in the Archdiocese and are legitimately enrolled in the seminary program of the Archdiocese; those who are enrolled in the permanent diaconate formation program; all members of religious institutes and societies of apostolic life who are in formation.
- Lay Faithful:
  - o All paid personnel whether employed in areas of ministry or other kinds of services by the Archdiocese, its parishes, schools or other agencies.
  - o All volunteers includes any person who enters into or offers himself/herself for a Catholic Church related service of his/her own free will.
  - o Members of religious institutes or societies of apostolic life who are working for the Archdiocese, its parishes, schools or agencies, or who are otherwise engaged in the care of souls, the public exercise of divine worship, and other works of the apostolate (Canon 678).
  - o Hermits and consecrated virgins residing within the Archdiocese.

#### 20.12.2.2 Types of Misconduct

For the purpose of this policy, misconduct includes the four types of behavior listed below:

- Immoral conduct: Conduct that is contrary to the discipline and teachings of the Catholic Church.
- Harassment: The inappropriate and offensive use of power where the purpose or the effect is to create a hostile or intimidating relationship.
- Exploitation: Taking advantage of a relationship for one's own benefit.

- Abuse of minors: The definition of abuse of minors is further defined above. Scandal is an attitude or behavior which leads another to do evil. Scandal damages virtue and integrity. It is a grave offense if by deed or omission another is deliberately let into a grave offense. (Catechism of the Catholic Church, No. 2284).

#### 20.12.2.3 Standards of the Archdiocese as to Prevention of Immoral Conduct

- Church personnel must be worthy of public trust and confidence. It is essential that Church personnel view their own actions and intentions objectively to assure that no observer would have grounds to believe that inappropriate or immoral conduct exists. All Church personnel have a responsibility to strive to uphold the standards of the Catholic Church in their personal lives and day-to-day ministry.
- Further, it is fundamental to the mission of the Archdiocese that Church personnel exhibit the highest ethical standards and personal integrity. The purpose of this policy is to ensure that all Church personnel follow the ethical standards of the Catholic Church. Therefore, Church personnel are prohibited from engaging in the following conduct:
  - o Conduct not in keeping with the morals and teachings of the Catholic Church.
  - o Actions that are disruptive to the ministry and public worship.
  - o Procurement or participation in the procurement of abortion, committing homicide or euthanasia.
  - o Possession or distribution of pornographic material.
  - o Adultery, promiscuity or illicit co-habitation.
  - o Abuse or distribution of alcohol, drugs, gambling, or pornography.
  - o Stealing or any other form of theft, including but not limited to misappropriation of Church funds.
  - o Sexual harassment, exploitation or abuse.
  - o Physical assault and fighting.
  - o Inappropriate use of electronic media, as defined in the Electronic Media

#### Policy of the Archdiocese of New Orleans.

- Church personnel should not harm the reputation of others by:
  - o Disclosing, without legitimate cause, any information, faults or failings of others to persons who have no cause to know them.
  - o Making false allegations against another.

#### 20.12.2.4 Prevention of Harassment: Guidelines for Professionalism Among Church Personnel and Other Adults

##### Definitions

- Sexual harassment includes sexual behavior that fails to respect the rights of others, that lowers morale and that, therefore, interferes with ministry effectiveness. Harassment may take different forms, including, but not limited to:
  - o Verbal: Sexual innuendos, suggestive comments, jokes of a sexual nature,



- sexual propositions, threats;
- o Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
- o Physical: inappropriate physical contact, including touching, pinching, brushing the body, pushing, patting, feeling, tickling, massaging.
- o Harassment must be severe and/or pervasive and must be measured objectively, not subjectively.
- o Severe conduct is sufficient to alter a workplace environment even though it may occur only once.
- o Pervasive conduct is a persistent pattern of harassment that affects the work place.

#### Standards of the Archdiocese as to Prevention of Harassment

- The Archdiocese of New Orleans will work to protect the rights of all who serve and are served in the Archdiocese.
- Church personnel shall provide a professional work environment that is free from harassment.
- Church personnel shall not engage in harassment and shall not tolerate harassment by other Church personnel.
- Allegations of harassment shall be taken seriously and reported to the immediate supervisor. If, in the event the allegation of harassment is by the immediate supervisor, the report shall be made to the Director of Human Resources.

#### 20.12.2.5 Prevention of Exploitation: Guidelines for Counseling

##### Definitions

- Counseling occurs when any Church personnel offers advice concerning moral, spiritual or personal matters.
- Exploitation occurs when Church personnel take advantage of the counseling relationship for the benefit of the counselor.
- A conflict of interest occurs when Church personnel take advantage of counseling relationships in order to further their own interest.
- Sexual exploitation is sexual contact between Church personnel and the recipient of their counseling, regardless of who initiates the contact.

##### Standards of the Archdiocese in Prevention of Exploitation

Church personnel shall set and maintain clear, appropriate boundaries in all counseling relationships, including but not limited to the following:

- Counseling should be conducted in appropriate settings at appropriate times and should not be held in places or times that would cause confusion about the nature of the relationship for the person being counseled.
- No counseling should be conducted in private living quarters.
- Church personnel shall recognize their limitations in counseling situations and shall refer people to other professionals when appropriate.
- Church personnel should not engage in dating, romantic relationships, exploitation, sexual exploitation, and/or sexual intimacies with persons whom

they counsel. Church personnel are also prohibited from engaging in situations or conduct that can give the appearance of exploitation, sexual exploitation, or sexual intimacies with persons whom they counsel or have counseled.

#### Standards of the Archdiocese as to Confidentiality

- Information of a confidential nature disclosed to Church personnel during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible, with due regard for the restrictions of confidentiality in civil and/or canon law.
- In accordance with the norm of canon law (c.983), the sacramental seal is inviolable by divine mandate; therefore, it is absolutely forbidden for a confessor to betray the confidence of a penitent in any way and for any reason. This is applicable forever, even after the penitent has died.
- Church personnel shall discuss the nature of confidentiality, including its limitations, with each person who seeks counseling whenever possible and appropriate.
- Information learned by clergy and religious who engage in pastoral counseling is confidential and not ordinarily subject to disclosure.
- While church personnel may and should strive to keep information confidential, depending on the nature of the information that they receive, they also may be obligated by Louisiana law to inform the civil authorities of abuse or neglect of a minor or be obligated morally (if not also civilly) to report that either the person being counseled or another person is in danger of physical harm.
- It may result in such church personnel being mandatory reporters in regard to abuse or neglect of a child under Louisiana law. Similarly, if they receive information that a person is suicidal or homicidal in circumstances that are other than pastoral or spiritual, the priest, deacon or religious has a moral obligation (and possibly a responsibility under civil law) to report such information to persons who need to know, e.g. police and/or parents of a child, to prevent any harm from occurring.
- If disclosure must be made, when appropriate, the Church personnel should inform the person being counseled about the disclosure.
- With the exception of knowledge gained in the Sacrament of Penance, knowledge that arises from counseling may be used in teaching, delivering homilies, or other public presentations only when effective measures have been taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.
- If Church personnel discover, while counseling a minor, that there is a serious threat to the physical or moral welfare of the minor and that communication of confidential information to a parent, legal guardian, or legal authority is essential to the child's health and well-being, the Church personnel should disclose only the information necessary to protect the health and well-being of the minor.
- Any questions should be discussed with the pastor, supervisor, or the Safe Environment Coordinator.

#### Standards of the Archdiocese as to Conflicts of Interest

- Church personnel shall establish clear, appropriate boundaries with anyone with whom they have a spiritual, ministerial, business, professional, or social

relationship.

- Church personnel shall avoid pastoral counseling, situations, or encounters that might present a conflict of interest. Even the appearance of a conflict of interest can call into question integrity and professional conduct.
- Resolution of conflict of interest issues must protect the person being counseled.

## **Archdiocesan Policy on Sexual Harassment**

### 20.14 Sexual Harassment

Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide employees and volunteers serving in offices, parishes, schools and programs of the Archdiocese of New Orleans with a workplace free from sexual harassment and free from any sexual conduct deemed inappropriate by the Roman Catholic Church. Should any employee or volunteer engage in any conduct violative of Roman Catholic Church teachings or principles, the archdiocese reserves the right to take whatever disciplinary action it deems appropriate as to any employee or volunteer.

In addition, pursuant to applicable laws, employees and volunteers of the archdiocese are entitled to a workplace free of sexual harassment. In that regard, the archdiocese will not permit any employee or volunteer, male or female, to sexually harass another in any way. Legally prohibited sexual harassment may involve, but is not limited to:

- Making, as a condition of a person's continued employment or service, unwelcome sexual advances or a request for sexual favors or other verbal or physical conduct of a sexual nature; or,
- Making submission to or rejection of such conduct the basis for tangible employment decisions affecting the employee or volunteer; or,
- Creating an intimidating, hostile, or offensive working environment by such conduct that is so severe and pervasive that it alters the conditions of the victim's employment and creates an abusive work environment.

Sexual harassment includes behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include but are not limited to:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats; or,
- Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures; or,
- Physical: Unwanted physical contact, including touching, pinching, brushing the body, pushing.

Whatever form it takes, sexual harassment is insulting and demeaning to the recipient and will not be tolerated in the Archdiocese of New Orleans. All employees and volunteers must comply with this policy and take appropriate measures to ensure that such conduct does not occur.

Depending upon the nature and extent of any violations of this policy, such violations may result in disciplinary action up to and including termination of employment or volunteer services and/or notification of appropriate civil or criminal law enforcement authorities for their action, if any.

If an employee or volunteer believes that he or she has been subjected to sexual harassment by any other employee or volunteer, that person shall immediately report the matter in writing to his or her supervisor or volunteer coordinator, keeping a copy of the report for his or her own records.

Under no circumstances need an employee report the harassment to a supervisor or volunteer coordinator who is the person being accused of sexual harassment. In such a situation, the employee or volunteer shall report the alleged harassment in writing to the next highest supervisor about the immediate supervisor or volunteer coordinator.

The Archdiocese of New Orleans will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints will require disclosure to the accused party, other witnesses and superiors in order to gather pertinent facts.

Following receipt of a complaint as to sexual harassment, the supervisor or volunteer coordinator (or other official in cases where the immediate supervisor or volunteer coordinator is the accused) -- or the designee of the supervisor or volunteer coordinator -- shall immediately begin an investigation into the alleged sexual harassment. If there is a designee to perform the investigation, the supervisor or volunteer coordinator shall remain responsible for ensuring that an investigation is conducted.

Any such investigation shall include an interview of the complainant and obtaining from the complainant a written statement setting forth times, dates, places, exact quotes or behaviors, and the names of witnesses. The supervisor (or, again, his or her designee) shall also collect from the complainant any physical evidence, such as written notes, e-mail, recordings or other items that may corroborate (or contradict) any aspect of the complaint.

The supervisor or designee in charge of the investigation shall also interview the alleged harasser, and, if possible, obtain a written statement of the events that occurred, if any. If the harasser admits the offending conduct, then an explanation for the behavior shall be requested and appropriate disciplinary action taken.

If the alleged harasser denies the alleged action, at that point the supervisor or designee shall also interview any key witnesses who may have knowledge of the alleged harassment, e.g., through overhearing or witnessing the harassment.

Any interviews with any persons - the alleged victim, alleged harasser, or any witnesses - shall take place on a confidential basis, with the supervisor or volunteer coordinator obtaining from each employee and/or witness an agreement to keep the matter confidential, preferably in the

written statement to be obtained from any employee. When interviewing witnesses, the supervisor or volunteer coordinator shall also balance the goals of obtaining full information that supports or contradicts the complaint against poisoning the work environment if the complaint proves unfounded. The written statements obtained from all witnesses shall include all details of time, dates, and places where the harassment, if any, occurred, in addition to the confidentiality agreement mentioned above.

In the situation where the alleged offensive conduct is denied, following a review of the statements from the complainant and witnesses and the resolution of any inconsistencies in these statements, the supervisor shall attempt to reconcile all of the employees' positions to determine whether or not offensive conduct occurred. If so, then appropriate employee discipline must be taken, up to and including termination.

If the investigation results are inconclusive as to whether sexual harassment has occurred, the supervisor or volunteer co-coordinator shall immediately reinforce this policy against sexual harassment to all relevant, i.e., involved employees, including but not limited to possible counseling of the alleged harasser and/or the complainant. If feasible and if approved by the alleged victim, the appropriate supervisor may also consider offering to the complainant a transfer to another position and/or take action to prevent contact between the complainant and alleged harasser.

If the investigation results are conclusive that sexual harassment has occurred, then the supervisor or volunteer coordinator must take immediate steps to ensure that the offending action ends and shall take disciplinary action against the offender, which may range from counseling to termination of employment depending on the nature of the harassment.

During the investigation, the supervisor shall also take steps to ensure that no sexual harassment or retaliation against the complainant occurs. Such steps may include, but are not necessarily limited to, the appropriate supervisor's segregating the complainant from the alleged offender in the workplace setting or suspension with pay of the accused party, depending on the egregiousness of alleged offense and the circumstances.

In all cases, the complainant shall be apprised of the results of the investigation. Further, as mentioned, no retaliatory action shall be taken against the complainant. If the complaint is totally baseless and without any foundation, the supervisor or volunteer coordinator shall consult with the archdiocesan attorneys prior to taking any action against the complainant.

#### 20.14.1 The Following is Meant To Serve As A Commentary And Explanation Of The Above Policy On Sexual Harassment

Definitions are not clear-cut when dealing with a complex issue such as sexual harassment in the workplace. While there are some actions or behaviors that most would agree are blatantly offensive and inappropriate for the workplace, it is sometimes more difficult to identify the most subtle forms of sexual harassment. However, such subtle harassment can be just as damaging to affected individuals.

The identification of sexual harassment is often based on individual perceptions and can involve subjective interpretations of behavior. What may be offensive to one individual may not be offensive to another. A person may not intend for his/her actions to offend another. Further, in order to be legally actionable in terms of a sexually objectionable environment (as opposed to the situation where a supervisor requires sexual favors in return for continued employment, promotions, etc.), the sexually objectionable work environment must be one that a reasonable person finds objectionable and one that the victim in fact perceives to be objectionable. Thus, factors in identifying workplace sexual harassment rest on the effect of the behavior on the recipient weighed against a standard of reasonableness, not necessarily on the intent of the sender.

Sexual harassment in the form of workplace harassment (again, as opposed to the requirement of sexual favors for continued employment, promotions, etc.) must have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or abusive work environment that is severe and pervasive.

Further, the circumstances regarding alleged offensive behavior must be examined to determine whether a hostile work environment has been created. Determining factors may include the frequency of the offending conduct, its severity, whether it is physically threatening or humiliating, or whether it unreasonably interferes with another's work performance or psychological well-being. Any of these factors alone or in combination may constitute harassment. However, hostile work environment does not necessarily include genuine but innocuous differences in the way men and women interact with members of the opposite or same sex, simple teasing, offhand comments, and isolated incidents (unless extremely serious). Sexual harassment can cover a wide spectrum of behavior, both intentional and unintentional. Outlined below are some examples of behavior/actions that could constitute harassment and create a hostile work environment if so severe and pervasive as to alter the conditions of the job and to create an abusive work environment. However, it should be noted that this list is not all-inclusive:

#### Verbal

- o sexual innuendos;
- o off-colored jokes;
- o unwelcome comments on one's physical appearance/dress;
- o derogatory or vulgar comments directed at an individual;
- o suggestive or insulting sounds (e.g., catcalls, kissing sounds, etc.);
- o propositioning/asking for sex.

#### Non-Verbal

- o demeaning, offensive, suggestive or degrading pictures, posters,
- o calendars, cartoons, memos, letters or E-Mail notes;
- o pornographic material;
- o obscene gestures or motions;
- o leering or staring;
- o indecent exposure.

## Physical

- o unwanted physical contact (e.g., brushing up against, pinching, kissing, hugging, massaging, touching, etc.);
- o blocking or impairing a person's movement;
- o unwelcome sexual advances;
- o physical assault or rape.

Each employee or volunteer is responsible for continually examining his or her behavior and carefully evaluating his or her actions in advance to avoid creating an offensive working environment. A general "rule-of-thumb" test for determining whether your actions/ behaviors may be inappropriate for the work place is to ask yourself the following questions:

- Would I do or say the same thing if my supervisor, spouse, parent, or child were present?
- Would I take the same action if I knew it would be published with my name associated with it in the local paper the next morning?
- Would I feel comfortable if someone else did or said the same thing to a member of my own family?

If there are any doubts about whether another individual might be offended, then such behavior should not take place.

To insure a workplace that is harassment free for all employees, awareness and sensitivity by every individual is essential. Each employee and volunteer can make a significant impact on preventing harassment in the workplace by following the guidelines outlined below:

## **Employee Responsibilities**

- Evaluate in advance the possible impact of actions on others - if you have any doubts about whether behavior might be offensive, don't do it.
- Be courteous and respectful of others in their individual differences.
- If an employee or volunteer feels that he or she is being harassed, or if an employee or volunteer is aware of another employee/volunteer being harassed, take appropriate actions to address, report in writing and resolve the matter as outlined in this policy.
- Cooperate fully and truthfully with archdiocesan investigations of alleged harassment.

## **Management Responsibilities**

All persons in a position of authority have the responsibility for promoting and maintaining a workplace which is free from prohibited discriminatory activity, including harassment, by following the steps outlined below:

- Be alert to problems in the workplace that might result in the creation of hostile work environments.
- Set a personal example by carefully monitoring your own words and actions to treat others with dignity and respect.
- Maintain an open-door policy to encourage those with concerns to come forward to either you or to alternative resources such as pastors or others.
- Take all harassment allegations seriously and provide a supportive environment to help resolve the individual's concerns.

- Initiate a proper investigation of all allegations with the assistance of appropriate archdiocesan authorities or attorneys, if necessary.
- Remain impartial/non-judgmental during investigatory process.
- Provide involved parties with an opportunity to present their perspective.
- Maintain investigatory information confidential among persons who need to know.
- Take consistent and appropriate corrective actions when warranted based on the facts surrounding the situation and provide feedback to the appropriate party(s) regarding the final resolution.
- Strictly enforce compliance with a harassment-free workplace and prohibit adverse action against individuals who raise good-faith harassment concerns or provide truthful information to the archdiocese in conjunction with investigations.

### **What Employees Should Do If You Believe Harassment Has Occurred**

It is recognized that a victim's reporting harassment can be difficult and uncomfortable. It is important to realize, however, that if offending behavior is ignored or if it is assumed that someone else will deal with it, the offending behavior may not stop. Additionally, the harasser may be offending others, too. Therefore, individuals who believe they are being harassed or who observe or are otherwise aware that a fellow employee is being subjected to sexual harassment should - in addition to reporting the sexual harassment as outlined above - take the following actions:

- Confront the alleged harasser and inform the individual that his/her behavior or actions are not welcome;
- Tell the individual to stop the offensive behavior immediately;
- Be specific with the offending individual about the behavior to be stopped and its negative effects.
- In all cases, the employee who believes that he or she is the subject of sexual harassment shall:

- o Document concern(s) in writing and include such documentation in the complaint to the supervisor and/or volunteer coordination, i.e., keep track of specific dates/times/places, details of the offending behavior; note any witnesses' names and what they observed;
- o Report concerns in writing to supervisor/volunteer coordinator;
- o Cooperate fully and truthfully with the investigation and recognize that no adverse action will be taken against the reporter of harassment for making a good-faith harassment complaint or for assisting in the investigation.

## **Fire Safety Statistics and Annual Safety Report**

### **Fire Safety Log**

The Director of Facilities is responsible for maintaining a written fire log that records any fires that have occurred on-campus. This log includes the date the fire was reported, the nature of the fire, the date and time of the fire, and its general location. The information contained in this log



will be accessible to the public on the NDS website in the Annual Fire Safety Report.

## **Annual Fire Safety Report**

The Director of Facilities is responsible to publish and distribute an annual fire safety report during orientation each fall to all enrolled students and employees. In addition, the Director of Facilities will post this annual fire safety report on the NDS website. This annual report will contain all fire statistics gathered from the previous year in addition to all NDS policies pertaining to fire safety and can be found on our website at: <http://nds.edu/campus-safety-and-security-documents/>

## **Fire Safety System**

Fire alarm pull stations (red boxes) are located at each stairwell exit on each floor of both buildings.

Each residential room has a smoke alarm that is connected to a central monitoring system located on the second floor and in the main lobby. There are also back-up smoke alarms in main corridors of the residential areas that trigger strobes, horns, and the fire alarm system in both buildings. The fire alarm system is connected to a 24 hour monitoring service with the New Orleans Fire Department.

Fire extinguishers are visible in residential halls, main floors, and maintenance areas and are inspected annually.

## Fire System Improvements

The fire suppression system in the kitchen has been replaced and the fire lane has been opened up and clearly marked access in front of building. The NDS campus has been cleared of trip hazards, the canopies on all trees have been lifted which improves visibility and enhances security lighting. Updated structural design (i.e. railings installed in outdated stairwells, handicapped elevator and ramps were added, and push button door installed) have been applied to new construction or the retrofitting of existing structures.

Smoke alarms were installed in all HVAC ducts and dampers for automatic shutdown. In addition, stand pipe systems are located in each stairwell in Shaw Hall for access to water. At completion of the scheduled renovation, St. Joseph will have a sprinkler system in every dorm room and public space, including Schulte Auditorium.

## Electrical Appliances

Any appliance that produces heat (e.g., hot plates, coffee makers with hot plates, toasters, toaster ovens, non-electric space heaters, etc.) is a fire hazard and is prohibited in a seminarian's room.

Items such as exterior antennae or other external implements may not be installed. Permission for

small refrigerators or other larger appliances may be sought from the Director of Facilities.

Every allowable appliance must be plugged directly into a power strip or into the wall itself. Absolutely prohibited are the use of extension cords and the practice of plugging one power strip into another. Surge protectors are supplied for students' rooms as well as other offices and seminarian use areas. If additional surge protectors are needed, contact the Director of Facilities. "Daisy chaining" of surge protectors together is strictly prohibited.

### Tobacco Use and Open Flames

Notre Dame Seminary recognizing the deleterious effects of tobacco use on fostering the good health necessary in undertaking the demands of priestly ministry, strongly discourages its use by seminarians.

Notre Dame Seminary is located within the City of New Orleans, Orleans Parish, State of Louisiana: therefore, all the city, parish, and state regulations regarding the matter of smoking must be observed. It is required that some reasonable, posted, and observed policy regarding smoking be provided.

Smoking [of any tobacco] is prohibited in any building on the campus. Smoking of tobacco is only permitted outside at the designated places. The Director of Facilities will review each year the location of designated places and will distribute this information at orientation each year.

Open flames, the use of candles, or other fire hazards are not permitted in individual seminarian rooms.

### **Reporting a Fire**

In the event of a controllable fire, fire extinguishers are provided at various locations throughout the seminary buildings. A more serious fire should activate the installed fire detection system and it, in turn, should inform the fire department. Water should never be used on electrical fires.

If a fire is detected, and no alarm is sounding, immediately call 911 and alert others to the emergency.

### **Fire Evacuation Procedure**

Should the fire alarm sound in any building, proceed immediately to the place designated for assembly outside that building. The Vice Rector will review at the beginning of each year the exact location seminarians are to report as well as the location and proper operation of fire equipment.

If the fire alarm sounds, evacuation of the buildings is *required* for all. As seminarians depart their room, all lights and electrical items are to be turned off and doors are to be closed to prevent drafts. Once outside of the building, seminarians are to stay out of the way of

firefighters.

### **Fire Drills**

Regular tests are conducted on the mechanical system by which fires are detected within the buildings. Periodic fire drills may also be conducted at the discretion of the Rector-President and the Director of Facilities. Fire drills are meant to protect the lives of all. The sound of the drill is the same as that of an actual alarm. During the drill, all are to proceed to areas designated for gathering.