

Department of Public Safety

Annual Security and Fire Safety Report 2018

Crime Statistics Security Report, Fire Safety and On- Campus
Student Housing Report

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**Crime Statistics
Security Report And
Fire Safety and On-Campus Student Housing
Report**

Both the College and University Security Information Act and the Crime Awareness and Campus Security Act of 1990 require the publication of certain information and statistics to be distributed to students, employees and applicants.

2018 edition

Dear Campus Community,

Many prospective students and their families, as well as prospective employees, have indicated their concern and interest in measures taken by colleges and universities regarding campus safety.

Safety at Governors State University is everybody's business. Governors State University students, faculty and staff are partners with the University in creating an atmosphere that is safe and conducive to learning. Together we form a powerful team.

The key to preventing crime is awareness through education. While it is not likely that you will become a victim of crime on campus, Governors State University has taken many steps to reduce the risks. The information in this handy guide, combined with practical precautions, can promote your safety and the safety of all members of the Governors State University family.

Please read this guide carefully and use the information to help maintain a safe environment. Only with your help can we succeed in keeping Governors State University a great place to live, work and study.

This edition of Governors State University Safety and Security Report is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998. We hope the information in this brochure will help to increase your personal awareness of safety and security on campus.

Sincerely,

James R. McGee

Director of Public Safety/Chief of Police

Governors State University Campus Crime Statistics

The Governors State University Police Department gathers statistical data for this publication. Information about crime is gathered from University Police crime statistics, University employees, campus judicial records, Governors State University Police, and University Park Police. Information about criminal activity engaged in by students at off-campus locations of student organizations officially recognized by the University is collected annually from the Governors State University Police Department.

Individuals who wish to report crimes for inclusion in the campus security document may contact the Governors State University Police Department at 708-534-4900. In seeking to maintain a safe, secure and educational setting, the Governors State University Police Department encourages the reporting of crimes and other emergencies. Individuals who report crimes are not compelled to seek criminal prosecution of suspects.

Information about crime on campus can be found in this brochure. Crime data is presented in separate tables because federal and state laws governing the reporting and presentation of statistics differ. This publication can be obtained by contacting the Governors State University Police at 708-534-4900.

Electronic Version of Campus Right to Know Report

In addition, an electronic version of the report is published at:

http://www.govst.edu/Campus_Life/Campus_Safety/Campus_Right_to_Know/

Authority – Governors State University Police Department

The Governors State University Police Department is here to help all members of the Governors State University community. The Governors State University Police Department, located in the Main Building C1375, serves as the administrative office responsible for law enforcement on the Governors State campus. University police officers are on duty 24 hours a day, every day of the year. The Governors State University Police Department has full arrest powers and its officers are responsible for enforcing all state and federal laws on campus. University Police receive their arrest powers through the Illinois Compiled Statutes.

The Governors State University Police Department consists of full-time chief and full-time commissioned officers, and dispatchers. All police officers have completed the required training by the Illinois Training and Standards Board. All officers are required to maintain certifications in cardio-pulmonary resuscitation (CPR), including the use of an automated external defibrillator (AED) and first aid, firearms

and annual update training through the Illinois Training and Standard Board. The officers also attend additional specialized training, such as active-shooter training, as it becomes available. The department patrols consist of marked units, bicycle, ATV and foot patrols for the Governors State University campus.

The Governors State University Police Department maintains a 24-hour dispatch center to answer all calls for assistance. Upon receiving a request for assistance, an officer, along with any other appropriate personnel, will be immediately dispatched to the location. In cases involving criminal activity, University police officers will respond and conduct an investigation. Information regarding all arrests made by University Police for criminal violations on campus is forwarded to the Office of Community Standards and Student Advocacy. The Governors State University Police Department maintains a liaison with the University Park Police Department for any crimes committed by a student off campus; these violations also are reported to the Office of Community Standards and Student Advocacy on campus. The Governors State University Police Department also maintains an excellent relationship with all local police agencies, Illinois State Police and all federal agencies. If the need for additional police officers arises, these agencies may be called for assistance.

When necessary, physical evidence is processed by the Illinois State Police Crime Laboratory or the FBI Laboratory Division. University Police regularly use the National Crime Information Center to assist in the investigation of criminal offenses, giving them access to more than 20 million files.

Where to Get Information

The Daily Logs are records of all the incidents that have occurred within the patrol jurisdiction of the Governors State University Police Department. The Daily Logs are kept in the dispatch area of the University police station. Log entries for the most recent 60 days may be viewed by the general public, except when prohibited by law or when disclosure jeopardizes an investigation or the confidentiality of the victim. If a request is made to inspect entries in the Daily Logs that are more than 60 days old, these must be made available within two (2) business days of the request.

Crime statistics, as well as security policies and procedures reports, are available at the Department of Public Safety in the C Building, C1375. Special criminal alert notifications are posted online at <http://www.govst.edu> and/or on University bulletin boards across the campus when the need arises.

University Police make a weekly check with the local police and receive all information concerning student criminal activity. This information, in addition to being retained by the Governors State University Police Department, is also

provided to the dean of student conduct, who may subject the violator to University discipline procedures.

Timely Warning Notice

The Governors State University Police Department will inform the University police chief, the vice president for Administration and Finance and the vice president for Student Affairs about any criminal activity, whether it happens on campus or off, that may present a continuing threat, so that the campus community can take reasonable precautions. A TIMELY WARNING NOTICE will be issued via e-mail, posted on the University website (www.govst.edu) and also posted in all academic buildings and residence halls.

Reporting Crimes

The University and the Governors State University Police Department strongly encourage faculty, staff, students and guests to report any illegal or suspicious activity in a timely manner to the University Police. Those incidents reported to pastoral or professional counselors are not included in campus crime statistics. However, reports of criminal activity that are brought to the attention of the Dean of Students, University Housing, any student organization or activity adviser, athletic coaches, intramural sport advisers or medical health professionals are required to be reported annually and, as such are brought to the attention of the University Police either by the victims or by the person receiving the report. Those who report criminal incidents to pastoral or professional counselors are encouraged to report the incident voluntarily to University Police on a confidential basis.

Providing safety and security is the primary responsibility of the Governors State University Police Department, and its main goal is to serve and protect the University community. However, the police department cannot achieve this goal alone. We need the cooperation of everyone in the community. As members of the University community, we all have a moral responsibility and a personal interest in the maintenance of a safe environment on campus. Taking responsibility and reporting crime and suspicious activities in a timely manner will be beneficial to you, the University, and the entire community.

Possession and Use of Weapons

The possession or carrying of any weapon by any person is prohibited in University academic buildings, administrative buildings, student residence building, dining facilities, or while attending a sporting, entertainment, recreational or educational event on the University's property. Entry upon University property in violation of this prohibition is expressly forbidden and will result in the individual(s) being

directed to remove the weapon immediately from University property; or to have the weapon securely stored at the University Police station, per the procedures of the Handling and Storage of Firearms Policy. Failure to comply with this directive may result in further disciplinary actions for students or employees.

Title IX Information on Sexual Harassment and Assault

Title IX is not just about sports! Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*" Sex discrimination includes sexual harassment and sexual assault.

Sexual harassment in education is an unwelcome behavior of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities. Sexual harassment involves a range of behavior from mild annoyances to [sexual assault](#) and [rape](#).

Title IX also protects lesbian, gay, bisexual, and transgender students and employees from discrimination, harassment, sexual assault and sexual violence including discrimination, physical aggression, intimidation, or hostility based on sex, sex-stereotyping or failure to conform to stereotypical gender norms.

Governors State University (GSU) has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. GSU is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. Likewise the University prohibits discrimination on the basis of gender in all University activities and programs. Any form of sexual harassment, including sexual assault and sexual violence, is a violation of University policy 52 and the Code of Student Conduct.

At GSU, we strive to comply with all applicable legal requirements prohibiting harassment against any member of the GSU community. In addition to facing University consequences, those who engage in sexual harassment, sexual assault and/or sexual violence may also be prosecuted criminally.

The University has a duty to prevent harassment, to have policies against it, to investigate complaints, and to take prompt action to stop harassment when it occurs.

If you experience sexual harassment or assault or know someone that has, we encourage you report it so that we can help maintain a work and academic environment free of unlawful harassment. Contact the Title IX Officer to report the incident:

Sandra Alvarado

Title IX Officer

1 University Parkway

C-1360

Response to Sexual Assault

All University police officers are trained to assist sexual assault victims and to maintain the crime scene/evidence. The University also provides the Student Sexual Assault Response Team (SSART), certified sexual assault counselors who offer crisis intervention, emotional support and advocacy, and medical and legal accompaniment.

The University will accommodate a victim's request for academic schedule and housing changes whenever possible. If the victim reports the assault to the Governors State University Police Department and is willing to prosecute applicable criminal charges, the department will file and prosecute the charges.

University judicial action on this and other complaints may be taken. Severe penalties may be imposed by the University, independent of criminal or civil codes. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding brought forth regarding the alleged sexual assault. Any or all of the following sanctions may be issued in any given case: University reprimands, restitution, recommendations for counseling, residence probation, University disciplinary probation, suspension or expulsion.

Frequently Asked Questions

What Is Sexual Harassment?

Sexual harassment is a form of sex discrimination that violates [Title VII of the Civil Rights Act of 1964](#).

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's

employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work or academic environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. A student can be harassed by teachers, other students, or anyone else with whom the student interacts while at school or while engaging in school-related activities.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an education program or activity.
- The harasser's conduct must be unwelcome.

What are the examples of Sexual Harassment?

Pressure for sexual activity

- Requests for sexual favors
- Unwelcome patting, hugging or touching of a person's body, hair or clothing, intentionally brushing up against someone
- Sexual innuendos, gestures, looks, jokes or comments
- Disparaging remarks to a person about his or her gender or body; claiming that a person is gay or lesbian
- Spreading sexual rumors about a person
- Displaying or transmitting sexually suggestive electronic content, including emails and texts
- Giving unwelcome personal gifts
- Sexual assault

What should I do if I am being sexually harassed?

- Sexual harassment which is ignored often escalates. It is helpful to directly inform the harasser that the conduct is unwelcome and must stop. Alert other people about the behavior. Doing this will provide you with support and can be important evidence later. Use any complaint mechanism or grievance system available and/or in place.
- Keep a detailed written record of the harassment. Record what happened, when, where, who else was present, and how you reacted. Save any notes, pictures, or other documents you receive from the harasser.
- Report the problem. Contact Human Resources Department to schedule an initial appointment to discuss your situation. We normally set aside an hour to speak with you. When you visit the Human Resources Department, we will ask you to describe your situation and your view of what is going on, so that we can fully understand the situation. No one will force you to take any action you do not want to take.

What should I do if I am assaulted?

If the incident(s) involve sexual assault or rape, you are encouraged to immediately contact Department of Public Safety (DPS) at (708) 534-4900 or dial 911. You should go to the nearest emergency room and ask to be seen by a health care professional who specializes in examining sexual assault victims.

What do I do to preserve evidence of sexual assault?

For information on preserving evidence, please see the Rape Abuse Incest National Network (RAINN) <http://www.rainn.org> website regarding what to do in the aftermath of a sexual assault.

What do I do if I believe a friend or I have been harassed?

If you experience, observe, hear about or believe someone has been sexually harassed in any way, you should make a report of the facts of the incident(s) in a timely manner by contacting the Title IX Officer at 708-235-7169.

Governors State University (GSU) will not tolerate sexual harassment of its students or employees and will investigate all allegations of harassment. Reports will be investigated promptly. As stated above, please retain any notes, pictures, or other documents you receive from the harasser that may relate to the complaint. Where sexual harassment is found, steps will be taken to end it immediately.

What if I'm not sure if my experience truly constitutes harassment?

If you believe you may have experienced harassment or assault, but are unsure of whether it was a violation of GSU sexual harassment policy, you should contact the Title IX Officer. It is imperative that all accounts of harassment are reported and investigated, in order to maintain the safety of the GSU community. The Title IX

Officer will help clearly define acts that constitute sexual misconduct, and provide information regarding options.

What if other students discover I've filed a report?

Students who, in good faith, report what they believe to be sexual harassment, or who cooperate in any investigation, will not be subjected to retaliation. Any student who believes he or she has been the victim of retaliation for reporting sexual harassment or cooperating in an investigation should immediately contact the Title IX Officer.

What if I want to report something, but I know I broke a rule under the GSU Student Code of Conduct?

GSU encourages the reporting of harassment whenever it occurs. Sometimes, victims are hesitant to report to University officials because they fear that they may be charged with policy violations, such as underage drinking at the time of the incident.

Will the complaint remain confidential?

Before reporting, it is important to know that different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles. We encourage you to contact the Title IX Officer because he/she is best equipped to help. Please rest assured that if you contact the Title IX Officer only people that need to know will be told.

Will my parents be told?

No, not unless you tell them. Whether you are the complainant or the accused, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by the student. The University also reserves the right to inform parents where permitted by FERPA, including in a life threatening situation.

Do I have to name the perpetrator?

While you are not required to name the perpetrator, the University still has an obligation to investigate. Without the name of the accused, the University is limited in its ability to respond to allegations, offer remedies for the complainant, and to sanction the accused. Sometimes victims are hesitant to report for fear of retaliation. GSU vigorously enforces a policy of no retaliation.

What do I do if I am accused of sexual misconduct?

Do not contact the alleged victim. If you have not already been contacted by the Title IX Officer, you may want to contact that office, which can explain the University's procedures for addressing sexual misconduct complaints. You may also want to talk confidentially to a counselor or seek other community assistance.

In Case of Emergency:

If you or someone you know has been a victim of sexual harassment and/or assault or other misconduct and are in need of immediate help, please contact one of the following.

Department of Public Safety (DPS)
C- 1375
(Next door to Human Resources Dept.)
24-Hour Number: (708) 534-4900

Campus Emergencies:

Dial ext. 911 from any campus phone (not pay phones). Calls go directly to DPS dispatch.

- Dial 911 on any cell or pay phone. Calls will go directly to University Park Police and DPS will also be notified.
- From any of the emergency phones located throughout campus buildings and in the parking areas, push the emergency button. Calls go directly to DPS.

St. James Hospital and Health Center

20201 Crawford Ave.

Olympia Fields, IL 60461

Main Number: 708-747-4000

<http://www.franciscanalliance.org/hospitals/olympiafields>

YWCA South Suburban Center

320 West 202nd Street
Chicago Heights, Illinois 60411
708.754.0486

Staying healthy is important to your academic success.

To help you stay on top of your game, be sure to take advantage of GSU's [fitness facilities](#) and [counseling services](#).



Location: A-1120

Phone: 708.235.2114

Clinical Hours:

- Mondays - Thursdays, 2 p.m. - 6 p.m.
- Fridays 9 a. m. - 1 p.m.

Please note: A medical provider will see students without an appointment if space is available in the schedule.

As part of your Student Health Fees, the following services are available to enrolled students:

- Minor Illnesses: Coughs, Colds, Nausea, Ear Aches, Sinus Infections, Fevers, Urinary Tract Infections
- Minor Injuries: Abrasions, Sprains, Splinters, Steri-Strip Removal, Minor Burns
- [Required immunizations](#) for full compliance with the College Student Immunization Act [110 ILCS 20] including Flu, Pneumonia, TdaP, Meningitis, HPV, MMR, Hepatitis B and Varicella
- Diagnostic Testing: Strep, Glucose, Blood Levels
- Skin Conditions: Rashes, Bites
- Wellness: Screenings, Medical Consults, Lab Results
- Condition Consultation & Education: Diabetes, High Cholesterol, Weight Issues, High Blood Pressure, etc.
- Basic Physicals and Sports Physicals

Please bring your insurance card with you to the appointment. This information will assist the Advocate staff with your care if you need a referral or if

you need services beyond what is included in the student health fee. Students who are not insured or who do not have their insurance card with them on the day of service may still use the Health Center.



Counseling Center

[Click here](#) to learn more and contact us for an appointment.



Immunization

Learn more about the immunization policy [here](#).



Disability Services

Learn more about Access Services for Students with Disabilities [here](#).



ASAP Sexual Assault Prevention

[Click here for information](#) regarding GSU's and YWCA's Advocating for Sexual Assault Prevention (ASAP) program.

The CARE Program (Formerly known as the Student Concerns Program)

The CARE Program (Formerly known as the Student Concerns Program) is designed to ensure timely outreach to students that are believed to be in distress or acting in a manner of concern, and connect them to resources best suited to address the conveyed concern. Since members of the campus community play a key role in identifying students who are in distress, the CARE Program depends on referrals that identify students who might benefit from proactive outreach and assistance.

Any member of the campus community is encouraged to report behaviors or concerns of any GSU student by using the online reporting form to identify students and describe their area(s) of concern

Student concerns can include, but are not limited to academic, physical or emotional concerns such as:

- public outburst
- sporadic attendance at classes
- disruptive classroom behavior
- distressed writing in assignments or
- changes in behavior, appearance or personal habits

A more detailed list of concerns can be found below.

Completed reports will be directed to the Office of the Dean of Students which will identify resources and personnel best suited to address the concern articulated by faculty and staff. Reports will be tracked for themes, repetition, and increased concern(s) to evaluate student and university trends.

Important Note:

Submissions to CARE Program differ from those intended for the [Campus Threat Assessment Team \(CTAT\)](#) because they are early alerts of student concern intended to direct intervention to students in distress, not behavior significant enough to be a threat to the safety and well-being of others. CARE Program coordinates a proactive effort to prevent and/or manage the situation.

CARE Program is NOT for emergencies; if there is an emergency, call the Department of Public Safety at 708.534.4900 or dial 911.

Campus Threat Assessment Team

In an effort to promote a safe and secure learning and work environment, a campus threat assessment team (C.T.A.T.) has been created to discuss issues relating to violence, security and potential threats directed at the University's students, faculty or staff. This team meets regularly and provides a structured way to share information regarding potential acts of violence that also allows for intervention.

Reasons for a C.T.A.T. Referral

- Self-injurious behavior/suicidal ideation or attempt.
- Behaviors include, but are not limited to, suicidal thoughts or action.
- Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of University students, faculty, staff or community.
- Behaviors include, but are not limited to: weapons on and off campus, significant inappropriate disruption to community, potential for safety being compromised.
- Involuntary transportation to the hospital for alcohol and drug use/abuse.

Key Objectives

Identify — Often, the accumulation of information identifies a person who poses a threat and helps to identify the level of that threat; therefore, the team ensures appropriate information exchange.

Assess — If additional information is needed to assess the level of risk, the team functions as an investigative body charged with gathering relevant and confidential information for the purposes of providing for the safety, security and well-being of the person at risk and the campus community at large.

Manage — When a determination is made that the person in question is at risk or poses a risk to others, the team recommends and/or implements steps for intervention, which may be medical, psychological, judicial or legal. In many cases, the standing policies and procedures of the University and external agencies dictate the intervention strategies.

Reduce — Violence prevention is best accomplished by stopping the process before it gets started. Addressing minor violations of University policy lowers the risk of aggressive responses and increases the possibility of peaceful solutions.

Educate — The campus community must be educated so that it can identify and refer students, staff and faculty at risk for posing a danger to the University community. In addition, the team must seek educational and professional development opportunities to maintain a knowledge base of risk indicators and appropriate laws and policies regarding privacy and confidentiality, proper management of information, educated assessment of risk, and intervention services.

Why the Team Is Necessary

Universities must establish a formal process of sharing information about potential acts of violence. Reviews of the Virginia Tech incident of April 16, 2007, indicate that while some faculty and staff members at Virginia Tech had grave concerns about the student shooter, there was no vehicle for forwarding those concerns to school officials who may have been able to intervene to avoid the tragedy. Often, no single piece of information is enough to prevent a tragedy; however, the accumulation of information helps to identify a person at risk, allowing for intervention and prevention. The threat response, assessment and intervention team serves as the conduit for information flow.

Creation of the team is a proactive way to coordinate and plan an appropriate approach to deal with the complexities often involved with threats and violence. Key objectives of the team are to identify, assess, manage and reduce potential threats to the University community and to educate faculty, staff and students about the dangers of interpersonal violence.

Inherent to the work of this team are concerns about the privacy of all involved. The team members are extremely sensitive to these concerns and will ensure that the highest standards of confidentiality are upheld.

No committee can completely protect the University community from every act of violence. The creation of this team, however, increases the likelihood that potential violence can be identified so that reasonable steps can be taken to avoid it.

Registered Sex Offenders

Megan's Law

In compliance with the Campus Sex Crimes Prevention Act found in 42 USC 1407(j) of the Wetterling Act, which states that the University must advise the campus community where the *registered sex offenders* list may be obtained, the Megan's Law Statute may be found at the following website: www.meganslaw.state.pa.us. A copy of the registered sex offender list can be obtained in The Office of Public Safety, Room C1375 or call 708.534.4900.

Suzanne's Law

Suzanne's Law requires that law enforcement notify the National Crime Information Center when someone between the ages of 18 and 21 is reported missing. This mandate was signed into law by President George W. Bush as part of the "Amber Alert" bill. The law was named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Governors State University has adopted procedures to comply with these provisions.

Reports of Missing Persons (adults or juvenile) should be made to the Governors State University Police Department at 708-534-4900. The Governors State University Police Department shall initiate a missing person investigation immediately, and for adults between the ages of 18 and 21 years of age that information shall be entered into NCIC and LEADS as soon as practical. Each student living on campus in student housing has the option to register a confidential contact person with the University, and in the event a student is determined to be missing, authorized campus officials or the University Police may have access to that information for investigative purposes. If a student has not registered a confidential contact person, the University Police will contact the appropriate local law enforcement agency for continuity and safety concerns. All official missing student reports must be immediately referred to the University Police department for investigation or referral to the appropriate local law enforcement agency.

Alcoholic Beverages

Governors State University encourages and sustains an academic environment that respects individual freedoms and promotes the health, safety and welfare of all

community members. In keeping with these objectives, the University has adopted a policy on the possession, sale and consumption of alcoholic beverages on property owned or controlled by Governors State University.

If a friend who is not 21 years of age asks you to buy a six-pack of beer for him or her, don't. Any adult who buys alcohol for anyone younger than 21 may receive a mandatory fine of \$1,000 for a first offense and \$2,500 for each following offense.

If you are having a party and serving alcohol, be careful about who is having a drink. An adult who supplies minors with alcohol is breaking the law and may be liable for any resulting injuries and/or property damage cause by the minor.

Underage drinking

Your driving privilege will be suspended if you are convicted of lying about your age to obtain alcohol; purchasing, consuming, possessing or transporting alcohol; or carrying a false ID. If you are under 21 years of age and you see friends walking down the street, offer them a ride and they happen to be taking a six-pack and some chips to a party, you could be charged with transporting alcohol and your license could be suspended.

In addition to driving privilege suspension, you may pay a fine of no less than \$500 and no more than \$1000, and the police will notify your parents, even if you are older than 18. The court also may require that you successfully complete a program of alcohol education, intervention or counseling. In addition, you must pay a restoration fee before you can get your license back or be considered for a learner's permit.

Remember, you don't have to be in or near a car, have a driver's license or be old enough to drive for the laws to apply. Just being caught with a false ID, drinking, being intoxicated, transporting alcohol or having alcohol in your possession will result in the suspension of your driving privilege.

Illegal Drugs

Governors State University does not permit the use or possession of controlled substances on campus. The University enforces all state and federal laws concerning illegal drugs. Anyone who is apprehended by Governors State University Police while in possession of, using, or offering for sale or selling illegal drugs is subject to arrest and referral to The Office of Community Standards and Student Advocacy.

If you have a problem...

The University offers programs for drug and alcohol education. It provides programs that include counseling, education, self-development, substance-free activities and support groups. It also provides an assessment and intervention component designed to assist those who may be harmful to themselves because of alcohol or drug abuse. Staff there will provide referrals and information on other resources and organizations.

GSU Student Counseling Center

Do you need to contact us right away? You can call us at:

708.235.7334

or email us at: studentcounseling@govst.edu.

> [Take an assessment test now.](#)

Hours of Operation

We are now located in Room A1120

Monday-Thursday 9:00am-7:00pm

Friday 9:00am-5:00pm

*Summer hours Monday-Thursday 9:00am-5:00pm

After 5:00pm appointments may be available upon request.

Not a GSU student but still interested in counseling services?

Free counseling is available for those who are not currently enrolled GSU students through the University Counseling Lab. For more information, call 708.534.4545 or [click here](#).

Reasons students use The GSU Counseling Center

- Anxiety or stress resulting from academics, coursework, and grades
- Adjusting to social life at college
- Feeling disconnected from support systems at home
- Difficulties communicating with professors, making friends, and developing a support system at college
- Difficulties in relationships with roommates, friends, or partners

- Balancing multiple demands (academic, relationships, and finances)
- Feeling unmotivated or depressed
- Loss of a loved one
- Dating violence or sexual assault
- Other concerns resulting from personal issues

Some concerns students discuss in counseling

- Feeling stressed or overwhelmed
- Difficulties concentrating, feeling confused
- Feeling less self-confident or less sure of your abilities
- Loneliness, homesickness, feeling like you "don't belong"
- Problems communicating with others
- Difficulty managing school and life stress
- Uncertainty about the future
- Feeling sad, angry, anxious or depressed
- Relationship difficulties

Resources:

Know someone in distress? The Counseling Center has created a quick reference guide for all who interact with students. This handbook is an introductory tool to provide support and information to assist faculty and staff to decide if, when, and how to intervene with a student in apparent distress. The following link will take you to the e-book version of the [Helping Students in Distress Handbook](#).

Have a question about relationships, sexuality, sexual health, emotional health, fitness, nutrition, alcohol, nicotine or other drugs? *Go Ask Alice!* This is a health Q&A Internet resource. It provides readers with reliable, accurate, accessible, culturally competent information and a range of thoughtful perspectives so that they can make responsible decisions concerning their health and well-being. Information provided by *Go Ask Alice!* is not medical advice and not meant to

replace consultation with a health care professional.

Go Ask Alice-www.goaskalice.columbia.edu

ULifeline is your online resources for college mental health. It is an anonymous, confidential, online resource center, where you can be comfortable searching for the information you need regarding emotional health. Please visit the ULifeline website to find facts on emotional health and wellness, learn how to help a friend in need, or even complete anonymous self-evaluations by [clicking here](#).

The YWCA South Suburban Center provides affordable and confidential services for survivors of sexual assault and abuse. The rape crisis hotline (708.748.5672) is available 24 hours, 7 days a week for free, confidential crisis intervention and referral services. For more information on the YWCA visit their website by [clicking here](#).

Know Your IX is a campaign that aims to educate all college students in the U.S. about their rights under Title IX. Founded in 2013, Know Your IX is a national survivor-run, student-driven campaign to end campus sexual violence. For more information on your Title IX rights or to learn more about Know Your IX please visit their website [here](#).

For resources on all things related to mental health check out **Psych Central**
<http://psychcentral.com/>

Learn the signs and symptoms of depression, anxiety, eating disorders and others — and find resources that lead to a happier and healthier college career. **Top Five Mental Health Problems Facing College Students** -
<http://www.bestcolleges.com/resources/top-5-mental-health-problems-facing-college-students/>



Services Offered at the Student Counseling Center

The Counseling Center offers a variety of services to GSU students. All services are at no additional cost to you (your student fees cover the cost of counseling) and all

counseling and consultation services are confidential. [Click here for more information.](#)



Outreach schedule and Information

Check out the scheduled group counseling sessions and outreach events provided by the Student Counseling Center [by clicking here.](#)

[Click here for further info](#) on how to schedule an outreach appointment with us.



About Us

[Meet the staff for GSU's Counseling Center](#) and see what difference we can make for you.

If you need to talk to someone right away you can call us at 708.235.7334 or [email us.](#)



Consent is Sexy!

Consent is really about **communication**. It starts with getting to know each other. [It's important to learn more about preventing sexual assault](#) but more importantly how to ask yourself the right questions so that you know how to express yourself at your choosing.



Stress Less!

Stress is an everyday situation that we can handle at most times. But what happens when it gets too much? [Click here for some stress management information](#) and how you can manage stress in your life.



Why Is Suicide So Common Among College Students?

College is a time of significant transition that comes with uncertainty, sometimes confusion and fear. [Click here on how to find resources](#) to find someone to talk to and help support for you or for someone you know.

Residence Hall Safety

Help Us Keep You Safe

Governors State University maintains one co-ed residence hall on campus. Each floor has one student staff member in residence who is responsible for monitoring activity, advising and assisting students, and building community. The residence hall has an emergency telephone located at the front of the building and on each floor.

Every effort is made to ensure the safety of campus residents. In order to enter the residence hall, a student must swipe his/her myONECARD at the entry doors. In the residence hall, exit doors are equipped with self-contained alarms. In addition, digital video cameras record activity at all building exits, and other public areas.

Student Safety is our primary concern. Prairie Place has a number of policies and procedures in place to enhance the security of our residents.

Prairie Place will be staffed by trained professionals and para-professionals available to respond to students' needs.

Fire safety is of paramount importance. Fire extinguishers are placed strategically throughout the building; the building is fully sprinklered and smoke detectors are installed in the sleeping rooms and hallways throughout the building. There are policies in place addressing permitted and prohibited appliances, electrical cords, etc.

Security cameras and emergency telephones are located in and around Prairie Place.

In the event of a campus or building emergency, students will receive messages through the Emergency Notification System. The system will use students' current directory information to alert them of any emergency.

Office hours for residence hall directors (RAs) and on-call schedules for resident assistants/graduate assistants are posted in the residence hall.

Contact Information

Auxiliary Services & University Housing

Governors State University
1 University Parkway - Room C1330
University Park, IL 60484

Phone: 708.235.7110

Email: housing@govst.edu

Prairie Place - Residence Hall Director Office

708.235.7118

Hours of Operation

Monday - Friday: 8:30 am - 5 pm

Saturday and Sunday: Closed

Prairie Place - Reception Desk

708.235.7115

Hours of operation^{24/7}

Important rules and regulations about living in Prairie Place

Please make time to review this page and [the 2018-2019 University Housing Handbook](#) prior to submitting a housing application. The Handbook contains important information about living in University Housing. Below is information about some of the key rules and regulations that will be in effect in the Prairie Place community:

Smoke-free Campus- The possession or consumption of drugs by residents and their guests in University Housing facilities is prohibited of alcoholic beverages in University Housing. A person 21 years of age or older, may possess, store, or consume alcohol in the following locations only:

- In his or her contractually assigned bedroom in a non-visible enclosure (e.g. mini fridge, trunk, wardrobe) if the student shares a room/living area with a resident under 21, OR
- In the common area(s) within his/her contractually assigned apartment where all individuals sharing the space are over 21.

Exterior Lighting and Vegetation

Governors State University maintains a strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Parking areas, pedestrian walkways and building exteriors are well lighted. Surveys of exterior lighting on campus are conducted by University police officers on a regular basis, and the Facilities Management Department gives high priority to maintenance of exterior lights that need to be replaced. Members of the GSU community are encouraged to report any exterior lighting deficiencies to University Police.

Police and the Facilities Management Department also monitor the growth of vegetation on campus. If any member of the campus community believes that the height of vegetation may cause a hazard, he/she is encouraged to report it to either University Police or Facilities Management.

Access to University Facilities

Most University buildings and facilities, other than residence housing, are accessible to members of the University community, their guests and visitors during normal hours of business, during designated hours on weekends and holidays, and at other times when University events and activities may be taking place outside normal business hours.

Academic, administrative and recreational buildings are locked each night at the conclusion of activities and classes. Unauthorized individuals are not permitted to be inside the buildings during these times. Individuals who need to enter after

hours may request special access from the Governors State University Police Department. University Police maintains a list of individuals who receive permission to be admitted after hours. Proper identification must be presented to the University Police Department for admittance to closed buildings.

The Governors State University Police Department has adopted a Community-Oriented Policing approach in all campus buildings on all shifts to provide high officer visibility and access. These regular foot patrols act as a deterrent to criminal activity and enable students, staff and visitors to get to know the officers.

Crime Statistics Report 2015 through 2017

Governors State University is committed to providing a safe and secure educational environment for student and employees. Criminal activity exists throughout our society, and college campuses are not exempt from crime. However, in order to maximize security and minimize the opportunity for criminal activity to occur, a number of services and programs have been implemented at Governors State University. All members of the University community share in the responsibility for reporting crime and for taking precautions to discourage its potential.

The following statistics are provided in compliance with Act 1988-73, the College and University Security Information Act, the Student Right-to-Know and Campus Security Act of 1990, and the Jeanne Clery Disclosure of Campus Statistics Act of 1998.

The figures represent the calendar years of 2015, 2016 and 2017. Brief definitions of some of the crimes categories that may not be self-explanatory are provided in the definitions below. Questions regarding this report may be addressed to the Governors State University Police Department at 708-534-4900.

The following definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapons law violations, drug abuse violations and liquor law violations are provided from the Uniform Crime Reporting Handbook, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions of forcible and non-forcible sex offenses are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program.

Arson

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

Criminal Homicide – Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide – Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

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

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

This type of assault usually is accompanied by the use of weapons or by means likely to produce death or great bodily harm. (If necessary, that injury results from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. All cases where automobiles are taken by a person not having lawful access, even though the vehicles are later abandoned, including joyriding, are included in this definition.

Weapons Law Violations

The violations of laws or ordinances dealing with weapons offences, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking in a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Sex offenses — Forcible

Any sexual act directed against another person, forcibly and/or against the person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape — The carnal knowledge of a person, forcibly and/or against the person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Forcible Sodomy — Oral or anal intercourse with another person, forcibly and/or against that person's will or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent mental or physical incapacity.

Sexual Assault With an Object — The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of

another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because his/her temporary permanent mental or physical incapacity.

Forcible Fondling — The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent mental or physical incapacity.

Sex Offenses — Non-Forcible

Incest — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape — Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence- (1) Felony or misdemeanor crimes of violence committed- (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) 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 (v) 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.

Dating Violence-Violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim and (2) the existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating Violence does not include acts covered under the definition of domestic violence.

Stalking-(1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to- (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. (2) For the purposes of this definition- (i) course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. (ii)

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (iii) Substantial emotional distress means significant mental suffering or anguish that may, but may not necessarily; require medical or other professional treatment or counseling.

CRIME STATISTICS

CRIMINAL OFFENSES- Reported by Hierarchy

Type of offense (Reported by		On campus	Non- campus	Public property	Total	Residence facility
Criminal homicide						
Murder/non-negligent manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Negligent	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Sex offenses						
Forcible sex offenses (Rape, Sodomy, with object and Fondling)	2017	5	0	0	0	5
	2016	2	0	0	2	2
	2015	1	0	0	1	1
Non-forcible sex (Incest and Statutory)	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Robbery						
	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated assault						
	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Burglary						
	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Motor vehicle theft						
	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

CRIME STATISTICS

Criminal Offenses – Reported by Hierarchy (cont.)

	On campus	Off campus	Public property	Total	Residence Fac.
Liquor Law Arrests					
2017	0	0	0	0	0
2016	0	0	0	0	0
2015	0	0	0	0	0
Drug Law Arrests					
2017	0	0	0	0	0
2016	0	0	0	0	0
2015	0	0	0	0	0
Weapons Law Arrests					
2017	0	0	0	0	0
2016	0	0	0	0	0
2015	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action					
2017	24	0	0	0	24
2016	24	0	0	24	24
2015	17	17	0	17	17
Drug Law Violations Referred for Disciplinary Action					
2017	20	0	0	0	19
2016	16	0	0	16	16
2015	10	10	0	10	10
Weapons Law Violations Referred for Disciplinary Action					
2017	1	0	0	0	1
2016	0	0	0	0	0
2015	0	0	0	0	0

Crime Statistics

Criminal Offenses- Not Reported by Hierarchy

Type of Crimes	Year	On Campus	Non-campus	Public Property	Total	Residence facility
Arson						
	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Domestic Violence						
	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Dating Violence						
	2017	4	0	0	0	3
	2016	3	0	1	4	2
	2015	1	0	0	1	1
Hate Crimes						
	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Stalking						
	2017	4	0	0	0	0
	2016	1	0	0	1	1
	2015	0	0	0	0	0

SAFETY BOOKLET

GOVERNORS STATE UNIVERSITY **SAFETY BOOKLET**

EMERGENCY RESPONSE 911

**DEPARTMENT OF PUBLIC SAFETY
708.534.4900**

**FACILITIES DEVELOPMENT & MANAGEMENT
708.534.4515**

An electronic copy of this booklet and other emergency information are located at www.govst.edu/emergency/

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INTRODUCTION

It is important that Governors State University employees and students are prepared in the event of an emergency. Please read this booklet and familiarize yourself with the established procedures should an emergency occur at GSU. The objective of this booklet is to ensure that all employees and students are aware of established emergency plans and are able to respond, evacuate or proceed to a designated shelter area in a quick, orderly fashion.

BE PREPARED

Be aware of the locations of the nearest emergency exits, shelter areas, fire extinguishers, etc., and familiarize yourself with the emergency procedures and building evacuation diagrams posted throughout campus in corridors and common areas. Red emergency phones located throughout campus provide a direct line to the Department of Public Safety, as do the blue-light emergency call boxes located in the main parking lots (East Lots 1, 2, and 3, and West Lots 1 and 2), as well as the emergency call boxes located just outside the entrances of Buildings A, B, C, D, E and F.

EVACUATION GUIDELINES

- Listen to and obey all audible warnings and directions given by Department of Public Safety (DPS) personnel or designated authority.
- Do not use elevators. Exit to the nearest designated emergency exit stairwell. Be aware of alternate stairwells if the nearest one is blocked.
- Do not run or panic.
- Alternate individual entry into the flow of traffic at stairwell entry points. Do not push or shove.
- Use the handrail in the stairwell, keep to the right, and move in a single file line.
- Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.
- Exit the building and proceed to a staging area outside, away from the building. Do not obstruct roadways or the movement of emergency personnel. Remain in the staging area until notified by DPS personnel or other designated authority.

GUIDELINES TO PROCEED TO DESIGNATED SHELTER AREA

- In the event of a severe weather emergency, proceed to the nearest designated shelter area. The best protection is offered inside a sturdy building on the lowest floor, away from windows. Place as many barriers between yourself and the outdoor environment. In the GSU main building, there are concrete 'cores' which usually contain restrooms. These rooms offer better protection than most areas.
- Listen to and obey all audible warnings and directions given by DPS personnel or designated authority.
- Be aware of alternate stairwells if the nearest one is blocked.
- Do not run or panic and do not use elevators.
- Alternate individual entry into the flow of traffic. Do not push or shove.
- Use the handrail in the stairwell, keep to the right, and move in a single file line.
- Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required.
- Proceed to designated shelter areas. Remain in the areas until notified by DPS personnel or designated authority.

STAGING AREA FOR PERSONS WITH DISABILITIES (AREAS OF RESCUE)

- Persons with disabilities requiring assistance should move to the nearest Area of Rescue assistance. These are areas having direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance. Examples of these areas are the stair silos located along the perimeter of the main building.
- Faculty and staff are asked to assist persons with disabilities during an emergency to an Area of Rescue assistance. It is suggested that that a person who has a mobility impairment prepare for an emergency ahead of time by familiarizing themselves with the nearest Areas of Rescue and by informing faculty or staff on how to assist in case of an evacuation.
- Once in an Area of Rescue, call 911 (or use the red emergency phone) immediately and provide your exact location, including wing/room number or present location. Do not hang up until the emergency personnel so directs.

EMERGENCY SITUATIONS

ACTIVE SHOOTER

- Evacuate the area or building if it is safe to do so:
 - Have an escape route in mind.
 - Leave your belongings behind.
 - Keep your hands visible.
- If it is not safe to evacuate, hide out:
 - Hide in an area out of the perpetrator's view.
 - Block entry to your hiding place and lock or barricade doors. **DO NOT OPEN DOORS** until a known law enforcement officer advises it is safe.
 - Turn off the lights and monitors and silence your cell phone.
- Stay focused on survival and keep others focused also.
- Call 911 immediately or as soon as possible and provide as much information as possible (description, location, number of perpetrators, etc.) including your exact location, building wing and room number. Do not hang up until the emergency personnel so directs.

- When police arrive, remain calm and follow directions. Keep your hands visible at all times, and avoid quick movements, pointing, screaming and yelling.

AIRPLANE CRASH

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

BODY FLUID SPILLS

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not clean up spills unless you have been properly trained to do so.
- If a person is injured, assist as appropriate.

BOMB THREATS

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If it is determined by DPS that the treat is real, an evacuation will be implemented.
- If directed to evacuate, follow the Evacuation Guidelines.

CIVIL DISTURBANCE

- A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:
 - Interference with normal operations of the university.
 - Prevention of access to university facilities.
 - Threat of physical harm to people.
 - Threat or actual damage to university property.
- If there is an immediate threat of bodily harm or damage to property, call 911. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

EARTHQUAKE

During an Earthquake:

- Find shelter under a sturdy desk or table if possible, kneel down and cover your head with your arms. Standing in a doorway is another option.
- Stay away from windows, temporary walls, partitions, and free standing objects such as file cabinets, bookshelves, etc.
- Do not panic or attempt to evacuate.
- Do not attempt to use the elevators.
- The initial shock of an earthquake usually lasts less than a minute.

After the Earthquake:

- If you or others are injured and require medical assistance, call 911. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If directed to evacuate, follow the Evacuation Guidelines.

EXPLOSION

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If it is safe to do so, assess the extent of the damage sustained and/or the injuries involved and provide this information to DPS.
- Alert all personnel in the immediate area, checking for any damage or dangerous conditions.
- Do not use the elevators.
- Evacuate the building following the Evacuation Guidelines.

FIRE

OPEN OFFICE AREA

Activate the nearest fire alarm.
Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

Describe the extent of the fire. If the fire is small and you know how to use a fire extinguisher, locate and use the nearest fire extinguisher.

If you cannot extinguish the fire:

- Alert all personnel in the area.
- Exit the room or hallway immediately.
- Close any doors in your immediate area.
- Evacuate the building following the Evacuation Guidelines.

FIRE

ENCLOSED ROOM- FIRE OUTSIDE THE DOOR

Feel the door with the back of your hand.

***If it is hot, do not open the door.
(if it is not hot, see below).***

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire, if known.
- Place an article of clothing or other obstruction along the bottom of the door to keep smoke out.
- Move as far away from the door and heat source as possible.
- Wait for rescue personnel to arrive.

If you feel the door and it is not hot:

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire if known.
- Slowly open the door while standing behind it. If no danger is present, activate the nearest fire alarm and proceed to the nearest exit.
- If the area is filled with smoke, stay low or crawl to the nearest exit.
- Evacuate the building following the Evacuation Guidelines.

HAZARDOUS MATERIAL RELEASE

Hazardous materials include chemical and biological agents in either a solid, liquid or gaseous state. If there is a large spill or release of a hazardous material, or if hazardous vapors are being released:

- Evacuate the area immediately.
- If possible, isolate the spill or vapor release by closing doors, etc.
- If the material made contact with your skin or eyes, proceed to the nearest safety shower or eyewash (or a washroom if a safety shower or eyewash are not in the vicinity) and flush the exposed area with copious amounts of water for 15 minutes or until medical assistance arrives.
- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number.
- If possible, identify the released material and obtain a Safety Data Sheet to provide to the emergency responders.

MAIL THREATS/SUSPICIOUS PACKAGES

- If a suspicious package is discovered on campus, call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not move, shake or open the package. Isolate it immediately.

SERIOUS INJURY OR ILLNESS

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not attempt to move an injured person unless doing so may prevent further injury.
- If necessary, and if trained to do so, provide first aid/CPR to the injured person.
- Remain with the injured or ill person until emergency personnel arrive and you are relieved by the emergency personnel.
- Do not obstruct emergency personnel.

SEVERE WEATHER

Severe Thunderstorm Watch-

severe thunderstorms are possible in the area.

Severe Thunderstorm Warning-

severe thunderstorms are occurring in the area.

Tornado Watch-

conditions are favorable for the possible development of tornados in the area.

Tornado Warning-

a tornado has either been sighted or identified by weather radar.

Severe thunderstorms are capable of producing damaging winds, hail and lightning. When severe thunderstorms are present, there is often a heightened risk that tornados could occur. DPS will alert the campus if a Tornado Warning is issued or if a tornado has been spotted in the area. Warnings will be issued by local television stations, local news radio stations, and NOAA weather radio. Local governments may activate outdoor sirens, but in most cases, building occupants may not be able to hear them.

Should a severe weather notification occur:

- Move the designated shelter areas following the guidelines.
- If you cannot reach a designated shelter area, move as far away from the windows as possible.

Lie down on the floor, under a desk or table if possible, curl up and protect your head and eyes.

- Do not use elevators or cell phones.
- Call 911 to report any injuries or damage when possible.

UTILITY OUTAGE

- If a loss of power causes a threat to people or property, call 911 immediately.
- Notify Facilities Development & Management, 708.534.4515 immediately.
- All personnel should remain in their respective areas unless directed otherwise by DPS or designated authority.

WATER-RELATED EMERGENCIES

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not touch any electrical outlets, equipment, etc.
- Evacuate the area.
- If outside, do not drive through flooded areas.

PERSONAL SAFETY

SECURITY ON THE STREET

- Request the GSU Safety Escort service or shuttle service by calling 708.534.4900 or by using any red emergency phone inside the university.
- Stay alert to your surroundings- use of electronic devices (phones, iPods, etc.) can be distracting.
- Avoid going out alone at unusual hours or being in secluded places.
- If you are being followed, go to a well-lit or populated place and notify DPS.
- At night, stay in well-lit areas.
- Avoid displaying any amount of money you are carrying.
- Keep a firm grip on your purse or bag. If possible, put the strap over your shoulder and tuck the purse or bag between your arm and body.
- Be familiar with the location of the outdoor campus emergency phones and call boxes.
- Utilize crosswalks at all times, be aware of vehicular traffic, and obey signs and signals at intersections/crossings when walking.

SECURITY IN THE OFFICE

- Keep wallets and purses secure. Lock them in a drawer if possible.
- If you see people in your area who do not belong, contact DPS.
- Demand proper identification and authorization before allowing anyone to remove equipment from your office.
- Do not loan keys or equipment to strangers or unknown workers.
- Lock your office whenever it is unattended.
- When working after hours or weekends, notify DPS of your whereabouts and when you leave.

SECURITY IN YOUR CAR

- Park your car in a well-lit area.
- Lock your car.
- As you approach your car, check for person(s) who may be hiding behind, in front or underneath it.
- After you get into your car, lock the doors.
- If you are being followed, drive to a police or fire station and sound your horn until help arrives.
- Always be sure your car has enough gas to get you to and/or from your destination.
- Remove phones, CD's, or any items of value from plain view to avoid burglaries.
- Never pick up strangers or go with a stranger who offers help.

VICTIM OR WITNESS OF CRIME

- If you are accosted by someone who displays or appears to have a weapon, do not try to ward off the attacker.
- Be observant and obtain as much information as you can. Note information about the perpetrator without endangering yourself.
- If the perpetrator flees, note the direction of travel and the vehicle/license plate if possible.
- Preserve the crime scene for the police.
- If you are the victim of a criminal sexual assault, call 911 immediately, and refrain from showering or washing yourself temporarily until the police can properly investigate.



Fire Safety and On-Campus Student Housing Report

2018

The Higher Education Opportunity Act (HEOA) of 2008 requires each university to report fire safety statistics for on-campus housing.

Enclosed statistics are reported for 2015, 2016, and 2017 calendar years.

The Higher Education Opportunity Act (HEOA) of 2008 requires that each university report fire safety statistics for on-campus student housing. Specifically, the Act requires information on the cause of each fire, the number of injuries and deaths related to a fire, and the value of property damage caused by the fire being reported. Information related to Governors State University of fire safety efforts has been provided to increase awareness of the programs and equipment that exist to ensure the safety and well-being of our students, employees and guests.

Fire Safety Statistics: Governors State University Residential housing Prairie Place was constructed and opened in the fall of 2014.

Prairie Place is equipped with Simplex 4100U fire alarm panels. The system consists of addressable manual pull stations, visual/audible alarm devices, and integrated automatic detection devices. Each sleeping room in the residence hall is equipped with an addressable smoke detector and sounder base. All smoke detectors, heat detectors, duct detectors, pull stations, and sprinkler controls in the residence hall is supervised and monitored by the building Simplex 4100U panel where each point is assigned an address that identifies the exact location of each initiating device. The display provides the location of the initiating device which is also transmitted to the annunciator panel at University Police. The systems are monitored 24/7 by the main fire alarm panel located in the University Police Dispatch Center.

The residence hall is fully sprinklered including the attic spaces, where dry pipe systems exist. The sprinkler systems is supervised and monitored by the building Simplex fire alarm panels which report all alarm and trouble conditions to the annunciator at Campus Police.

Fire extinguishers are located in the residence hall in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire Alarm Testing and Inspection: Pull station, horns, strobes, bells, smoke/heat detectors, batteries and fire alarm panels are inspected semiannually and annually. Smoke detectors are cleaned, inspected and tested annually. All inspections and testing are performed by a certified fire alarm company in accordance with National Fire Alarm Code NFPA 72.

Automatic Sprinkler System and Fire pump: Automatic sprinklers are tied into the fire alarm system. The sprinkler systems and fire pumps are inspected and tested semiannually by a certified inspection company in accordance with NFPA 13A.

Supervised Fire Drills: At least two fire evacuation drills per calendar year are conducted in the residence hall. The fire evacuation drills are supervised by a team of University employees and are evaluated for effectiveness.

Fire Safety Policies and Rules: Governors State University of has instituted fire safety regulations in order to prevent injuries to members of the campus community and physical damage to facilities. The on-campus housing policies are published in the University housing Handbook:

SMOKE-FREE

Governors State University Smoke Free/Tobacco Free Campus Policy and Principles

Policy: As of July 1, 2015 Governors State University prohibited smoking and tobacco products indoors and outdoors on campus property including parking lots and in parked cars. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

[Click here to read the Higher Education Smoke Free Campus Act from the Illinois General Assembly.](#)

Benefits: The policy was written in support of the Smoke-Free Campus Act (110 ILCS 64/). This law mandates that as of July 1, 2015 smoking is prohibited on each state of Illinois supported institution of higher education. The Smoke-Free Campus Act and the additional measures of the Board of Trustees policy establishes and maintains a healthier campus environment; intends to reduce absenteeism and illness due to medical issues that may be caused by smoking, secondhand smoke, and/or tobacco use; the policy also encourages a cleaner campus.

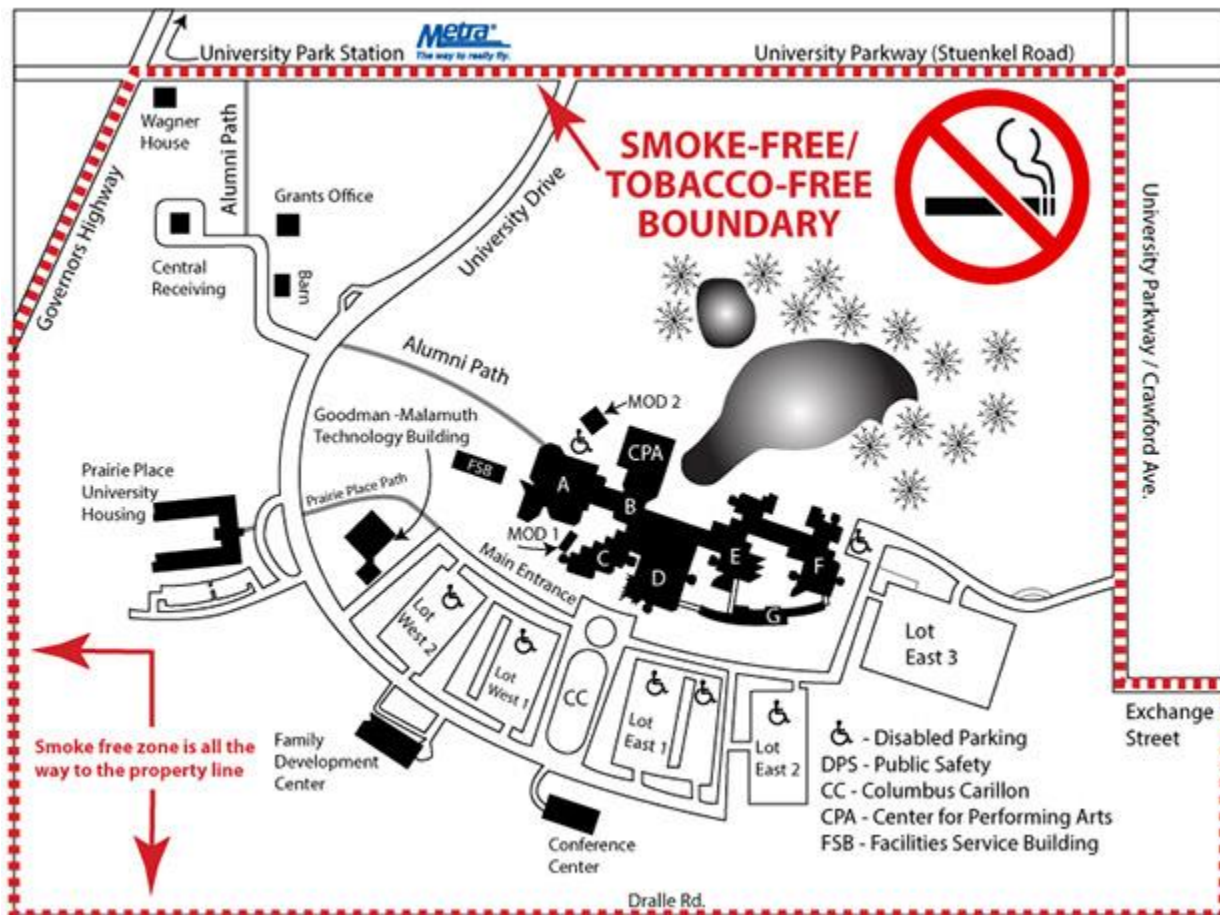
Scope: This policy applies to any individual on campus property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, guests, volunteers, visitors and members of the public. It is applicable twenty-four (24) hours a day, seven (7) days a week.

"Smoke or Smoking" means (1) the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarillo, beedies, kreteks, water pipe, bong, cigarette, hookah, weed, herbs, or other lighted smoking equipment; (2) lighting or burning of non-tobacco plants or marijuana; and

(3) using nicotine products not approved by the Food and Drug Administration (FDA) as a smoking cessation product, such as electronic cigarettes.

Definitions:

"Campus Property" means any property owned, leased, occupied, operated or otherwise controlled by Governors State University, including but not limited to academic and auxiliary buildings, classrooms, laboratories, residences, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, athletic complexes and facilities, exterior open spaces, shuttle buses, shuttle bus stops, driveways, loading docks, university-owned streets, sidewalks and walkways, and as further set forth on the GSU smoke-free campus map (below).



"Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs,

and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device or product.

"Student" means an individual enrolled in a credit or noncredit course.

"Employee" means an individual who is employed by Governors State University in consideration for direct or indirect monetary wages or profit.

"Guest" means a visitor to the campus who is not a student or employee.

Processes/Procedures/Guidelines:

- 1. The university shall post "No Smoking" signs or "No Smoking" symbols across the campus, such as at building entrances. However, this policy applies to all campus property whether or not such notices are posted.**
- 2. Organizers of and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events, as well as non-university events held on campus property must abide by this policy. Organizers of such events are responsible for informing attendees of this policy.**
- 3. Individuals found to be noncompliant will be subject to existing campus disciplinary measures:**
 - a. For students, such noncompliance will be referred to the Dean of Students Office.**
 - b. For employees, such noncompliance will be referred to the employee's supervisor or the Human Resources Department, as applicable.**
 - c. For contractors and subcontractors, such noncompliance will be referred to the campus unit responsible for monitoring performance of the applicable contract.**
 - d. Visitors and members of the public who refuse to comply with this policy may be asked to leave campus.**

Exceptions under the Law (110 ILCS 64/5) and University Policy:

Ceremonial Smoking: Individuals or groups interested in smoking as part of a ceremony in or on campus property must seek advance approval from the Associate Vice President for Facilities Development and Management by submitting a request for approval. For consideration of an exemption [send an e-mail to the Associate Vice President of Facilities Development and Management](#). For more information on Ceremonial Smoking

Exemptions, [click here to read our FAQs.](#)

***Smoking in Research:* Smoking may be allowed in an enclosed area on campus property for a medical, scientific, or research program, provided that smoking is an integral part of such program and the appropriate campus research oversight body has approved the inclusion of smoking in the program pursuant to the applicable procedures for such medical, scientific, or research program.**

Repair Requests – Emergency and Routine

Emergency repair requests for both public and living areas that involve electrical, running water or health or safety hazards should be reported to a Resident Assistant or desk staff immediately. Routine requests can be submitted via a work order. Any request that is a result of damage will be charged appropriately to the responsible resident(s). This includes any damages created by a student's guest.

Maintenance Repair Service

All requests for ROUTINE repairs and maintenance are to be submitted via the work order system at 708.534.4515 8am-5pm. To request EMERGENCY service, please call Public Safety 708.534.4900.

Emergency maintenance requests include but are not limited to: broken pipes, clogged sinks, overflowing toilets and bathtubs, fires, noxious odors, gas or electrical service interruption and all items that threaten the life, health and safety of the apartment residents.

Equipment

Tampering with, altering or changing any university safety equipment, locks, fire alarms, smoke detectors, telephone equipment, TV cable, plumbing, electrical systems, etc. is prohibited.

Ceilings/Walls/False Barriers

Residents are prohibited from affixing any object to ceiling areas and from painting any ceiling areas. Residents are prohibited from tampering with or allowing any objects to come into contact with sprinkler heads.

Students' room should reflect the condition noted on the Room Condition Report that was filled out at time of check in. To prevent damages, care should be taken when affixing items on the walls. The use of nails, adhesive tape, glue, screws and tacks is prohibited.

For fire safety reasons, no items or objects such as tapestries or furniture, may create a false wall and block the clear view of the four walls of the room. Items may not block the main window of the room or be attached to the ceiling or affixed on the door, as they may also interfere with emergency personnel.

Sprinkler Heads

Hanging objects from sprinkler heads or tampering with sprinkler heads in any way is strictly prohibited. Residents and their guests will be responsible for any damage to the sprinkler heads or ceiling tiles or water damage to any personal property which is the direct result of their actions.

Electrical Appliances

Across the country, unattended electrical appliances have led to many fires in residence halls. To prevent such occurrences from happening at GSU, all appliances or heat generating devices (such as an iron) must be properly monitored at all times. Failure to do so will be considered negligent and proper disciplinary actions will be taken.

For safety reasons, the following appliances are NOT PERMITTED in the residence hall:

- Devices with open heating elements
- Toaster ovens
- Freezers
- Lava Lamps
- Window/portable air conditioners
- All indoor grills (e.g. Black and Decker®, George Foreman® etc.)

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- Devices with open heating elements
- Toaster ovens
- Freezers
- Lava Lamps
- Window/portable air conditioners
- All indoor grills (e.g. Black and Decker®, George Foreman® etc.)
- Halogen light bulbs (used in desk lamps or free standing lamps)
- Candles, incense, lanterns or any similar open flame device
- waterbeds
- The following appliances ARE PERMITTED:
- Automatic, pop-up toaster
- Crock pot or slow food cooker
- Sandwich maker
- Waffle iron
- Blender
- Food processor
- Portable or stand mixer
- Automatic coffee maker (with fully enclosed heating element)
- Hot pot (with fully enclosed heating element and automatic shut-off)
- Corn popper (with fully enclosed heating element and automatic shut-off)
- Clothes iron (with automatic shut-off)
- Curling iron
- Hair straightener/flat iron
- Fish aquarium heater
- Hair dryer
- Hair rollers
- Heating pad (with temperature settings)
- Electric blanket (with temperature settings)

Approval is needed from University Housing for any appliances not included on the above list.

Due to poor ventilation and combustibility, no electrical appliances (including microwave and refrigerator) should be placed in closets, under lofted beds or behind room doors.

Additionally, a MicroFridge®, microwaves and refrigerators must be plugged directly into a wall outlet; they are not permitted to be plugged into a surge protector or extension cord. Misuse of electrical appliances by not following these guidelines is considered a fire hazard in addition to a policy violation.

General Guidelines - Decorations

Only UL Approved fire resistant and noncombustible decorations may be used. All decorations must be placed in such a way that they do not interfere with a person's vision, safe passage or evacuation. No decorations or any other combustible items (including flags, posters, wires, cables etc.) may be placed or hung in a stairway, exit routes or ceilings of any room or lounge.

Life safety devices should not be decorated or obstructed in any way. As such, it is important that an 18-inch clearance is maintained around all safety devices, including exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, audible fire signals/strobe lights, exit doors, sprinkler heads/cover plates and/or any other life safety devices. Electrical cords or lighting may not be hung around or attached to bed and door frames or placed underneath a carpet.

For fire safety reasons, dry vegetation, such as hay, straw, leaves, corn shocks or evergreen trees and branches are not permitted in the residence hall.

University Housing and the GSU Office of Environmental Health and Safety shall have the final authority as to what material may be used in decorations, should questions arise.

Decorations in violation of University policy must be removed immediately, at the direction of the Environmental Health and Safety Office or University Housing.

Candles and Incense

You may not possess candles, incense, lanterns or any similar open flame devices in your rooms. If these items are found in a room, the University Housing staff reserves the right to confiscate them and pursue disciplinary actions against the student. Candle warmers are permitted only in cases where the candle is just wax or its wick has been removed.

Candles/Incense used for religious purposes (i.e. Hanukkah, Solstice celebrations) must be kept in the RHD office and tagged appropriately. The RHD reserves the right to determine when and where these items may be used.

Lighting/Extension Cords

- Due to their combustibility and excessive heat, halogen light bulbs (used in desk lamps or free standing lamps) are prohibited in the residence hall. Torchière-style lamps, including multi-armed or flexible floor lamps, are also prohibited for safety reasons.
- The use of fluorescent light bulbs in desk lamps or free-standing lamps is permitted.
- For safety reasons, light fixtures or bulbs may not be covered or painted. Only UL approved lighting sets may be used.

- Only miniature type lighting (no more than one set of 50 miniature lights) or rope decorative lighting (no more than two, 12-foot lengths) is permitted. Under no circumstances, may these lights be left unattended when turned on.
- Only extension cords equipped with a ground (three-pronged plug) and an inline surge protector may be used. It is highly recommended that the proper length of surge protectors be used to ensure that extension cords are used sparingly.
- Multi-plug adapters must have power strips with a safety overload circuit breaker. Only one power strip should be plugged into an outlet at any one time. It is important to not overload the power strip or outlet.
- For safety reasons, power strips, extension cords, rope lighting and decorative light sets must be set at least 18 inches away from all combustible and flammable materials. They should not run through any door openings, be attached or wrapped to furniture or the ceiling or be covered in any way.
- Removal of any university-installed light bulbs, fluorescent tubes, etc., is not permitted. A work order may be placed in the event that a university-provided light does not work.

Christmas Trees

Only artificial trees (excluding metallic trees) certified as fire-resistant and that are 24 inches or shorter are permitted in the residence hall. For safety reasons, students may not use live or cut trees of any kind (branches, boughs, swags, festoons, etc.). Artificial trees taller than 48 inches are only permitted on the first floor main lobby and lounge. Fire extinguishers must be nearby.

Guidelines for Outdoor Grills

- Grills must be used in the designated area located in the West sidewalk that is parallel to the building.
- Charcoal lighter fluid may not be stored inside any University building.
- Gasoline may not be used to light charcoal fires
- Charcoal grill coals must be cold before disposal and must be dumped into a suitable garbage disposal container.
- Charcoal grill coals, whether hot or cold, may not be dumped onto the ground.
- The owner of the grill is responsible for the grill's operation whenever it is in use or hot.

Safety & Security

The Department of University Housing has developed a number of programs and policies for your protection. In addition, the university employs a full-time 24/7 University Police Department.

Emergencies

GSU is equipped with emergency telephones that automatically ring to the Police Department 24 hours a day. The emergency telephones are either yellow or red.

- Push and release the red button to activate a two-way emergency response call to a Public Safety Telecommunicator. Press the black button to release (terminate) call.
- Dialing 4900 on any ivory-colored phone inside the university automatically connects you to the department without dialing, or go to room C1375 twenty-four (24) hours a day.
- Emergency 9-1-1- is accessible from any phone on campus;
- Just like any other city's 911 system, a computer displays the caller's location if they cannot communicate with the operator. Dialing 911 from a cell phone while on campus will also connect the caller to the University Park Police Department.
- There are "blue light phones" around campus in parking lots and alongside walkways.

In the event of a campus emergency, students are automatically subscribed to receive messages through the Regroup emergency notification system. The system will use students' current directory information. Student may check their contact information under Academic Profile and My Profile in the portal. If the information is incorrect the student must contact the Registrar's office at 708.534.4500 or regoffice@govst.edu.

Fire Safety and Prevention

A person, who intentionally causes a false alarm or false warning of a crime, fire or catastrophe, when such report is known to be false, is guilty of Disorderly Conduct. Pulling a fire alarm is considered a type 4 felony under Illinois law. Transmitting or causing to be transmitted a false alarm of a threat or impending destruction, such as a bomb threat, is a Class 3 felony, for which a fine of not less than \$3,000 and no more than \$10,000 shall be assessed in addition to any other penalty imposed.

Fire Extinguishers

Tampering with or using fire extinguishers for purposes other than firefighting is illegal and strictly prohibited. Violations will result in disciplinary action.

Sprinkler Systems

The sprinkler system is connected to the fire alarm systems. Students may not tamper with, cover, hang items from or remove any part of the sprinkler system. Such behavior will result in disciplinary action.

Smoke Detectors

Smoke detectors are installed in individual rooms and the building hallways and connected to the fire alarm system. When the smoke detector in the room is activated, the smoke detector alarm will sound off. It is possible that in some cases, the fire system in the building may not activate as a result. In such instances, leave your room and close your door behind you and immediately contact the Governors State University Police at 708.534.4900. You may not re-enter your room until the smoke detector stops sounding.

As a reminder, it is important that an 18-inch clearance is maintained around all safety devices, including smoke detectors, sprinkler systems, fire extinguishers and pull stations. No items may be hung or attached to any of these devices. Failure to comply with fire safety policies will result in disciplinary action.

Fire Evacuation Procedure

In compliance with state law and university housing policy, students must leave the building whenever a fire alarm is sounded. Failure to do so will result in disciplinary charges. The following evacuation directions should be followed:

- A. Walk to the nearest exit. **DO NOT** run.
- B. If you are inside a building or your room, feel the door with the back of your hand before opening it. **If the door is hot, do not open it.**

1. Call 9-1-1 immediately. Give all pertinent information and your exact location, including floor and room number. Explain to 9-1-1 dispatcher the extent of the fire, if known.
2. Place an article of clothing or other obstruction along the bottom of the door to keep smoke out.
3. Move as far away from the door and heat source as possible.
4. Wait for the rescue personnel to arrive.

C. If inside a building or your room, and you feel **the door is not hot:**

1. Call 9-1-1 immediately. Give all pertinent information and your exact location, including floor and room number. Explain to 9-1-1 dispatcher the extent of the fire, if known.
2. Slowly open the door while standing behind it. Close doors behind you to contain the fire area.
3. If no danger is present, proceed to the nearest exit. If the fire alarm has not been activated, do so as you proceed toward the exit.
4. If the area is filled with smoke, stay low or crawl to the nearest exit.
5. Evacuate the building using the stairs. Do NOT use the elevator. Be aware of alternate stairwells if the nearest stairwell is blocked.
6. Do not run or panic.
7. Use the handrail in the stairwell, keep to the right, and move in a single file line. Do not push or shove.
8. Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.
9. Exit the building and proceed to a staging area outside, away from the building. Do not obstruct roadways or the movement of emergency personnel. Remain in the staging area until notified by DPS personnel or other designated authority.
10. Do not re-enter the building unless the "all clear" has been given by emergency officials

Fire Procedures

A. If the smoke detector activates in your apartment:

1. Check the apartment for smoke or actual fire. Should no smoke or fire be present, call 708.534.4900
2. If there is an actual fire, or if smoke is present, evacuate all apartment occupants to the outside areas, and out of the Fire Department's way (across the street or drive).
3. In case of an actual fire, warn the neighboring apartments that are along your path of evacuation.
4. From the nearest available phone, dial 9-1-1. State your name, floor, apartment/suite number, and that the smoke detector is sounding in your apartment/suite.
5. Do NOT attempt to extinguish the fire.
6. All occupants should remain outside the building until the Fire Department determines it is safe to re-enter the apartment building.

B. If you hear a smoke detector alarm coming from another apartment/suite:

1. Should the smoke detector sound in a vacant (unoccupied) apartment/suite, dial 911. State your name, apartment/suite number, and the location where the smoke detector is sounding.
2. If the smoke detector is sounding in an occupied apartment/suite, check the apartment/suite by banging on the door or walls, by yelling, etc. to determine if the occupants are home or have evacuated the apartment. Then find the closest phone and dial 9-1-1. State your name, floor and apartment number, and the location where the fire alarm is sounding.
3. Evacuate the building, warning the neighboring apartments that are along your path of evacuation. Move a safe distance away (across the street or drive), so you will not be in the way of the Fire Department.
4. All occupants should remain outside the building until the Fire Department determines it is safe to re-enter the apartment building.

Dry Powder Fire Extinguisher

To operate the dry powder fire extinguisher:

1. Remove the fire extinguisher from the holding bracket.
2. Pull the safety release pin near the top of the fire extinguisher. (This pin may be held in place with a breakable plastic strap.)
3. Aim the nozzle of the fire extinguisher at the base of the flames.
4. Squeeze the handles together to discharge the dry powder.
5. Sweep slowly back and forth across the fire with the dry powder stream. To check the dry powder fire extinguisher:

1. Examine the circular pressure gauge located near the top of the fire extinguisher.
2. If the indicator needle on this pressure gauge is in the center position or slightly to the overcharged position, the fire extinguisher should operate correctly.
3. If the indicator needle on this pressure gauge is into the recharge position, the fire extinguisher may not function correctly.

Notify a University Housing staff member or contact University Housing, 708.235.7110, if the fire extinguisher pressure gauge indicator needle is into the recharge position or if the needle is well into the overcharge position.

Fire Safety Training and Education: The Environmental Health and Safety Officer offers fire safety education and training, such as fire safety awareness and fire extinguisher training. Training and education programs are offered to all University Emergency Volunteers. Fire safety training or education can be scheduled by contacting the office of Facilities at 708 534-4515 or ext. 4515 or campus.

Reporting Fires: As with any emergency, all fires, either active fires or suspected fires that may have occurred, must be reported to University Police at ext. 4900 or 708-534-4900. Upon receipt of information relating to any fire on campus, the relevant information will be posted into the fire log, which is maintained in the Office of Public Safety, in C Bldg. Room 1375. This fire log is available for review by contacting DPS at 708-534-4900. The portion of the log covering the most recent sixty (60) day period may be reviewed by the general public during normal business hours. If a request is made to inspect the fire log that is more than 60 days old, the fire log will be made available within two business days of the request.

FIRE STATISTICS 2017

HOUSING UNIT	NUMBER OF FIRES	NUMBER OF INJURIES REQUIRING MEDICAL ATTENTION	NUMBER OF DEATHS AS A RESULT OF THE FIRE	VALUE OF THE PROPERTY CAUSED BY THE FIRE	CAUSE OF THE FIRE
1 PRAIRIE PLACE	0	0	0	0	0

FIRE STATISTICS 2016

HOUSING UNIT	NUMBER OF FIRES	NUMBER OF INJURIES REQUIRING MEDICAL ATTENTION	NUMBER OF DEATHS AS A RESULT OF THE FIRE	VALUE OF THE PROPERTY CAUSED BY THE FIRE	CAUSE OF THE FIRE
1 PRAIRIE PLACE	0	0	0	0	0

FIRE STATISTICS 2015

HOUSING UNIT	NUMBER OF FIRES	NUMBER OF INJURIES REQUIRING MEDICAL ATTENTION	NUMBER OF DEATHS AS A RESULT OF THE FIRE	VALUE OF THE PROPERTY CAUSED BY THE FIRE	CAUSE OF THE FIRE
1 PRAIRIE PLACE	1	0	0	\$78,000	Unintentional