



Annual Campus Safety & Security Report

Annual Campus Fire Safety Report

2023

(Statistics from 01/2021-12/2022)

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Introduction

In compliance with the campus security and safety reporting requirements specified by the Federal Government, the following is Denver Seminary's combined 2023 Annual Safety and Security Report and Annual Fire Safety Report. These reports cover incidents of campus crime and fire in student housing during the 2022 calendar year, as well as policy and procedure information regarding security and safety. Federal regulations, under the Clery Act, require all public and private post-secondary educational institutions participating in federal student aid programs to publish an annual report that contains three years of campus crime statistics and fire statistics for the on-campus student housing facility.

Under amendments to the Clery Act mandated by the Violence Against Women Reauthorization Act of 2013 (VAWA), institutions of higher education are also required to compile statistics for incidents of domestic violence, dating violence, and stalking, and include certain policies, procedures, and programs pertaining to these incidents in their Annual Safety and Security Report. This information is contained in this report.

Annual Security Report

Denver Seminary is committed to providing a safe environment for all members of each of our campus communities. We understand that appropriate policies, in conjunction with personal responsibility and vigilance on the part of all members of the Seminary community, are necessary to maintain an environment of safety. As our crime statistics indicate, we have been very fortunate historically in having a low crime rate on our Littleton campus and in the immediate neighborhood.

Denver Seminary's Mission

Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture. Through our educational programs and mentoring process, we challenge students to grow spiritually, intellectually, and professionally to lead God's people in the accomplishment of his mission in the world.

Scope of this Report

This report presents statistical information on crimes covered in the Clery Act that occurred on the Denver Seminary campus during 2020, 2021 and 2022.

Building Locations

Academic and Administrative Buildings

All the following buildings list the Seminary address, 6399 South Santa Fe Drive, Littleton, Colorado 80120:

- Graber Administration Center (#100)
- Simpson Leadership Center (#200)
- Lewan Learning Resource Center (#300)

Seminary Leased Apartments: (Apartment Buildings Sold on 02/2022)

- Building 1 – 6409 South Vinewood St., Littleton, Colorado 80120
- Building 2 – 6419 South Vinewood St., Littleton, Colorado 80120
- Building 3 – 6429 South Vinewood St., Littleton, Colorado 80120
- Building 4 – 6439 South Vinewood St., Littleton, Colorado 80120

Additional Campuses

Denver Seminary has the following campus extension site:

Washington, DC Campus

First Baptist Church of Glenarden (operation effective January 2015)
600 Watkins Park Drive, Upper Marlboro, MD, 20774

Policy Statements

In compliance with the Clery Act requirements, this report contains policy statements in the following areas:

- Crime reporting policy, procedures, and responses
- Access to campus facilities and apartments
- Enforcement and arrest authority of Seminary security personnel
- Working relationship with law enforcement
- Timely reporting of crimes
- Missing persons procedures
- Section 120a drug and alcohol abuse prevention information
- Title IX and Sexual Misconduct
- Fire safety/security
- Emergency evacuation

Crime Reporting Policy, Procedures & Responses

Denver Seminary prepares this report to comply with the *Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act*.

The Annual Campus Security and Annual Fire Safety Reports are located on the Seminary's website.

How to Report a Crime or Criminal Activity

Denver Seminary security personnel are on-duty during normal business hours and on-call outside of those hours. Security staff can be reached at 303-961-1184, (or extension 1001 from a Seminary network phone). Students, faculty, and staff should call this number immediately to report a crime, or ANY situation where they believe safety to persons or property is threatened. (911 should be called whenever an emergency warrants.)

The following persons can be contacted directly to report a criminal offense. (Security personnel will report crimes to these people in the event a crime report is given to them):

- **Biagio Burriesci**– Sr. Director of Physical Campus Operations, 303-357-5818, Graber Admin. Building, or, if unavailable:
- **Kristy McGarvey**– Dean of Students, 303-357-5838, Graber Admin. Bldg.
- If after Seminary business hours or during the weekend - Call security at 303-961-1184

Policy on Access to Campus Facilities

All Seminary administration and classroom buildings are equipped with electronic locking systems and alarm systems that are operated according to a predetermined, seasonal schedule. Contact Biagio Burriesci regarding any questions concerning access to campus buildings. The residential units in each of the four apartment buildings are individual, self-contained units with their own exterior locking doors.

Facilities Personnel

Facilities personnel are authorized for entry into any campus administration and academic buildings at any time.

Seminary Security Policy for Considerations Used in Maintenance

The Facilities Department or Seminary security staff report the need for replacement of lights and any other physical hazards they notice.

Policy on Enforcement & Arrest Authority of Seminary Security Personnel

Denver Seminary security personnel have the authority to issue parking tickets, but not to arrest, and are instructed to call local law enforcement if such action is necessary.

Policy on the Working Relationship with Local Police

The Seminary has an excellent relationship with the Littleton Police Department and the Arapahoe Community College Police Department, facilitated by periodic meetings with Police Officers and Command Staff. All members of the campus community are encouraged to promptly report crimes to Seminary authorities as well as LPD, when necessary.

Timely Warning Reports Policy

To keep the Seminary campus community informed about safety and security issues (as well as other issues such as weather-related closures) on an ongoing basis, it is our policy to issue a warning whenever a significant crime or threat to safety is reported. If the crime is of the kind noted below (whether on the Seminary campus or the surrounding area), or law enforcement authorities notify us of a dangerous situation in progress in the vicinity of our campus, students, faculty, and staff will be alerted as soon as possible by one or more of the following means of communication, as deemed appropriate:

- Word of Mouth
- Telephone Intercom System
- Email
- Rave Wireless Alert System (Text/Email)

The decision to make such a warning will be made by the Sr. Director of Physical Campus Operations in consultation with other members of the Seminary administration and staff. In the event a Rave Wireless Alert message is required, it is usually issued by the Sr. Director of Physical Campus Operations or the Assistant Administrative Director of Physical Campus Operations.

Missing Student Notification

A requirement of the 2010 Annual Safety Report was the establishment of policies and procedures for the reporting of missing student residents for schools that maintain on-campus housing facilities. These policies and procedures for Denver Seminary are as follows, in accordance with the guidelines of this requirement:

- The following should be contacted to report a student who resides in a seminary apartment that has been missing for 24 hours:
 - **Biagio Burriesci**– Sr. Director of Physical Campus Operations at 303-357-5818; or, if unavailable,
 - **Kristy McGarvey**– Dean of Students, at 303-357-5838,
 - If after Seminary business hours or during the weekend - Call security at 303-961-1184 or the Littleton Police Department at 303-794-1551.
- Each student living in a seminary leased apartment has the option to register a confidential contact person for notification in case the student is determined to be missing. Only authorized Seminary personnel and law enforcement

officers in conjunction with the missing person investigation are allowed access to this information. Contact the Sr. Director of Physical Campus Operations if you choose to register a confidential contact person.

- Local law enforcement (Littleton Police Dept.) will be notified if the Seminary is contacted regarding a campus resident student missing for 24 hours, even if the student has not registered a contact person.
- In addition, the Seminary will notify the parent or guardian of a missing student under the age of 18 and not emancipated.
- A missing student report will be issued by Seminary personnel and referred to members of the Executive Leadership Council, as well as the local law enforcement agency.
- The following procedures will be followed when a student who resides in on campus housing is determined to have been missing for 24 hours:
- When notification of a missing student is received by Seminary personnel, members of the Executive Leadership Council (ELC – President, VP Academic Affairs/Dean, VP Finance, VP Student Life and Enrollment Management, VP Advancement) will be informed via cell phone call or text message.
 - From this communication, decisions will be made regarding the calling of local law enforcement and a confidential contact person and/or parents, if appropriate.
 - A missing student report will be written by the appropriate Seminary personnel and provided to the ELC and law enforcement.
 - Communication will continue among all concerned, the ELC, director-level personnel, law enforcement and contact persons(s), if appropriate, until the missing student is located.

Drug/Alcohol

Students Policy on Section 120a Drug and Alcohol Abuse Prevention Information

The Denver Seminary Drug-Free Prevention policy prohibits the unlawful possession, use, or distribution of illicit drugs, and alcohol by employees and students in the workplace. Public Law and financial aid regulations require that all Seminary faculty, employees, and students have available the policy on providing a drug-free prevention program. The written policy is on file and available in both the student handbook and the Human Resources Department.

Drug Abuse & Addiction Information and Treatment Centers

Resources are available to faculty, staff, and students, and can be accessed through Human Resources or Student Life and Enrollment Management.

Alcohol Abuse Information and Treatment

Resources are available to faculty, staff, and students, and can be accessed through Human Resources or Student Life and Enrollment Management.

Employees Alcohol and Drug-Free Workplace Policy

The Drug-Free Workplace Policy in effect at Denver Seminary notifies all employees, faculty, and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), Denver Seminary prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and alcohol in the workplace, or on school property.

For the purpose of this statement, the site for performance of work done in connection with grants, and thus the drug-free workplace, consists of all locations where Denver Seminary does business. This includes, but is not limited to; all lecture classrooms, computer labs, parking lots, all administrative offices, corridors, storage rooms, and any space to be added in the future.

Drug Conviction Notification and Imposed Sanctions

- Any employee, faculty, or student must notify the Denver Seminary of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
- Denver Seminary will then notify the government contracting office of the reported violation within 10 days after receiving notice from the employee, faculty, or student.
- Within 30 days after receiving notice of an employee, faculty, or student conviction, Denver Seminary will impose corrective measures on the employee, faculty, or student convicted of drug abuse violations in the workplace by:
 1. Taking appropriate action against the employee, faculty, or student up to and including expulsion or termination of employment and referral for prosecution and/or;
 2. Require such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement, or other appropriate agency.

Title IX and Sexual Misconduct

The Denver Seminary community has the right to be free from sexual violence and is committed to providing a non-discriminatory and harassment-free educational, living and working environments for all members of its community, including students, faculty, administrators, staff, and visitors. Denver Seminary does not discriminate on the basis of sex in admission to its educational programs, activities, and regulations, as they apply to programs and decisions. All members of the Denver Seminary community are expected to conduct themselves in a manner that does not infringe upon the rights of others. All forms of sexual or gender-based harassment, discrimination, and misconduct, including sexual violence, sexual assault, stalking and dating violence is prohibited. The Seminary will not tolerate sexual harassment,

sexual violence, stalking or dating violence. Any student or employee who is found to have violated this policy may face disciplinary sanctions up to and including expulsion, or termination.

The Seminary encourages prompt reporting of any incident of gender-based discrimination and/or sexual misconduct to Seminary officials and local law enforcement or civil rights enforcement agencies. The Seminary provides complaint procedures for students and employees who feel they have been subjected to sexual harassment or other unlawful sex discrimination, and the Seminary will take prompt and effective action upon receipt of such a report. Any student who feels the Seminary has violated Title IX or its implementing regulations may optionally make a complaint to the Office for Civil Rights or the U.S. Department of Education. Inquiries regarding the application of Title IX can be referred to any member of the Title IX team listed below.

What is Title IX?

Title IX of the Education Amendments of 1972 (hereafter referred to as *Title IX*) is the federal law that protects individuals from discrimination on the basis of sex in education programs and activities. Specifically, Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, the Colorado Anti-Discrimination Act, and other applicable statutes.

Denver Seminary's Title IX Team

Debra Kellar

Title IX Coordinator

VP of Finance and Campus Operations

303-762-6893 or Debbie.kellar@denverseminary.edu

Kristy McGarvey

Title IX Deputy Coordinator (students)

Dean of Students

303-357-5838 or Kristy.mcgarvey@denverseminary.edu

Lori Mack

Title IX Deputy Coordinator (employees)

Director of Human Resources

303-762-6887 or Lori.mack@denverseminary.edu

Biagio Burriesci

Sr. Director of Physical Campus Operations
303-357-5818 or Biagio.burriesci@denverseminary.edu

Title IX and Sexual Misconduct Policies and Procedures

The following information regarding Title IX is summative in nature for the purposes of this report. Denver Seminary's policies and procedures regarding sexual misconduct can be found in their entirety in the [Denver Seminary's Sexual Misconduct Policy](#). Individuals should consult this document for full reference.

Sexual misconduct encompasses a broad range of actions commonly represented by unwanted sexual activity, touching, or behavior. More specifically, sexual misconduct refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation. Intimate partner violence refers to any act of violence or threatened act of violence, sexual or otherwise, against a person who is or has been involved in a sexual, dating, domestic or other intimate relationship with that person. Attempting any of the above-described behaviors is also sexual misconduct. Detailed definitions and descriptions of sexual misconduct and sexual violence are provided in the [Denver Seminary's Sexual Misconduct Policy \(Section V\)](#).

Instructions for Victims of Sexual Violence

1. Go to a safe place and call someone. Call 911.
2. Do not shower, wash your hands or fingernails, change or remove clothing, or apply or take medication. Any of these actions could alter or destroy physical evidence.
3. Go to a hospital for medical attention.
4. Get help, like counseling or victim assistance.

On Campus: The Department of Student Life, specifically the Dean of Students, Director of Human Resources, or Campus Security can connect you with these services and can also help you report the incident if you choose to do so.

Off Campus: If you cannot get to or contact anyone on campus, or if it is after-hours, the following resources are available:

- Littleton Police Department, Victim Services Unit 303-794-1551
[The Blue Bench](#) – Denver's rape crisis center; call their 24-hour hotline at 303-322-7273.
- [The Crisis Center](#) – 303-688-8484

If you would like to speak to someone but not report the alleged violations, the Department of Student Life or the Dean of Students, or the Director of Human Resources can provide you with counseling options.

Instructions for Victims of Sexual Misconduct

Denver Seminary encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The Seminary encourages individuals to also make a report to appropriate Seminary officials. Reporting to law enforcement and to the Seminary are not mutually exclusive options, as both criminal and internal reports may be pursued simultaneously.

Reporting Title IX Violations

Making a report means telling someone in authority what happened – in person, by telephone, in writing or by email. At the time a report is made, a Complainant does not have to decide whether to request any course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The Seminary provides support that can assist each individual in making these important decisions and to the extent legally possible will respect an individual's autonomy in deciding how to proceed. In this process, the Seminary will balance the individual's interest with its obligation to provide a safe and non-discriminatory environment for all members of the Seminary community.

Information on reporting sexual misconduct and violations of the sexual misconduct policy are found in Section VII of the [Denver Seminary Sexual Misconduct Policy](#).

Emergency and External Reporting Options:

Denver, CO Campus

[Littleton Police Department \(LPD\)](#)

For emergencies: 911

For non-emergencies: LPD non-emergency dispatch at 303-794-1551

Washington, DC Campus

[Upper Marlboro Police Department](#)

For emergencies: 911

For non-emergencies: Prince George's County non-emergency dispatch at 301-352-1200

Campus Reporting Options:

Denver Seminary employees have an ethical and institutional obligation to report anything they are aware of related to discrimination, harassment, and sexual misconduct. If you have questions or are unsure, contact any of the individuals listed below:

Debra Kellar

Title IX Coordinator
VP of Finance and Campus Operations
303-762-6893
Debbie.kellar@denverseminary.edu

Kristy McGarvey

Title IX Deputy Coordinator (students)
Dean of Students
303-357-5838
Kristy.mcgarvey@denverseminary.edu

Lori Mack

Title IX Deputy Coordinator (employees)
Director of Human Resources
303-762-6887
Lori.mack@denverseminary.edu

Biagio Burriesci

Sr. Director of Physical Campus Operations
303-357-5818
Biagio.burriesci@denverseminary.edu

Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual misconduct and/or sexual violence through [Denver Seminary's Anonymous Online Reporting System](#). An individual may report the incident without disclosing his/her name, identifying the Respondent, or requesting any action. Depending on the extent of the information available about the incident or the individuals involved, however, the Seminary's ability to respond to an anonymous report may be limited.

Interim Measures, Remedies and Accommodations

See [Section VIII of the Sexual Misconduct Policy](#)

Investigations and Options for Resolution

See [Section IX of the Sexual Misconduct Policy](#)

Sex Offenses

Sex Offense Policy

Denver Seminary is committed to providing and maintaining a learning and working environment for all students, staff and faculty members characterized by the biblical concept of *koinonia*. *Koinonia* refers to the quality or character of one's association,

communion, or fellowship with others in which truth and wisdom are valued. Equally important is a sense of Christian civility. Treating one another with mutual respect and care lies at the heart of being a part of a Christian community. Enhancing shared responsibility and mutual trust, and improving internal communications are key to promoting justice and peace in the service of God's beloved community and in finding solutions to issues that may arise in seminary and Christian life.

The values and principles of *koinonia* are undermined by the existence of sexual harassment or other forms of unlawful sexual discrimination, and thus the Seminary is committed to eliminating such harassment and discrimination in the seminary life of our students. Sexual harassment is a form of discrimination that is particularly incompatible with the basic goals and values of the Seminary and has the effect of destroying the atmosphere of mutual respect and dignity which the Seminary believes is central to preparation of students for ministry. The Seminary is committed to taking action to prevent and eliminate all such behavior, and will hold individuals, whether they are students, faculty, staff, or other officials of the Seminary who engage in sexual harassment, responsible and subject to disciplinary or other corrective action. The Seminary also does not condone such behavior involving any third parties, including visitors and employees of contractors.

Scope of Policies and Procedures- Sexual Harassment

These policies and procedures apply to students of the Seminary who feel they have experienced, in violation of the law or Seminary policy, sexual harassment or other unlawful discrimination on account of gender.

Sexual harassment includes direct and indirect sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's advancement or academic success; or
- Submission to or rejection of such conduct is used or threatened to be used as a basis for academic decisions affecting the individual involved; or
- The conduct has the purpose or the effect of creating a hostile, intimidating or offensive educational environment, or interferes with an individual's academic performance or residential environment.

Examples of behavior which may constitute sexual harassment include, but are not limited to, the following:

- Unwelcome verbal or physical sexual advances.
- Requests or subtle pressure for sexual favors, overt or implied.
- Remarks, jokes, comments, or observations of a sexual nature which demean or offend individuals based on their sex.
- Gestures or other nonverbal behavior of a sexual nature.

- Physical contact with another person that is unreasonable or inappropriate in the circumstances; or
- Abusive or threatening behavior directed at a person on the basis of sex.

Whether specific behavior constitutes sexual harassment is ordinarily a function of the context and circumstances. Students who have questions about whether specific behavior constitutes sexual harassment, or other unlawful sex discrimination, may consult with the Dean of Students or her designee.

Although sexual harassment generally takes place in situations where there is a power differential between the persons involved, as between faculty and student or supervisor and employee, it is recognized that sexual harassment may also occur between persons of similar status. These situations are equally unacceptable and will not be tolerated.

It is also recognized that, between parties of unequal status, sexual harassment can occur within the context of a seemingly consensual relationship. The unequal status of the parties in such relationships draws into question whether the relationship is mutually consensual.

Definitions

Day- refers to a calendar day; the calculation of days in complaint processing will exclude Saturdays, Sundays, and holidays.

Student- refers to a currently enrolled student, or a student on leave or inactive status, or an individual who has submitted application for enrollment to the Seminary.

Respondent- is a person identified in a complaint as having committed or engaged in sexual harassment, or unlawful sexual discrimination or retaliation, in violation of these policies and procedures or the law.

General Considerations

A student wishing to submit a complaint under this policy may be assisted by another person, selected by the student, who is a part of the Denver Seminary community, such as a faculty or staff member, or another student.

A respondent may be assisted in responding to the complaint by another person, selected by the respondent, who is a part of the Denver Seminary community, such as a faculty or staff member, or another student.

Every effort will be made to respect the confidentiality of all parties involved in the grievance process, although confidentiality cannot be guaranteed, and in some circumstances, it may be necessary to disclose information concerning the allegations and the identity of such parties such as where this is necessary for investigation,

attempting to resolve the matter, developing remedial or corrective action, or preventing future harassment or discrimination.

These policies and procedures can be modified by the Seminary at any time. They are not intended to be construed or interpreted as an express or implied contract, or a legally enforceable promise.

Complaint Procedure

Persons having questions about this complaint procedure should refer them to the Dean of Students or her designee.

Any student who feels that he or she has experienced or witnessed sexual harassment or unlawful sex discrimination may submit a complaint under these procedures.

Rape and Sexual Abuse Support

Resources are available to faculty, staff, and students, and can be accessed through Human Resources or Student Life and Enrollment Management.

Registered Sex Offenders

Information provided by the State of Colorado concerning registered sex offenders can be obtained at: [Colorado Bureau of Investigation](#).

Hate Crimes

The Denver Seminary does not condone hate violence and aims to safeguard the rights guaranteed by law and United States Constitution. If a specific hate crime occurs it will be reported on the campus crime statistics portion of this report.

Denver Seminary Crime Prevention Programs

What to Do If You Are Assaulted or Threatened...

Think about what you would do if someone attacked you. Would you fight back, or would you avoid resisting and wait to escape? Only you can decide whether to fight back, but preparing yourself for all possibilities could provide a split-second advantage:

- If someone threatens you, shout and scream for help.
- Get to safety.
- You have every right to defend yourself with reasonable force with items that you have with you. Items such as an umbrella, hairspray, or keys can be used against an attacker.

If Someone Has Been Attacked...

Assaults and rapes are serious crimes, whether committed by a stranger or someone you know. If you have been attacked, **call 911, then Seminary security personnel at 303-961-1184.**

You can help the police and Seminary security by:

- Taking the names and/or addresses of any witness.
- Trying to remember exactly what the attacker looked like.
- If a car was involved, note the color, model, and license plate number.
- You do not need to go to the police station to report an assault. You can be interviewed in your own home if you wish. These crimes are dealt with sympathetically, regardless of gender. Many police departments have specially trained officers who will help and support you.

Crime Prevention Tips

Following these tips can help you stay safe when you are out and about:

- Carry your bag close to you with the clasp facing inwards. Carry your house keys in your pocket. If someone grabs your bag, let it go. If you hang on, you could get hurt. Remember that your safety is more important than your property.
- If you think someone is following you, check by crossing the street — more than once if necessary — to see if the person follows. If you are still worried, get to the nearest place where there are other people and call the police or Seminary security.
- If you regularly go jogging or cycling, try to vary your route and time. Stick to well-lit roads with pavement. On commons and parklands, keep to main paths and open spaces where you can see and be seen by other people — avoid wooded areas. If you wear personal stereo headphones or earbuds, remember that you cannot hear traffic or somebody approaching from behind.
- Do not take short cuts through dark alleys, parks, or across waste ground. Walk facing the traffic so a car cannot pull up behind you unnoticed.
- If a car stops and you are threatened, scream and shout. Get away as quickly as you can. This allows you to gain vital seconds and make it more difficult for the car's driver to follow. If possible, make a mental note of the license plate number and description of the car. Once you are safe, write down any details as soon as possible.
- Cover up expensive-looking jewelry.

Emergency Preparedness and Response

Procedures to Immediately Notify the Campus Community of an Emergency/Dangerous Situation:

Denver Seminary's emergency response procedures are detailed in the Emergency Procedures Guide. The Seminary has implemented The Standard Response Protocol (SRP) created by the "I Love You Guys' Foundation". SRP guides have been posted throughout the campus to include classrooms, administrative offices, meeting rooms, community spaces and the library. The SRP guide is also available to all employees on the DenSem Security SharePoint Site.

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - five specific actions that can be performed during an incident to include *Hold, Secure, Lockdown, Evacuate and Shelter*. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

IN AN EMERGENCY TAKE ACTION

HOLD! In your room or area. Clear the halls.

OCCUPANTS Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual	STAFF Close and lock door Account for occupants and staff Do business as usual
--	--

SECURE! Get inside. Lock outside doors.

OCCUPANTS Return inside Do business as usual	STAFF Bring everyone indoors Lock outside doors Increase situational awareness Account for occupants and staff Do business as usual
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LOCKDOWN! Locks, lights, out of sight.

OCCUPANTS Move away from sight Maintain silence Do not open the door Prepare to evade or defend	STAFF Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Account for occupants and staff Prepare to evade or defend
--	---

EVACUATE! (A location may be specified)

OCCUPANTS Evacuate to specified location Bring your phone Instructions may be provided about returning or leaving belongings	STAFF Lead evacuation to specified location Account for occupants and staff Notify if missing, extra or injured people
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SHELTER! Hazard and safety strategy.

OCCUPANTS Use appropriate safety strategy for the hazard	STAFF Lead safety strategy Account for occupants and staff Notify if missing, extra or injured people
--	---

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

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BIZ 2021
STANDARD RESPONSE PROTOCOL

Procedures are in place to immediately notify the campus community upon the confirmation of an emergency or threat on-campus or the immediate vicinity. Communication includes various means of responses appropriate to the situation and whether it is an evacuation of buildings or shelter that is warranted. Seminary personnel will work closely with Law Enforcement to confirm the seriousness of the emergency, the scope of notification and appropriateness of the message content in issuing the notification.

The Seminary personnel included in responsibility for carrying-out this notification process are as follows: President, Provost/Dean, Vice President of Finance, Vice President of Student Life & Enrollment Management, Vice President of Advancement, Director of Communications, and the Sr. Director of Physical Campus Operations.

In addition, multiple staff members have been identified, trained, and instructed to lock down all buildings in the event of an emergency or threat that warrants a response. This action can be initiated immediately, independently and without authorization from others.

A campus evacuation drill was conducted at the Littleton campus on May 15, 2023.

Fire Safety

Any incident of a fire occurring on campus will involve Seminary security personnel, Facilities staff, and the local Fire Department. A fire in any building may result in the loss of life or injuries, damage to physical structures, release of chemicals or biological hazards. Therefore, any suspected fire, smell of smoke, or visible manifestation of a fire must be considered as a working fire and treated by responding personnel as factual rather than as a possibility.

Reporting A Fire or Smoke Condition

In any situation where a fire is known to exist or if a fire is suspected, the following steps must be taken:

1. Activate the nearest Fire Alarm Pull Station as you exit the building.



2. DIAL **911** to report the fire

Provide the 911 call taker with the following information:

- Your name, location, and the reason you suspect (or know) a fire exists
- Whether or not you know of people trapped in the building
- Whether or not you know of chemical, biological, or radioactive hazards in the building
- Answer any questions asked of you

The following should be contacted to report a fire once you have called 911 and are at a safe distance:

- **On Duty Security** – 303-961-1184
- **Biagio Burriesci**– Sr. Director of Physical Campus Operations at 303-357-5818

If after Seminary business hours or during the weekend – Call security at 303-961-1184

Annual Disclosure of Crime Statistics

The following crime statistics have been compiled by Biagio Burriesci, Sr. Director of Physical Campus Operations to meet the annual reporting requirement of the Department of Education by means of the annual Campus Crime and Security Survey. These statistics are for the Littleton campus (first chart), including the Seminary leased apartments, as well as the Washington DC campus (second chart) located on the next pages:

Number of Occurrences on Littleton Campus

Type of Offense	On-Campus			Campus Housing			Non-Campus Building or Property			Public Property			
	(Data for last 3 years)	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense		0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense		0	0	0	0	0	0	0	0	0	0	0	0
Robbery		0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0	0	0	0	0	0	0
Burglary		0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft		0	2	0	0	1	1	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes		0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence		0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence		0	0	0	0	0	0	0	0	0	0	0	0
Stalking		0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations		0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations		0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violation		0	0	0	0	0	0	0	0	0	0	0	0

Source: LexisNexis, Littleton Police Department Crime Mapping, and Internal Seminary Records

Denver Seminary Annual Campus Safety & Security Report and Fire Safety Report 2023

Number of Occurrences on Washington DC Campus

Type of Offense	On-Campus			Non-Campus Building or Property			Public Property			
	(Data for last 3 years)	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0	0	0	0
Forcible Sex Offense		0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense		0	0	0	0	0	0	0	0	0
Robbery		0	0	0	0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0	0	0	0
Burglary		0	0	0	0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0
Hate Crimes		0	0	0	0	0	0	0	0	0
Domestic Violence		0	0	0	0	0	0	0	0	0
Dating Violence		0	0	0	0	0	0	0	0	0
Stalking		0	0	0	0	0	0	0	0	0
Liquor Law Violations		0	0	0	0	0	0	0	0	0
Drug Law Violations		0	0	0	0	0	0	0	0	0
Illegal Weapons Violation		0	0	0	0	0	0	0	0	0

Source: CityProtect.com/map and Internal Seminary Records

CAMPUS MAP AND PLAZA

- 1 Anita I. Graber Administration Center**
Lower Level:
 - Office of Student Life and Enrollment Management
 - Business Office
 - Shepherd's Gate Counseling Center (entrance on back)**Upper Level:**
 - Faculty Offices
 - Executive Board Room
 - President's Office
 - Advancement Office

- 2 Harold and Virginia Simpson Leadership Center**
 - Classrooms
 - Chapel

- 3 Paul and Marjorie Lewan Learning Resource Center**
 - Denver Seminary Bookstore
 - Potter's Cafe
 - Student Center
 - Computer Labs
 - Carey S. Thomas Library
 - Vernon Grounds Reading Room

- 4-7 On-Campus Apartment Buildings**
 - Guest Apartment
 - Guest Parking





2023 Annual Fire Safety Report

Seminary Leased Apartments

(Statistics from calendar year 2022)

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Introduction

The Annual Fire Safety Report is being prepared in conjunction with the U.S. Department of Education Requirements. Denver Seminary is committed to ensuring the safety of our students, faculty and staff as well as remaining in compliance with regulatory directives.

For the purpose of this report, a fire is “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” The Seminary previously owned and managed ninety-three apartment units on-campus in 2021, contained in four separate buildings, at the following addresses:

Building #1

6409 S Vinewood
Littleton, CO 80120

Building #2

6419 S Vinewood
Littleton, CO 80120

Building #3

6429 S Vinewood
Littleton, CO 80120

Building #4

6439 S Vinewood
Littleton, CO 80120

The Seminary currently leases eighteen apartments in the aforementioned buildings and sub-leases the units to students.

Fire Statistics for the On-Campus Student Housing Facilities

- The number of fires and the cause of each fire.
- The number of deaths related to the fire.
- The number of injuries related to the fire that resulted in treatment at a medical facility.
- The value of property damage related to the fire.

There were no fires in any of the Seminary leased apartments in 2020, 2021 and 2022.

Reporting A Fire or Smoke Condition

In any situation where a fire is known to exist or if a fire is suspected, the following steps must be taken:

3. Activate the nearest Fire Alarm Pull Station as you exit the building.



4. DIAL **911** to report the fire

Provide the 911 call taker with the following information:

- Your name, location, and the reason you suspect (or know) a fire exists
- Whether or not you know of people trapped in the building
- Whether or not you know of chemical, biological, or radioactive hazards in the building
- Answer any questions asked of you

The following should be contacted to report a fire once you have called 911 and are at a safe distance:

Biagio Burriesci– Sr. Director of Physical Campus Operations, at 303-357-5818; or, if unavailable, the on-duty security guard at 303-961-1184.

Description of the Fire Safety System for Each of the Apartments

Each building contains a heat activated sprinkler system and fire alarms in each apartment. There are fire alarm pull stations in the first-floor walkways throughout each building and a strobe light and alarm that sounds if triggered by any one of these system components. The system is electronically monitored by a Security Monitoring Station which alerts the South Metro Fire Department if the fire safety system is activated. In addition, small fire extinguishers have been installed in the kitchen of all apartments. During their move-in appointments, incoming residents are provided instructions in their Welcome Packet on how to use their fire extinguishers.

Denver Seminary Policies and Rules on Smoking, and Open Flames in leased Apartments

Open flames to include candles use must be supervised when lit.

Denver Seminary policy prohibits any tobacco use while in a leased Denver Seminary apartment.

Procedures for Student Housing Evacuation

Evacuation routes and the destination for each apartment building are posted in each walkway throughout the complex. Incoming residents are provided with fire evacuation instructions in their Welcome Packet. Residents are to evacuate to the designated destination whenever they hear the fire alarm for their building and remain there until the "all clear" is given by the South Metro Fire Department.

Paper or electronic copies of this report are available upon request from Biagio Burriesci, Sr. Director of Physical Campus Operations at 303-357-5818.

Please direct any questions or comments regarding fire safety at Denver Seminary to:

Biagio Burriesci
Sr. Director of Physical Campus Operations
303-357-5818
biagio.burriesci@denverseminary.edu