

2012 Annual Security and Fire Safety Report

Table of Contents

Introduction	1
Crime Statistics	2
Crime Definitions	21
Campus Law Enforcement Authority	25
Reporting A Crime or Emergency	26
General	26
Behavioral Assessment and Response Team	27
Emergency Response and Evacuation Procedures	29
Immediate Notification	32
General Evacuation Procedures	33
Emergency Evacuation Assistance	35
Evacuation Assistance	
Timely Warning Notices	38
Security Awareness and Crime Prevention Programs	39
Drug And Alcohol Free Campus Policy and Campus Notification	42
Anti-Harassment Policy	44
Discrimination Complaint Procedure	46
Sexual Assault Policy	48
Sex Offender Information/Registration	51
Missing Student Notification Policy	53

Access To Campus Facilities	54
Annual Fire Safety Report	55

2012 iii

2012 Annual Security and Fire Safety Report

Policies for Preparing the Annual Security and Fire Safety Report

The Roosevelt University Annual Security and Fire Safety Report is published annually and is available online: www.roosevelt.edu/AnnualSecurityReport to all current and prospective students and staff. A printed copy of the Annual Security and Fire Safety Report is available upon request through the Roosevelt University Campus Safety Office by calling 312-341-4167. This report contains information concerning crimes that occurred on campus and were reported to the Roosevelt University Department of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, residential life staff, student services staff, advisors to official student organizations, and athletic coaches). In addition, the statistics include persons referred for campus disciplinary action for categories required under the *Clery Act*, including liquor and drug law violations, and illegal weapons possession. Statistical information for on campus, non-campus locations or property owned or controlled by Roosevelt University, as well as public property within or immediately adjacent to and accessible from the campus, are collected or requested from the Chicago and Schaumburg Police departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

Crime statistics are reported January 1 through December 31 the past three years (2012, 2011, and 2010). All policy statements and procedures contained within this report apply to all campuses identified in this report unless otherwise specified.

Questions or additional information regarding the report can be directed to the Director of Campus Safety at 312-341-4167.

Crime Statistics - Roosevelt University Chicago Campus

	o	n-Campi	ıs	N	on-Camp	us	Pu	blic Prope	erty	On-Campus Stu Housing		
Criminal Offenses	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	*	*	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	*	*	0
Sex Offenses: Forcible	0	0	7	0	5	1	0	0	0	*	*	6
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	0	0	*	*	0
Incest	0	0	0	0	0	0	0	0	0	*	*	0
Statutory Rape	0	0	0	0	0	0	0	0	0	*	*	0
Robbery	0	0	0	0	0	0	3	0	5	*	*	0
Aggravated Assault	1	0	2	0	1	0	0	0	2	*	*	2
Burglary*	4	4	2	0	7	2	0	0	0	*	*	1
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	2	0	1	*	*	0
Arson	0	0	0	0	0	0	0	0	0	*	*	0

^{*}Burglary counts updated October 2013

Occurrences of Hate Crimes On Campus Chicago Campus

Category of Blas for Crimes reported in 2012

	2012			Sexual			Ethnicity/	
Criminal Offenses	Total	<u>Race</u>	Religion	Orientation	<u>Gender</u>	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	

Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	3	2	0	0	0	0	1	

Occurrences of Hate Crimes Chicago Campus Category of Bias for Non-Campus Crimes reported in 2012 Sexual Ethnicity/ <u>National</u> Criminal Offenses Total Race Religion Orientation Gender **Disability** origin Murder and Non-Negligent Manslaughter Negligent Manslaughter Sex Offenses: Forcible Sex Offenses: Non-Forcible Incest Statutory Rape Robbery Aggravated Assault Burglary Motor Vehicle Theft (does not include theft from a motor vehicle) Arson Simple assault Larceny-theft Intimidation Destruction/damage/vandalism of property

Category of Bias for Crimes on <u>Public Property</u> reported in 2012

	2012			Sexual			Ethnicity/	
Criminal Offenses	Total	Race	Religion	Orientation	Gender	Disability	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

Category of Bias for Crimes reported in <u>On-Campus Student Housing</u> 2012

	2012			Sexual			Ethnicity/	
Criminal Offenses	Total	Race	Religion	Orientation	Gender	Disability	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	2	2	0	0	0	0	0	

Category of Bias for <u>On-Campus</u> Crimes reported in 2011

	2011			Sexual			Ethnicity/	
Criminal Offenses	Total	<u>Race</u>	Religion	<u>Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

Category of Bias for Non-Campus Crimes reported in 2011

	2011			Sexual			Ethnicity/	
Criminal Offenses	Total	Race	Religion	<u>Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

Category of Bias for Crimes on Public Property reported in 2011

	2011			Sexual			Ethnicity/	
Criminal Offenses	Total	Race	Religion	Orientation	Gender	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

Category of Bias for <u>On-Campus</u> Crimes reported in 2010

	2010			Sexual			Ethnicity/	
Criminal Offenses	Total	Race	Religion	Orientation	<u>Gender</u>	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

Category of Bias for Non-Campus Crimes reported in 2010

	2010			Sexual			Ethnicity/	
Criminal Offenses	Total	Race	Religion	Orientation	Gender	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

Category of Bias for Crimes reported on <u>Public Property</u> in 2010

	2010			Sexual			Ethnicity/	
Criminal Offenses	Total	Race	Religion	Orientation	Gender	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

Crime Statistics - Roosevelt University Chicago Campus

Arrest Statistics		On-Campu	S		Non-Campus		Publi	c Property		On-	Campus St	u Housing
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	0	0	0	0	0	0	*	*	0
Drug Abuse Violations	0	1	4	0	7	0	8	2	10	*	*	4
Weapons Law Violations (carrying, possessing, etc.)	0	0	0	0	0	0	0	0	0	*	*	0
Disciplinary Referrals - Non-Arrests		On-Campu	S		Non-Campus		Publi	c Property		On-	Campus St	u Housing
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Liquor Law Violations (does not include drunkenness or DUI)	0	0	97	43	82	0	0	0	0	*	*	97
Drug Abuse Violations	0	1	44	13	23	0	0	0	1	*	*	44
Weapons Violations (carrying, possessing, etc.)	0	0	0	0	0	0	0	0	0	*	*	0

Crime Statistics - Roosevelt University Schaumburg Campus

	On-Campus			No	n-Campu	s]	Public Property	ī
Criminal Offenses	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Occurrences of Hate Crime Schaumburg Campus													
	Category of Blas for <u>On Campus</u> Crimes reported in 2012												
	2012			Sexual	Sexual								
Criminal Offenses	Total	Race	Religion	<u>Orientation</u>	Gender	Disability	National origin						
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0						
Negligent Manslaughter	0	0	0	0	0	0	0						
Sex Offenses: Forcible	0	0	0	0	0	0	0						
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0						
Incest	0	0	0	0	0	0	0						
Statutory Rape	0	0	0	0	0	0	0						
Robbery	0	0	0	0	0	0	0						
Aggravated Assault	0	0	0	0	0	0	0						
Burglary	0	0	0	0	0	0	0						
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0						
Arson	0	0	0	0	0	0	0						
Simple assault	0	0	0	0	0	0	0						
Larceny-theft	0	0	0	0	0	0	0						
Intimidation	0	0	0	0	0	0	0						
Destruction/damage/vandalism of property	0	0	0	0	0	0	0						

Occurrences of Hate Crimes Schaumburg Campus

Category of Bias for Crimes on Public Property reported in 2012

	2012			Sexual			Ethnicity/	
Criminal Offenses	Total	Race	Religion	Orientation	Gender	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

2012

Occurrences of Hate Crime Schaumburg Campus												
Category of Blas for <u>On-Campus</u> Crimes reported in 2011												
	2011 Sexual Ethnicity/											
Criminal Offenses	Total	Race	Religion	Orientation	Gender	Disability	National origin					
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0					
Negligent Manslaughter	0	0	0	0	0	0	0					
Sex Offenses: Forcible	0	0	0	0	0	0	0					
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0					
Incest	0	0	О	0	0	0	0					
Statutory Rape	0	0	О	0	0	0	0					
Robbery	0	0	0	0	0	0	0					
Aggravated Assault	0	0	0	0	0	0	0					
Burglary	0	0	0	0	0	0	0					
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0					
Arson	0	0	0	0	0	0	0					
Simple assault	0	0	0	0	0	0	0					
Larceny-theft	0	0	0	0	0	0	0					
Intimidation	0	0	0	0	0	0	0					
Destruction/damage/vandalism of property	0	0	0	0	0	0	0					

Occurrences of Hate Crimes Schaumburg Campus

Category of Bias for Crimes on <u>Public Property</u> reported in 2011

	2011			Sexual			Ethnicity/	
Criminal Offenses	Total	<u>Race</u>	Religion	<u>Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

2012 Annual Security and Fire Safety Report

Occurrences of Hate Crime Schaumburg Campus												
Category of Blas for On Campus Crimes reported in 2010												
2010 Sexual Ethnicity/												
Criminal Offenses	Total	Race	Religion	Orientation	<u>Gender</u>	Disability	National origin					
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0					
Negligent Manslaughter	0	0	0	0	0	0	0					
Sex Offenses: Forcible	0	0	0	0	0	0	0					
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0					
Incest	0	0	0	0	0	0	0					
Statutory Rape	0	0	0	0	0	0	0					
Robbery	0	0	0	0	0	0	0					
Aggravated Assault	0	0	0	0	0	0	O					
Burglary	0	0	0	0	0	0	0					
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0					
Arson	0	0	0	0	0	0	0					
Simple assault	0	0	0	0	0	0	0					
Larceny-theft	0	0	0	0	0	0	0					
Intimidation	0	0	0	0	0	0	O					
Destruction/damage/vandalism of property	0	0	0	0	0	0	0					

Occurrences of Hate Crimes Schaumburg Campus

Category of Bias for Crimes on <u>Public Property</u> reported in 2010

	2010			Sexual			Ethnicity/	
Criminal Offenses	Total	<u>Race</u>	Religion	<u>Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>National</u> <u>origin</u>	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	
Sex Offenses: Forcible	0	0	0	0	0	0	0	
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	
Simple assault	0	0	0	0	0	0	0	
Larceny-theft	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	

Crime Statistics - Roosevelt University Schaumburg Campus

Arrest Statistics		On-Campu	s	i	Non-Campus		Publ	ic Property	
	2010	2011	2012	2010	2011	2012	2010	2011	2012
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Law Violations (carrying, possessing, etc.)	0	0	0	0	0	0	0	0	0
Disciplinary Referrals - Non-Arrests		On-Campu	s	1	Non-Campus		Publ	ic Property	
	2010	2011	2012	2010	2011	2012	2010	2011	2012
Liquor Law Violations (does not include drunkenness or DUI)	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	6	0	0	0
Weapons Violations (carrying, possessing, etc.)	0	0	0	0	0	0	0	0	0

Crime Definitions

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are <u>excluded</u>.

Negligent Manslaughter

The killing of another person through gross negligence.

Sex Offenses - Forcible

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

o 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 sexual 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 of 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 of his/her temporary or permanent mental or physical incapacity.

o Forcible Fondling

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

Sex Offenses - Non-forcible

Unlawful, non-forcible sexual intercourse.

o **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.

Crime Definitions

Robbery

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or 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 a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary

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

Motor Vehicle Theft

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

Arson

The 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 kind.

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, 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; 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

Crime Definitions

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

Hate Crime

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of this bias against the victim's race, sexual orientation, etc... the assault is then also classified as a hate/bias crime.

Larceny

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

Vandalism

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation

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

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Campus Law Enforcement Authority

The Roosevelt University Campus Safety Department is an unarmed, proprietary security force of 26 uniformed officers, 1 operations supervisor and a director of campus safety. Roosevelt University Campus Safety personnel do not have law enforcement authority. Roosevelt University Campus Safety officers do not have arrest powers.

Roosevelt University relies on local law enforcement agencies, the Chicago Police Department for the Chicago Campus and the Schaumburg Police Department for the Schaumburg Campus, for law enforcement response and assistance. Campus Safety offices are located in the Auditorium Bldg., room 113 on the Chicago Campus and room 102 on the Schaumburg campus. Campus crime documentation is available at each location.

Roosevelt University has verbal agreements of understanding with both agencies regarding law enforcement assistance. Campus Safety administration works closely with these agencies to develop and promote good working relationships. Roosevelt University does not maintain an MOU with Chicago or Schaumburg Police Departments pertaining to the investigation of criminal incidents.

Students and staff are strongly encouraged to accurately and promptly report any and all crime to the local law enforcement agency as well as Campus Safety.

Roosevelt University does not have any officially recognized student organizations with off campus housing.

Reporting a Crime or Emergency

The University is committed to maintaining a safe and secure environment. All employees and students are encouraged to report anything which may affect security such as lost keys/ID cards, defective locks, and broken windows immediately to the offices listed below.

In the event of a crime or life-threatening emergency, **call the local police immediately by dialing 911**. It is also advisable to notify the responsible University personnel to request assistance at the following locations:

Downtown Chicago Campus

Auditorium Bldg. (430 S. Michigan Ave), Wabash Bldg. (425 S. Wabash), and Goodman Center (501 S. Wabash Ave.), 218 S. Wabash, Chicago

Call Campus Safety at 312-341-2020 (ext. 2020 from campus phones) for emergencies and non-emergencies.

Gage Building

(18 S. Michigan), Chicago

Call Campus Safety at 312-281-3111 (ext. 3111 from campus phones) for emergencies and non-emergencies.

Schaumburg Campus

1400 North Roosevelt Boulevard, Schaumburg, IL

Call Campus Safety at 847-619-8989 (ext. 8989 from campus phones) for emergencies and non-emergencies.

Response to Reported Crimes and Emergencies

It is the policy of Roosevelt University to respond to any reported criminal action or emergency by assisting any student, faculty member, staff member, or visitor. This assistance may take the form of calling police, fire or emergency medical personnel, completing an incident report or providing information on counseling services. All incident reports related to students are forwarded to the Office of Student Services for review and potential action, as appropriate.

Crimes should be reported to Campus Safety for the purpose of assessing the incident for issuing a Timely Warning Notice (Community Alert) and for including the incident in the annual statistical disclosure.

Reporting a Crime or Emergency

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Campus Safety officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Policy Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Roosevelt University are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Campus Safety.

Behavioral Assessment and Response Team (BART)

How To Report A Concern About A Person Or Situation On Campus

If there is perceived imminent danger: Contact Campus Safety or 911 immediately.

If you are concerned about an individual but you do not believe that the situation poses imminent danger contact the Roosevelt University Behavioral Assessment and Response Team (BART) bart@roosevelt.edu | (312)-341-2323

• BART will review the voice mail, email and/or online referral form.

• The individual submitting the information will receive acknowledgement from BART confirming that the report has been received and will be reviewed, if the individual provides his or her name and a phone number or email address.

Reporting a Crime or Emergency

- Individuals submitting a BART referral form should not expect detailed information about the disposition of their submission because the issue may involve due process or confidentiality rights of the student or employee.
- Before submitting a BART referral form, individuals may consult with the Office of Student Services or other appropriate offices on campus (e.g. Counseling Center, Campus Safety, Department Chair, Human Resources, etc.). However, submitting a referral form to BART may still be required following the consultation.
- Once a BART referral form is submitted, BART will determine what steps need to be followed. These could include speaking with the individual; gathering additional evidence or information by interviewing members of the Roosevelt community; compiling additional documentation; referral to the Code of Student Conduct Process or Employee Professional Code of Conduct; or other steps as deemed necessary.
- Individuals should submit additional reports as new concerns arise or as behavior is repeated, even if they have done so before. A single incident may be insufficient to take action but a pattern of incidents may support a response.

Note: All information and reports will be handled in a confidential manner with information released only on a need-to-know basis.

Behavioral Assessment and Response Team (BART)

<u>Mission:</u> The BART is designed to assess and respond to disruptive or concerning behavioral issues to help support the health, safety and success of the Roosevelt University community.

<u>Purpose:</u> BART is a campus wide team that provides consultation, makes recommendations for action, and coordinates campus resources in response to reports of disruptive or concerning behavior displayed by students, staff or faculty.

<u>Team Composition:</u> BART is comprised of University representatives from the Office of Student Services, Campus Safety, Provost's Office, Human Resources, and Risk Management. A representative from the Counseling Center also serves as a consultant to the team. Other University staff may work with BART on situations as appropriate.

<u>Procedures:</u> Upon notification of a person at-risk, BART will perform the following:

Reporting a Crime or Emergency

- Review incidents when the individual's behavior may be concerning, disruptive or harmful to themselves or the Roosevelt University community
- Coordinate the response to the incident
- Develop strategies to manage threatening and disruptive behavior
- Make recommendations on appropriate action

<u>Outcomes:</u> BART will review the information provided, may interview the person expressing concern to gather information, and will discuss and evaluate the situation with the entire team. Outcomes include but are not limited to:

- No action, pending further observation
- Interview the person of concern to gather more information
- Determine a plan of action
- Referral to existing on-campus or community resources
- Recommendation of emergency contact or parent notification
- Recommendation of voluntary leave
- Recommendation of involuntary leave

Emergency Response and Evacuation Procedures

The University's Emergency Response Procedures include information about operating status parameters; incident priorities and performance expectations; and shelter-in-place and evacuation guidelines. Emergency Response and Evacuation Procedures are posted throughout the facilities.

Campus Safety officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Safety and the Chicago Police Department for the Chicago Campus and the Schaumburg Police Department for the Schaumburg Campus as well as local Fire and Emergency Medical Services, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other Roosevelt University departments and other local or federal agencies could also be involved in responding to the incident.

Members of the Roosevelt University Community are notified on an annual basis that they are required to notify Campus Safety of any situation or incident on campus that involves a

significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Campus Safety has the

Emergency Response and Evacuation Procedures

responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Immediate Notification

Upon confirmation of a significant emergency or dangerous situation (i.e. armed person on campus, bomb threat, fire or tornado warning, etc.) involving an immediate threat to the health or safety of students or employees on campus, the University will, without delay, initiate the emergency notification system to alert the campus community.

To confirm there is a significant emergency or dangerous situation, an evaluation will be conducted by Campus Safety and/or Chicago (or Schaumburg) Police Department in conjunction with (key University Administrators, the National Weather Service, etc.) If there is an imminent threat to the health or safety of the Roosevelt community, Campus Safety has been given the authority to contact the Specialty Answering Service (SAS) Call Center and authorize the distribution of an emergency message, based on the templates they have on file. There are some emergencies, such as police activity outside of the campus, weather emergencies and utility failure (i.e. emergencies where the is no imminent threat to health and safety) where the Campus Safety staff must get approval from University Provost and/or the Division of Government Relations and University Outreach prior to authorizing the SAS Call Center to send a message. All emergency notifications are sent to the entire community (The University does not differentiate segments of the community to receive the emergency notification messages sent through the e2Campus System) using some or all of the systems listed in the policy/procedure and the Annual Security and Fire Safety Report.

Roosevelt University has an <u>emergency notification system</u> in place and will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The emergency notification may be disseminated by text

message (<u>you must sign up</u> to receive the emergency text messages), Broadcast email, a message on the <u>www.roosevelt.edu</u> home page, Active Alert (a message that scrolls across all computers that have been programmed by the University or individual users to receive the messages), or other

Emergency Response and Evacuation Procedures

secondary systems listed in the following chart. A combination of some or all of these methods may be used to issue an immediate notification to the University community.

Your registration in the emergency text message service does expire!

If you're not sure if you're currently enrolled to receive emergency text messages, please take a moment to check.

Members of the larger community who are interested in receiving information about emergencies on campus can access this information by visiting: www.roosevelt.edu, the home page.

Roosevelt community members and parents of Roosevelt students can sign up to receive the Emergency Text Messages. To sign up: Visit: www.roosevelt.edu/security. Click the emergency text messaging link or type "emergency text" in the search engine in the upper right corner of page. Follow the instructions to sign up, confirm, and validate your cell number. Be sure to follow all of the steps to ensure your registration is complete.

Active Alert is a program that runs on your computer and displays emergency messages sent by Campus Safety. Active Alert runs on Windows and Macs, and can be installed on Roosevelt computers and personal computers. Learn more and download Active Alert here: www.roosevelt.edu/its/textmessaging/activealert.

Immediate Notification Procedures

System to use PRIMARY	Primary Message Creator	Backup Message Creator	Authority for Approving & Sending Messages	Primary Message Sender	Backup Message Sender
E2Campus: Text	Campus Safety via	Public	Campus Safety or	SAS Call Center	Campus
Messaging System	SAS and Pre- Approved Templates	Relations	Provost and/or Government Relations & University Outreach		Safety
E2Campus: EMAIL BROADCAST	Campus Safety via SAS and Pre- Approved Templates	Public Relations	Campus Safety or Provost and/or Government Relations & University Outreach	SAS Call Center	Campus Safety
Active Alert: Scrolling Computer Message	Campus Safety via SAS and Pre- Approved Templates	Public Relations	Campus Safety or Provost and/or Government Relations & University Outreach	SAS Call Center	Campus Safety
SECONDARY					
Campus Website	Campus Safety via SAS and Pre- Approved Templates or Web Department	Public Relations	Campus Safety or Provost and/or Government Relations & University Outreach	SAS Call Center or Web Department	N/A
Face to Face Communication	Campus Safety	Public Relations	Campus Safety or Provost and/or Government Relations & University Outreach	Campus Safety, Office of Student Services or Other Students and Staff members as designated	N/A
Fire Alarm System	N/A*	N/A*	Campus Safety or First Responders	Campus Safety or First Responders	N/A

^{*}no message creator necessary

Emergency Response and Evacuation Procedures

Follow up messages to the Roosevelt Community will be sent using some or all of the communication methods described in the chart.

Roosevelt University annually tests the emergency response and evacuation procedures and publicizes its procedures in conjunction with at least one test per calendar year. These tests are documented and a description of each exercise including the date and time of the exercise and whether it was announced or unannounced.

Be Prepared

- Register for emergency text messages (see above).
- Familiarize yourself with procedures for various emergency scenarios.
- Know all exits/alternate exits for your residence or academic building.

Put Campus Safety numbers in your cell phone now so you have them if ever needed.

- o Auditorium, Wabash Buildings, Goodman Center and 218 S. Wabsh: **312-341-2020** or ext. 2020 from an internal telephone
- o Gage Building: 312-281-3111 or ext. 3111 from an internal telephone
- o Schaumburg Campus: **847-619-8989 or ext. 8989** from an internal telephone
- o University Center: **312-924-8911**
- o Fornelli Hall: **312-592-2727**

GENERAL EVACUATION PROCEDURES

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and call 911 to report. You should also notify Campus Safety at:

- Auditorium, Wabash Buildings, Goodman Center and 218 S. Wabash: 312-341-2020 or ext. 2020 from an internal telephone
- o Gage Building: 312-281-3111 or ext. 3111 from an internal telephone
- Schaumburg Campus: 847-619-8989 or ext. 8989 from an internal telephone
- o University Center: 312-924-8911
- o Fornelli Hall: 312-592-2727

Emergency Response and Evacuation Procedures

Remain Calm

- 1. Do NOT Use Elevators, Use the Stairs.
- 2. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Safety or the responding Fire Dept. of the individual's location.
- **3.** Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- 4. Make sure all personnel are out of the building.
- 5. Do not re-enter the building.

Fire Evacuation Procedures

When a fire occurs, activate the fire alarm immediately. Any delay in sounding the fire alarm will delay getting help and could have serious consequences. The building fire alarms are transmitted directly to the Chicago Fire Department through the Chicago Office of Emergency Management and Communications 911 Center or to the Schaumburg Fire Department through their emergency dispatch center.

Call 911 immediately to notify the fire service. If possible call Campus Safety at:

- Auditorium, Wabash Buildings, Goodman Center and 218 S. Wabash: 312-341-2020 or ext. 2020 from an internal telephone
- Schaumburg Campus: 847-619-8989 or ext. 8989 from an internal telephone
- Gage Building: 312-281-3111 or ext. 3111 from an internal telephone
- University Center: 312-924-8911
- Fornelli Hall: 312-592-2727

The first priority is to follow your buildings evacuation procedures and, if possible, to assist students or other persons in immediate danger.

- Auditorium, Wabash Buildings, Goodman Center and 218 S. Wabash complete building evacuation to outside
- Gage Building complete building evacuation to outside

- Schaumburg Campus complete building evacuation to outside
- Residential Facilities (University Center, Fornelli Hall) follow specific facility's evacuation procedures

Tornado

• If you hear the outdoor warning siren, immediately go to an inner hallway, washroom, or room without windows. Do not leave the building. If you are outside, seek shelter inside. If you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying grass and cover your head and neck with your arms or a piece of clothing.

Emergency Evacuation Assistance

Evacuation assistance information

If you require any assistance to safely exit a Roosevelt University building in the event of an emergency evacuation, a <u>voluntary self-identification form</u> is available for you to complete.

Please contact Campus Safety at 312-341-4167 or 4173 for this form if you are unable to complete it online. In the event of an emergency evacuation, we ask that you go to the nearest area of rescue assistance, usually in or by a stairwell, and press the emergency alarm button. This will inform emergency responders of your location.

Armed Violence

In the event of a campus shooting, or other armed attack

Active shooter

If an active shooter incident occurs on campus, the following guidelines will reduce personal risk. If you are outside a building when an event occurs, take cover immediately, preferably inside a building. If you are inside a building when an event of this type occurs, you should:

Secure your immediate area:

Lock and barricade doors.

- Do not stand by doors or windows.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios.
- Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets. The cover may protect you from bullets).
- Silence cell telephones.

If the shooter enters your office/classroom:

There is no right answer for this scenario – your response must be based on variables related to the situation, the shooter and your own intuitions and common sense.

- Remain as calm as possible.
- Call 911 and Campus Safety as soon as safely possible.
- If possible, flee the area.
- Negotiating may work.
- Attempting to overcome the suspect with force is always the last resort, which should only be considered in extreme circumstances and only you can decide if this is something you should do.

When to un-secure an area:

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he or she is confronted by armed law enforcement authorities.
- Attempts to rescue people should occur ONLY if they can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of many vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- Know all alternate exits in your building.

Campus Safety for the Auditorium, Wabash Buildings, Goodman Center and 218 S. Wabash can be reached at 312-341-2020 or ext. 2020 from an internal telephone; for the Schaumburg Campus, 847-619-8989 or ext. 8989 from an internal telephone; for the Gage Building, 312-281-3111 or ext. 3111 from an internal telephone.

Be aware that the Campus Safety telephones are likely to be overwhelmed. Program these Security numbers into your cell telephone for backup.

In addition, call 911. Remember, most cell telephones provide the ability to make an emergency call, even if they have a lockout feature.

Texting or e-mailing a relative or friend may be the better option if, under the circumstances, you are unable to speak without attracting attention.

What to Report

- Your specific location: building address, floor and office/room number
- The number of people at your specific location
- Injuries: the number injured and the types of injuries

Describe the assailant(s):

- Location
- Number of suspects
- Ethnicity, gender and age
- Clothing description
- Physical features
- Type of weapons (long gun or hand gun)
- Backpack
- Shooter's identity (if known)
- Distinguish between explosions (grenades or other weapon) from gunfire

Response from Campus Safety

- Campus Safety will make every attempt to secure the area and protect lives, until armed law enforcement officials arrive, who will take control of the situation and:
- Engage assailant(s) immediately.
- Evacuate victims.
- Facilitate follow up medical care, interviews, counseling.
- Conduct an investigation.

Lockdown/Shelter in Place

As a result of an emergency situation, Roosevelt University may be placed under lockdown. During a lockdown, all doors are locked and all students, faculty and staff are encouraged to

remain in their classrooms or offices. People are discouraged from leaving and only first responders are allowed in the facility.

Although such measures may seem extreme, they have proven effective in ensuring everyone's safety. In fact, in an emergency, Roosevelt is one of the safest places a student, faculty or staff member can be. Whenever a threat arises, schools are the focus of heightened attention from police and other emergency responders.

Should a lockdown occur, students, faculty and staff are asked to remain calm as Roosevelt and emergency responders manage the situation. If it appears that the lockdown will last for an extended period of time, assigned faculty and staff will attempt to assist those who need to notify their parents, spouses, or significant others, as no one may be permitted to leave until recommended by the appropriate authorities.

Timely Warning Notices (known as Community Alerts at RU)

The Roosevelt University Campus Safety Department develops and distributes Community Alerts to notify members of the Roosevelt community about serious crimes against people that occur on or near campus and pose a serious or ongoing threat to members of the University community. In an effort to provide timely notice to the Roosevelt community, and in the event of a serious incident that may pose an on-going threat to members of the Roosevelt community, a blast email Community Alert is sent to all students and employees. The Community Alert blast email is developed and distributed by Campus Safety staff to all students and staff. In addition, Community Alert posters may be posted in the building lobbies within the core campus to supplement the email notification. The Community Alert posters are developed by the Campus Safety staff and posted by Campus Safety staff. Updates to the Roosevelt community about any particular case resulting in a Community Alert may be distributed via blast email, and/or may be posted on the Roosevelt University website.

Community Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Roosevelt Campus Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Roosevelt community

members and a Community Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Roosevelt Campus Safety. The Roosevelt Director of Campus Safety or designee reviews reports to determine if there is an on-going threat to the community and if the distribution of a Community Alert is warranted. Community Alerts may also be posted for other crime classifications, as deemed necessary.

A daily crime log is available for review 24 hours a day at the Wabash Bldg. 1st floor Campus Safety desk. The daily crime log is available Monday through Friday excluding holidays, 9 am to 5 pm at the Gage Bldg. Campus Safety Office (Room 221) and the Schaumburg Campus Safety Office (Room 102). The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime.

Security Awareness and Crime Prevention Programs

Emergency Response Procedures are posted in campus buildings (classrooms, conference rooms, main office areas and resident suites). Procedures are published annually in the Student Handbook and on the Campus Safety website. Security presentations are made at new student orientations and presentations are offered to staff. The Campus Safety Department coordinates crime prevention presentations by local police agencies. Programs include: Street Safety, How to Respond to an Armed Person/Active Shooter Situation, Sexual Assault Prevention.

Residence Life staff is trained in security procedures and awareness. Campus Safety, Residence Life, the Center for Student Involvement, and the Counseling Center are available to provide crime prevention and security awareness training and programs in several areas including sexual assault awareness and drug and alcohol abuse for the housing staff as well as other members of the University community. Programs offered in 2012 included: "Gotcha" (personal safety/room safety) (2 programs); Violence Hurts Everyone (Sexual/Domestic/Relationship violence) (1 program); Drunk Obstacle Course (1 program); Know the Signs (Alcohol Poisoning) (1 program); Know Your Rights (Police Interactions) (1 program); Sex and Candy (1 program); March Marijuana Madness (1 program); Sexual Violence & Responding to Residents (1 program); Consent is Hot, Assault is Not (Sexual Awareness (1 program); Alcohol Bingo (1 program); Messages of Hope (Suicide Prevention) (1 program); Raise Your Glass: Alcohol Bingo (Alcohol Awareness) (1 program); Blame it on the Alcohol: Obstacle Course (Alcohol Awareness (1 program); Don't 'Misuse the Booze Workshop (Alcohol Awareness) (1 program); Great American Smokeout: Marijuana (Drug Awareness) (1 program).

Security Awareness and Crime Prevention Programs

The most common security incident is the loss of personal items left unattended. Signs posted in places such as the Library and periodic publications remind students and employees to protect their personal property. The University accepts no responsibility for the loss of any personal property of students or employees.

Crime Prevention Tips

Theft Prevention

- Don't leave personal property (purses, backpacks, laptop computers, cell phones)
 unattended in classrooms, libraries, lounges, restrooms, corridors, or any public
 areas. Take personal items with you or ask someone you know and trust to watch the
 items for you.
- Limit the carrying of money, personal identification, credit, and debit cards. Only carry what you need.
- Record the serial number of your valuables, especially laptop computers. If valuables are stolen, serial numbers are needed for the police report.

Street Safety

- Use the "buddy system" whenever possible. Avoid walking or jogging alone.
- Be alert and aware of your surroundings at all times.
- Walk confidently and with a purpose.
- Avoid talking on a cell phone or listening to music with earphones while walking or jogging.
- Walk or jog in well-lighted and populated areas. Avoid alleys and construction sites.
- Avoid engaging in conversation with individuals soliciting food, money.
- Never accept a ride or get too close to a car if someone is asking for directions.
- Carry a backpack, purse or bag that zips and has a cover flap with a strap(s) that can be worn across your shoulder. Avoid bags with outside compartments. Carry wallets in front, rather than rear pockets.
- TRUST YOUR INSTINCTS! If you feel uncomfortable, immediately proceed to the nearest well-lighted, populated area (this may be an open restaurant, store or business) and ask for help, or call 911.

Public Transportation Safety

- Use the "buddy system" whenever possible.
- Know the bus or train schedule ahead of time to avoid waiting longer than necessary.
- Choose a stop or station that is well lit and populated.
- Choose a seat near the driver or conductor, whenever possible.
- Avoid displaying cash, electronic devices and jewelry (remove jewelry or tuck necklaces inside your clothing and turn rings around so stones are not showing).

- Stay alert! Don't sleep on the bus or train.
- Hold on to purses, backpacks and bags. Don't rest on the seat or floor.

Security Awareness and Crime Prevention Programs

Parking Safety

- Do not park in isolated locations.
- Park in well-lit, higher traffic locations, whenever possible.
- Make a note where you parked to avoid wandering around looking for your vehicle when you return.
- Do not leave packages and valuables visible. Lock in storage compartments or place under seats.
- Remove GPS devices/holders from the dashboard. Lock in storage compartments or take with you.
- Always lock all doors and take your keys with you.
- When returning to your vehicle, have your keys in hand and ready before arriving at the vehicle.
- When approaching vehicle, look at all sides and beneath vehicle for someone who may be hiding. Check the interior of the vehicle as well, before entering.
- Once in the vehicle, lock all doors, start the engine and move from the parking spot. Don't sit there applying make-up, or talking on the phone.

Residential Safety

- Keep your doors and windows locked, even when you are inside.
- Don't open your door to strangers.
- Don't let unfamiliar people into your room.
- Don't leave notes on your door about where you are or when you will be back.
- Don't loan your keys to anyone or place any identification on your key ring.
- Don't prop exterior doors open or allow unfamiliar people to enter the building behind you.
- Immediately report suspicious persons or activity to your RA, Campus Safety or the police.

Acquaintance/Date Rape Prevention

- Go to parties, clubs, and bars with a group of friends. Agree beforehand to leave together.
- Go on group dates, too.
- Never leave or go somewhere alone with someone you don't know well.
- Don't accept open beverages from anyone but a bartender or other professional server.
- Pour or open your own drink.
- Never leave your drink unattended. If you do, discard it and get a new one when you return.

- If you suspect that you or a friend has been drugged, call 911 or get to the nearest medical attention.
- Date rape drugs are colorless, odorless, and tasteless.

Obscene Phone Calls

Hang up as soon as you realize the nature of the call. Don't show any reaction and don't engage the caller in any conversation.

- Note the time, what the caller said, a description of the voice, and any background noise.
- Report to the local police department and RA, if in a residence hall.

Drug And Alcohol-Free Campus Policy Statement And Campus Notification

Statement of Policy

In compliance with federal, state and local law, University policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession, or use of alcohol and illegal drugs on campus. Roosevelt University Campus Safety will coordinate with local law enforcement agencies to enforce Illinois underage drinking laws as well as Illinois and federal illegal drug laws.

In carrying out this commitment, Roosevelt University will fully comply with the federal Drug-Free Schools and communities Act of 1986 as amended by Public Law 101-226 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, Section 5160).

Disciplinary Sanctions

Consistent with federal, state and local laws, the University will impose disciplinary sanctions upon students and employees who violate this policy. Violations of the federal, state and local laws and ordinances governing drugs and alcohol abuse by employees or students may result in referral for criminal prosecution. The courts may impose legal sanctions, including fines and/or imprisonment. Students in violation of the policy may be required by the University to receive treatment, change of housing assignments, or to be suspended or expelled. Faculty and staff in violation of this policy may be required to receive treatment. The University may exercise disciplinary actions against faculty and staff in violation of this policy, up to and including termination.

Employee Notification of Criminal Drug Statute Conviction

Employees must, as a condition of employment, comply with this policy and notify their immediate supervisor of any criminal drug statue conviction for a violation occurring in the

workplace no later than five (5) calendar days after such conviction. The supervisor is responsible for notifying the Office of Human Resources immediately upon notice from the employee.

Drug And Alcohol-Free Campus Policy Statement And Campus Notification

Health Risk Associated With Illicit Drugs And Alcohol Abuse

The University's primary interest is to assist Roosevelt students, faculty and staff in avoiding the physiological and psychological damage that results from drug and alcohol abuse. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical impairment such as liver, heart, digestive impairment, memory loss, impaired judgment, and other personality disorders.

Information Concerning Treatment and Rehabilitative Services

Students may receive confidential alcohol and drug counseling treatment and/or referrals through the Counseling Center. Faculty and staff may receive confidential alcohol and drug counseling treatment through the Employee Assistance Program (EAP) and/or health insurance and referral information regarding drug or alcohol counseling, treatment and rehabilitative programs available through Cook County or Public Services, other support groups, and local licensed mental health care professionals.

Counseling Services Available

Students or employees who are having difficulty with drug or alcohol use are urged to seek confidential counseling from appropriate University offices. Anyone who is aware of other (either students, faculty or staff) with drug or alcohol abuse problems should also seek guidance, in complete confidence from these offices.

Questions and referrals concerning the policy with respect to students' use of drugs or alcohol may be directed to the following office:

Chicago Campus Schaumburg Campus

Room AUD 358 Room SCH 114

Phone: (312) 341-2004 Phone: 312-341-3548

Questions and referrals concerning the policy as it applies to faculty and staff may be directed to these Chicago Campus offices:

Vice President, Human Resources AUD 340 (312) 341-2479

Assistant Vice President, Human Resources AUD 338A (312) 341-2285

Additional information about physiological drug outcomes, sanctions and the employee testing policy is available upon request from the offices listed above.

Anti-Harassment Policy

Policy

Roosevelt University is committed to the preservation of the dignity and worth of all members of the University community. To ensure an environment for working and learning in which all individuals (faculty, staff, students, and visitors) are treated with respect, harassment in any form is unacceptable and cannot be tolerated.

Because interpersonal relationships (romantic or sexual) between supervisors and the employees they supervise either directly or indirectly or between faculty and their students involve an imbalance of power, all such interpersonal relationships are prohibited and will subject employees to discipline. In such situations, it is difficult, if not impossible, to determine whether such a relationship is truly consensual and, therefore, if a complaint of sexual harassment is filed, the University will presume that the relationship was not truly consenting unless proven otherwise.

Sexual Harassment

It is against Roosevelt University policy for any student or employee, male or female, to sexually harass another employee or student by:

- a) Making unwelcome sexual advances for sexual favors and other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or a student's academic status
- b) Making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
- c) Creating an intimidating, hostile or offensive working or education environment by such conduct

Other Forms of Harassment

It is also against Roosevelt University's policy for any student or employee to harass another student or employee based upon such person's age, ancestry, citizenship, color, creed,

Anti-Harassment Policy

disability, gender, identity, marital status, military status, national origin, parental status, religion, sexual orientation, source of income, veteran status, or as a result of being a victim of domestic violence or other protected characteristic.

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment or enrollment, or 2) the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, acts of communication causing emotional distress, insults or put-downs, offensive objects or pictures, and interference with work performance.

Retaliation

Retaliation against persons filing a complaint, reporting a case of harassment, witnessing a case of harassment or cooperating in an investigation is also prohibited.

Consequences

An employee who is found to have engaged in unlawful harassment shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee. A student who is found to have engaged in unlawful harassment shall be subject to discipline up to and including expulsion from the University in accordance with the procedures contained in the Code of Student Conduct. A member of the Roosevelt community who is neither a student nor an employee and who is found to have engaged in unlawful harassment shall be subject to such procedures as are necessary to prevent such conduct from occurring, up to and including severance of the member's relationship with Roosevelt and being banned from its campuses.

Reporting Procedures

An employee or student who believes that he or she has been a victim of harassment in violation of this policy has the right to file a complaint in accordance with the University's Discrimination Complaint Procedure.

The students and employees are also encouraged to:

- Emphatically tell the harasser that the conduct is unwelcome, offensive, violates this policy, and must stop; and/or
- Report the incident to an employee in a supervisory or managerial position.
- Report the incident to the Roosevelt University Title IX Coordinator (312-341-2322)

Dissemination of the Policy

A copy of this University policy shall be distributed electronically or in writing to all full- and part-time faculty and staff annually. This policy is included in the annual Student Handbook and students are notified electronically. A copy of this University policy is available to all employees and students via the student handbook

http://www.roosevelt.edu/pdfs/studentHandbook.pdf and/or the University intranet (http://intranet.roosevelt.edu/default.asp.

Employees and students are encouraged to ask questions about the policy to the following offices:

Office of Human Resources (AUD 344) 312-341-4334 Office of Student Services (AUD 358) 312-341-2004

Discrimination Complaint Procedure

Submitting a Complaint of Discrimination

If an employee, applicant or student ("Complainant") believes that he or she has been discriminated against (including sexual harassment or other forms of unlawful harassment) in violation of University policy or state or federal law, including but not limited to the *Americans with Disabilities Act, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Illinois Human Rights Act* and the *Age Discrimination Act of 1975,* and *Older Workers' Protection Act,* the Complainant shall file a written complaint describing the alleged action and the person involved with the Vice President of Human Resources or the Associate Provost Student Services as soon as possible. If the Complainant is more comfortable initially discussing the allegations with another employee, he or she should do so. The employee who receives an allegation of unlawful discrimination should immediately bring the allegation to the Vice President of Human Resources or the Associate Provost Student Services. However, to initiate an investigation, a Complainant must file a written complaint. The Vice President of Human Resources or the Associate Provost Student Services may appoint a Complaint Manager to assist the student or employee in filing the complaint.

Discrimination Complaint Procedure

Investigation of a Complaint

The Vice President of Human Resources or the Associate Provost Student Services shall undertake an investigation by appointing another administrator or other qualified person to conduct the investigation. The Vice President of Human Resources or the Associate Provost Student Services may provide for the assistance of the Counseling Center or other administrator or may also involve the assistance of the University's attorneys in the investigation.

Neither the complaint nor the identity of the Complainant will be disclosed except when necessary for a full investigation of the complaint.

The investigator shall file a written report of his/her findings within thirty (30) working days after the complaint has been made. In the event the report cannot be completed within thirty (30) working days, the report shall state the reasons for the delay. The Complainant shall be notified of the findings of the investigation within ten (10) working days of the completion of the report. If the Complainant is not satisfied with the results and findings of the investigation, he/she may appeal the findings of the investigation within ten (10) working days to the Executive Vice President and University Provost unless the Executive Vice President and University Provost is the person against whom the complaint has been filed. In such case, the appeal shall be to the President. In the event that the complaint is against the President, the appeal shall be first to the Executive Vice President and University Provost and then to the Executive Board of the Board of Trustees. The appeal shall be reviewed and a decision made within twenty (20) days of the filing of the appeal. The records of discrimination allegations will be kept for at least three (3) years from the date of the final decision on the complaint.

Discipline

An employee who is found to have engaged in unlawful discrimination shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee. A student who is found to have engaged in unlawful discrimination shall be subject to discipline up to and including expulsion from the University in accordance with the procedures contained in the Code of Student Conduct. A member of the Roosevelt community who is neither a student nor an employee and who is found to have engaged in unlawful discrimination shall be subject to such procedures as are necessary to prevent such conduct from occurring, up to and including severance of the member's relationship with Roosevelt and being banned from

its campuses.

Intent of Equal Opportunity Policy

This policy is intended to meet the requirements of federal and state law prohibiting unlawful discrimination. If this policy is inconsistent with such law, it is the University's intent to follow applicable law.

Sexual Assault Policy

Roosevelt University is committed to providing a safe and secure learning and working environment for all students, faculty and staff. Roosevelt University subscribes to a **zero tolerance policy** for sexual violence. The members of our community have the right to be free from harassment, abuse, violence or threats of violence on and off campus.

I. Procedures

Roosevelt University strongly encourages an individual who has been the victim of a sexual offense to report the incident to the Campus Safety Office immediately by dialing **312-341-2020** at the Chicago Campus **or 847-619-8989** at the Schaumburg Campus. A report of sexual assault will be a priority and thoroughly investigated. The victim is encouraged to contact the local police department (Chicago or Schaumburg) for preservation of evidence and to initiate a criminal procedure. Roosevelt University Campus Safety staff will assist the student in notifying these authorities, if the student requests the assistance of these personnel.

Title IX

Individuals may also report a sex offense to the institutions Title IX coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator is the Vice President, Change Management/Chief of Staff, Wabash Bldg., Room 1312H. Phone 312-341-2322. The institution's Anti-Harassment Policy and Discrimination Complaint Procedure can be found in the Annual Security and Fire Safety Report, including a description of the grievance procedures.

In addition to University disciplinary actions, a person who engages in a sexual assault may be the subject of criminal prosecution and/or civil litigation. In order for criminal prosecution to be considered, the Chicago (or Schaumburg) Police Department must be notified and a sexual assault/abuse report must be generated. The chances of successful prosecution are greater if the report is timely and is supported by the collection of forensic evidence.

The collection and preservation of evidence is critical when reporting a sexual assault. The victim of a sexual assault should refrain from taking a shower, changing clothes or washing hands. If the victim does remove clothing it should be placed in a paper bag. If the victim believes that he/she has been drugged, it is imperative that a urine sample be provided to the police immediately for forensic testing. The victim should seek a medical evaluation as soon as

Sexual Assault Policy

possible. According to Illinois law the emergency room at a medical facility will treat the victim for injuries, STDs, and evidence will be collected at no cost to the victim.

II. Programs to Prevent and Promote Awareness of Sex Offenses

Roosevelt University is committed to providing resources for education and prevention of sexual assault to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. One of the programs presented at New Student Orientation is RU Sex Savvy, a program dealing with sexual assault prevention.

III. Counseling Services Available to Victims of Sexual Assault

Professional staff is available to assist victims of sexual assault through the Counseling Office. At the Chicago Campus, the location is room 462, 312-341-3548; at the Schaumburg Campus, the location is room 114, 312-341-3548. During non-office hours, the Residence Life Staff and Campus Safety can provide assistance in directing victims toward appropriate counseling services.

IV. Change of Academic Living or Work Situations

If the circumstances surrounding an incident of sexual assault warrant such action, the University will take steps to ensure a victim's future safety and security. Such actions could include a change in the victim's academic schedule and living situation if requested by the victim and those changes are reasonably available. Individuals wishing to initiate such actions should be referred to the Associate Provost for Student Services: 312-341-2006

Employee victims of sexual assault should consult with the Vice President of Human Resources, Auditorium Bldg., Room 340, 312-341-2479, who will investigate a change in the work environment or in the work assignment when appropriate.

V. Procedures for Campus Disciplinary Actions

d) Students. The commission of a sex offense constitutes misconduct under the University's Code of Student Conduct and Discipline. Any student suspected of such misconduct will be subject to the judicial review procedures outlined in the Student Handbook. Such procedures shall include at a minimum that (1) the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the University's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused of any University disciplinary proceeding brought alleging a sex offense.

Sexual Assault Policy

- e) Staff. Any staff member who has been shown to be the perpetrator of a sexual assault will be subject to those disciplinary actions as outlined in union work rules or as deemed appropriate in accordance with the relevant employment contracts.
- f) Faculty. Faculty will be subject to those disciplinary procedures as outlined in the Faculty Manual.

All disciplinary procedures are subject to appeal by the appropriate grievance procedures. These procedures are found in the Student Handbook, the Faculty Manual, and appropriate collective bargaining agreements.

VI. Sanctions

Independent from any criminal or civil legal proceedings that may be pending and/or have been determined, any staff member, faculty or student who is found to have committed a sexual offense is subject to immediate on-campus disciplinary action. Upon the completion of the oncampus disciplinary proceedings, students may be subject to a variety of sanctions including being removed from a residence hall, probation, or dismissal. Faculty and staff will be subject to suspension or termination. In addition, the University will cooperate with local law enforcement authorities to seek criminal penalties when appropriate.

Roosevelt University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

Resources

Chicago Rape Crisis Hotline:

1-888-293-2080

Operates 24 hours a day, 7 days a week to provide immediate crisis counseling and referrals for victims, significant others, and professionals.

Porchlight Counseling:

(847) 328-6531 (Office)

(773) 730-7077 (Helpline)

Porchlight provides unlimited free counseling to college students at offices throughout the Chicagoland area.

Sexual Assault Policy

For a person who is a victim of a sexual offense, support can be found through many channels, friends, faculty members, resident assistants. Help is just a telephone call away. Remember, that you are not alone.

Crime Victim's Compensation Law

Under the Crime Victim's Compensation Law, a person who has been sexually abused or assaulted may be eligible for support services and medical reimbursement if the crime is reported within 7 days, or in some cases even longer.

Hospital Emergency Rooms Closest to Campuses

Chicago Campus

Northwestern Memorial Hospital 251 E. Huron Chicago, IL 60611 312-926-2000

Schaumburg Campus

Alexian Bros. Hospital 800 Biesterfield Road Elk Grove Village, IL 60007 847-437-5500

Sex Offender Information/Registration

The Victims of Trafficking and Violence Prevention Act of 2000 require colleges and universities to inform students and employees how to learn the identity of registered sex offenders living on or near campus. This is updated to comply with the Campus Sex Crimes Prevention Act, which took effect October 23, 2002.

The Illinois State police compile sex offender information. The Illinois State Police maintains a website that allows you to search their sex offender database online at http://www.isp.state.il.us/sor/. To learn the identity of registered sex offenders on or near campus, or anywhere in Illinois, visit the Sex Offender Database. Once there, you can search by city, county, or zip code.

The University (both Chicago and Schaumburg Campuses) is in Cook County.

The University is in zip codes: 60605 (Chicago – Auditorium, Wabash Bldgs., Goodman Center); 60603 (Chicago - Gage Bldg.); and 60173 (Schaumburg Campus).

You can also check the Chicago Police Department's Registered Sex Offender database at: http://sexoffender.chicagopolice.org/

The Chicago Campus (the Auditorium, Wabash Bldgs., Goodman Center, 218 S. Wabash and Gage Bldg.) are in the Chicago Police Department's 1st District.

Sex Offender Registration

The Illinois Sex Offender Registration Act (730 ILCS 150/) requires sex offenders to:

If you are a student: You must, within three (3) days of enrolling at an Institution of Higher Education, notify in person the law enforcement agency of jurisdiction in which you reside, the law enforcement agency of jurisdiction in which you are attending an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

If you are an employee: You must, within three (3) days of beginning employment at an Institution of Higher Education, notify in person the law enforcement agency of jurisdiction in which you reside, the law enforcement agency of jurisdiction in which you are employed by an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

You must, within three (3) days of changing your employment and/or changing your status in enrollment at an Institution of Higher Education (commencement, termination, and any and all changes), notify in person the law enforcement agency of jurisdiction in which you reside, the law enforcement agency of jurisdiction in which you are working at or attending an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence, the law enforcement agency having jurisdiction over the Institution of Higher Education, and the public safety or security director of the Institution of Higher Education within one year from the date of your most recent registration until you complete your registration requirement.

At Roosevelt University you must report in person to the Director of Campus Safety or Campus Safety Operations Supervisor at:

Auditorium Building, Room 113 430 S. Michigan Ave Chicago, IL 60605 **Phone: (312) 341-4167 or (312) 341-4173**

If a member of the Roosevelt University community has reason to believe that a student who resides in on-campus housing has been missing for 24 hours, he or she should immediately notify Roosevelt University Campus Safety Department at (312) 341-2020 or ext. 2020 if on campus. Roosevelt Campus Safety will immediately notify the Director of Campus Safety, the Director of Residence Life and the Assistant Provost of Student Services. Roosevelt Campus Safety will generate a missing persons report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Director of Residence Life (or Assistant Provost Student Services or Director of Campus Safety) in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Director of Residence Life (or Assistant Provost Student Services or Director of Campus Safety) will notify that individual no later than 24 hours after the student is determined to be missing.

A student who wishes to identify a confidential contact can do so by completing the Missing Person – Emergency Contact Form available from the Residence Life Office, Wabash Bldg., Room 1413. The form is available on residence check in, or at any time after by requesting it from the Residence Life Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Roosevelt Campus Safety Department determine that the student is missing for 24 hours, the Director of Residence Life (or Assistant Provost Student Services or Director of Campus Safety) will notify the student's emergency missing persons contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Director of Residence Life (or Assistant Provost Student Services or Director of Campus Safety) will notify the student's parent or guardian immediately after Roosevelt Campus Safety has determined that the student has been missing for 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Campus Safety will notify the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.

Note for students under age of 21: Suzanne's Law requires law enforcement to notify the National Crime information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national "Amber Alert" bill.

Access to Campus Facilities

University facilities are accessible during normal hours of operation for approved University and educational purposes. Each department establishes its office hours within the building hours. Building hours and office hours are subject to change. Please call the campus location to verify hours of operation.

Although the University endeavors to provide an open academic environment, Campus Safety and University officials are also concerned with providing a safe environment and may request to see your Roosevelt University identification card. Campus Safety and University officials will require uncooperative persons, loiterers and/or unauthorized persons to leave. Roosevelt University Campus Safety officers patrol the campus buildings on a regular basis to monitor security needs and report any potential safety concerns.

Chicago Campus

Access to the Wabash Building, first floor and residential floors 14 through 31, is 24/7 for student residents. Access above the 14th floor is electronic card access controlled 24/7. Guests of residents must be signed in by the resident and receive a guest pass. When Wabash Building non-residential floors (2 through 13) are closed, student access to those floors is only allowed with prior authorization. Faculty and staff must show their Roosevelt University photo identification to the Campus Safety Officer at the Wabash Lobby after hours to enter the Wabash Building.

When the Auditorium Building is closed, student access is only allowed with prior written authorization. Faculty and staff must show their Roosevelt University photo identification to and sign in with the Campus Safety Officer at the Wabash Building Lobby after hours.

The Goodman Center Fieldhouse has open access to Roosevelt students and staff during normal business hours. Outside of normal business hours, access is electronic card access controlled for Roosevelt student athletes and athletic staff.

Schaumburg Campus

Outside of normal open building hours, faculty may access the Schaumburg Campus beginning at 6:00 am and up to 12:00 am Monday – Thursday and 24 hours on Friday and Saturday when a Campus Safety officer is present in the building. After hour access is granted by coming to the main entrance, contacting the Campus Safety officer, showing your Roosevelt University photo identification card and signing in with the officer. Roosevelt University Campus Safety officers

patrol the campus on a regular basis to monitor security needs and report any potential safety concerns.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Roosevelt University Campus Safety regularly patrol both campuses and report malfunctioning lights and other unsafe physical conditions to Physical Resources for correction. Other members of the University community are helpful when they report equipment problems to Roosevelt Physical Resources or to Campus Safety.

Annual Fire Safety Report

The Fire Safety Report provides information regarding fire safety in on campus student residential facilities that Roosevelt University has lease agreements with. The Fire Log provides information on fires that occurred in these facilities to include: the number of fires and the cause of each fire, number of injuries related to a fire that result in treatment at a residential facility, number of deaths related to a fire and value of property damage caused by a fire.

Procedures In Case of a Fire

Follow these instructions in the case of a fire:

- If you discover or suspect a fire immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.** Sound the building fire alarm by activating the nearest pull station and or verbally sounding the alarm and knocking on doors as you evacuate the building by the nearest exit.
- Notify emergency first responders by dialing **911** from any campus emergency phone or your cell phone. If possible, also contact Campus Safety at **(312) 341-2020** (for University Center, Security at 312-924-8911) and inform authorities of your situation and exact location.
- DO NOT re-enter the building for any reason until given clearance by Campus Safety or other emergency responders on the scene.

Finding Evidence of a Fire

If a member of the Roosevelt University community finds evidence of a fire that has been
extinguished, and the person is not sure whether Roosevelt University Campus Safety
Department has already responded, the community member should immediately notify
Roosevelt Campus Safety Department to investigate and document the incident in the
annual fire safety report.

Fire Safety Education and Training Programs

Resident Assistants review fire safety and evacuation procedures with the first two days where the protocol for fire evacuation is covered. All Residence Life Staff members receive fire safety training during fall staff training.

Policies related to use electrical appliances, open flames and smoking procedures:

Portable Electrical Appliances: The following items are prohibited; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas.

Smoking: Smoking is not permitted in or around any building on campus per state and campus regulations.

Open Flames: Items which require an open flame to operate or which produce heat (e.g., Bunsen burners, lighted candles, alcohol burners) are not allowed in the facilities. Unlit candles may be used for decorative purposes only.

Student Housing Evacuation Procedures

When a fire occurs, activate the fire alarm immediately. Any delay in sounding the fire alarm will delay getting help and could have serious consequences. The building fire alarms are transmitted directly to the Chicago Fire Department through the Chicago Office of Emergency Management and Communications 911 Center.

Call 911 immediately to notify the fire department. If possible call

- Wabash Building: Campus Safety at **312-341-2020 or ext 2020** from an internal telephone.
- University Center: Security at 312-924-8911

The first priority is following your building's evacuation procedures and, if possible, assisting students or other persons in immediate danger.

- Wabash Bldg. complete building evacuation to outside
- University Center follow specific facility's evacuation procedures.

Plans for Future Improvements in Fire Safety

Roosevelt University does not have any plans for future improvements to fire safety equipment.

Daily Fire Log Availability

The daily fire log is available for review 24 hours a day at the Wabash Bldg. 1st floor Campus Safety desk. The daily fire log is available for review Monday through Friday, holidays excluded, 9 am to 5 pm, at the Gage Bldg. Campus Safety Office (Room 221) and the Schaumburg Campus Safety Office (Room 102).

Description of Fire Safety Systems

On Campus Student Residential Facilities

	•	Smoke/ Heat Detection			Mounted Evacuation Maps	# of Evacuation Drills per year
Wabash Building	X	X	X	X	X	2
University Center	×	X	X	X	X	2

Fire Statistics 1/2012 to 12/2012

Location	Fire Incident	Date Reported	Time	General Location	Value of Property Damage	Injuries	Deaths	Cause of Each Fire
Wabash Building	0	0	0	0	0	0	0	0
University Center	02/05/12	02/05/12	1:30am	13 th Floor	\$100-999	0	0	Unintentional - Cake left in lounge stove
University Center	03/19/12	03/19/12	10:47am	2 nd Floor	\$1,000- 9,999	0	0	Unintentional – Dryer Fire

University Center	09/09/12	09/09/12	2:52pm	7 th Floor	\$0-99	0	0	Unintentional – Cooking Mishap, grease in a pan
-------------------	----------	----------	--------	-----------------------	--------	---	---	---

Wabash Building On Campus Housing Opened August, 2012

Due to change in campus geographical boundaries in 2012, University Center Student Residence now considered On-Campus