



**DOMINICAN  
UNIVERSITY**

River Forest, Illinois

**2013 Annual Security  
and Fire Safety  
Report**

# 2013 Annual Safety Report

This annual safety report summarizes the elements of the campus safety program, which is administered and maintained by the Campus Safety and Security Department. This public disclosure is intended to comply with the federal Clery Act and inform current and prospective students and employees of the safety programs and policies in place at Dominican University, and the institution's state of readiness to detect and respond appropriately to emergencies.

This report can be viewed online at: [https://jicsweb1.dom.edu/ICS/icsfs/2013\\_ASFSR1.pdf?target=e96dbefb-19d3-4ad9-b999-b1c326778083](https://jicsweb1.dom.edu/ICS/icsfs/2013_ASFSR1.pdf?target=e96dbefb-19d3-4ad9-b999-b1c326778083). Hard copies of the report are available by calling 708-524-6300 or by visiting the Office of Campus Safety and Security located in the lower level of Lewis Hall. The Campus Safety and Security office is open from Monday through Friday, 8am to 4pm excluding holidays.

While Dominican University enjoys a low crime rate, no community is immune from crimes. It is through preparedness that we can help reduce the likelihood of criminal acts. This report is intended to heighten awareness of safety issues and support continued safety at Dominican.

## *Mission Statement*

Dominican University is committed to promoting a safe, secure and value-centered educational environment that is conducive to academic and personal development. We achieve this goal through the effective combination of security policies, educational programs, and the timely reporting and communication of campus crime statistics and incidents. Safety and security is a shared responsibility of the entire university community.

## **Professional Staff Campus Safety and Security Officers**

### *Authority of security officers*

Dominican University security officers are an unarmed informational force and maintain jurisdiction in all areas of campus. The officers are in direct communication with the police and fire departments of River Forest, IL, who are available whenever assistance is needed. Campus safety and security officers may enter all university buildings including the residence halls at any time while on duty. Dominican University security officers do not have arrest authority, but call on local police for the detainment of trespassers or persons involved in criminal activities.

### *Responsibilities of officers*

In an effort to prevent crime, officers regularly check all emergency equipment, lights, doors or windows found ajar or unlocked while on patrol of the campus. They report on overgrown hedges, lighting and monitor areas where construction may pose the risk of injury. More specific duties and responsibilities of campus safety and security officers are outlined in the current edition of the campus safety and security operation manual. Their duties are primarily limited to the campus and include the authority to assist with emergencies, investigate alleged policy violations and file reports. All professional staff officers in the Department of Campus Safety and Security are trained and certified in providing CPR, and in the use of an Automatic Electronic Defibrillator (AED). Officers patrol the campus 24 hours a day, 365 days a year. The Campus Safety and Security department is staffed by 12 full time and 8 part time professional staff employees. The department is augmented by a student staff.

## **Campus Safety and Security Services**

### *Security Office*

The Security Office is located in the lower level of Lewis Hall and is staffed from 8 a.m. and 4 p.m. Monday thru Friday. This office issues parking permits, university identification cards, access control, maintains all university vehicles and oversees lost and found depository. Security personnel monitor video surveillance, various life safety systems including a weather alert station, fire alarm panel and emergency notification systems. All records of vehicle permits, parking citations, locker registration and all reported incidents are archived within the security office.

### *Campus Security Dispatch*

The security dispatch is located in the security office and is accessible 24 hours a day/365 days a year and includes services such as campus safety dispatch, access control, life safety systems and CCTV video monitoring. Security dispatchers work all shifts, weekends, holidays, administrative closure days, and inclement weather days. All calls for non-emergency assistance (lock-outs, unlocks, etc.) are to be directed to the security line 708-524-5999 or ext. 5999.

### *Student Patrol/Escort Service*

Students employed and supervised by Campus Safety and Security patrol both campuses and can escort students upon request. They carry two way security radios and are in direct communication with a supervisor.

### *Enhanced-911 (E-911)*

911 calls are routed by the phone company to the Public Safety Answering Point at the Village of River Forest Police Department Emergency Communications Specialist. "Enhanced" means that the 911 operator has call display features which tell them your phone number and the location you are calling from. However, you will still need to verify those things for them. This system allows communications personnel to know from where a call originates, even if the caller cannot speak. If the number you are calling from is unlisted or unpublished, the information will still be displayed. Enhanced 9-1-1 for cellular telephone calls is not yet available so it is very important to make sure to state the location of the emergency, nature of the emergency, who is involved and your cellular telephone number. When calling from a cellular telephone be aware of your surroundings, look for landmarks and when driving stop at a safe place and then place your call to 9-1-1.

### *Campus Telephones*

Telephones are located in many of the common areas of campus buildings and are available to report emergencies or ask for assistance. Emergencies may be reported on any campus phone. Please inform the dispatcher of the nature and location of the emergency.

### *Lost and Found*

The Security Department maintains a depository for lost and found items. To deliver or retrieve an item, call the security office at 524-6300 Monday through Friday 8am-4pm, excluding holidays, or the dispatcher at 524-5999.

### *I.D. Cards*

All students, faculty and staff are required to obtain a Dominican University identification card through the security office. Identification cards must be presented at all residence hall reception desks, in the university dining hall and when checking out materials in the library. Identification cards must be surrendered upon request and they are not transferable.

*Locker Registration Information*

To obtain a locker on campus:

- Pick up a locker registration card from the security office
- Purchase a lock
- Select a locker
- Complete the registration card
- Put the lock on the locker
- Return the completed registration card to the security office

Locker locations:

- Tan lockers are available in the lower level of the Crown Library.
- Light blue lockers are available outside the fitness center.
- Lockers are first come, first served.

**Emergency Assistance Call Stations**

Emergency assistance call stations are located in all of the stairwells of the parking garage and emergency rescue stations in the Parmer Hall stairwells. These call stations are for requesting emergency assistance and for alerting Campus Safety and Security of a crime or suspicious activity. Call stations allow persons to press a button and immediately contact the Campus Security Dispatcher, as do all emergency call boxes, handsets or intercoms in the campus elevators. All call boxes and all elevator handsets and intercoms are tested regularly by trained university personnel, municipal personnel and outside service technicians to ensure these devices are working properly.

**Procedures for Reporting a Crime**

Dominican encourages individuals to report all crimes to campus safety and security in an accurate and prompt manner. Dominican provides different ways to report crimes or other emergencies to campus safety and security or obtain help. It is the university’s policy that Dominican community members should report whenever they observe anything suspicious, believe they have discovered a crime or come across a hazard which could cause harm to themselves or others. All Dominican University “employees” except counselors, clergy and health services providers functioning in those roles are considered Campus Security Authorities for purposes of reporting crime statistics as well as incidents that necessitate timely warnings. Individuals can privately report a crime to Campus Safety and Security by dialing 708-524-5999 or ext. 5999. As appropriate, the security office will contact the River Forest Police Department or other law enforcement agencies.

*Contact Information to Report Concerns*

- Campus Security and 24-Hour on campus escort..... (708) 524-5999
- Campus Security e-mail.....[dusecurity@dom.edu](mailto:dusecurity@dom.edu)
- Office of the Dean of Students..... (708) 524-6822  
(8:30 a.m. – 4:30 p.m.)
- Office of Residence Life..... (708) 524-6219  
(10:00 a.m. – 3:00 p.m.)
- River Forest Police ..... (708) 366-7125  
(Non-emergency and off-campus escort)
- Emergency..... 911

Each building elevator is equipped with an emergency phone. Parmer Hall utilizes emergency call stations in its stairwells. The parking garage has a blue light emergency call system. All these systems are monitored by security 24 hours a day.

### *Voluntary Anonymous Reporting*

If you are a victim of a crime or a witness and do not wish to pursue action within the University system or the criminal justice system, you may still want to consider filing an anonymous report with Campus Security.

The purpose of an anonymous report is to keep the matter private, while taking steps to ensure 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. The university encourages voluntary, confidential reporting of crimes through non-personally identifiable, statistical information from campus counselors, clergy and health service providers. Please note: Under Title IX<sup>1</sup>, security cannot take anonymous reports in person and still have the reporter expect no action.

### **Daily Crime and Fire Logs**

#### *Crime Log*

The purpose of the daily crime log is to record all **criminal incidents** and **alleged criminal incidents** that are reported to campus security. The log is designed to disclose crime information on a timely basis. A crime is entered into the log as soon as it is reported to campus security. This log is available for review in the security office during normal business hours 8am-4pm Monday through Friday excluding holidays and includes the nature of the incident, the general location, and the disposition, if known.

#### *Fire Log*

This log records, by the date reported, any fire that occurs on University owned property including both Main and Priory Campuses. This log is designed to disclose incidents of fire on a timely basis. Both the Crime and Fire Logs have been combined for easier accessibility.

### **Campus Security Authorities**

Even at institutions with a police or security department on campus, a student who is the victim of a crime may be more inclined to report it to someone other than the police/security. For this reason, the Clery Act requires Dominican University to collect crime reports from a variety of individuals and organizations that the law considers to be "Campus Security Authorities" (CSA). As stated in Procedures for Reporting a Crime (above), "employees" are considered CSAs based on the following functions:

- Their official job responsibilities involve significant interaction with students and/or campus activities.
- They serve as informal or unofficial mentors to students, or advise student organizations, projects, and activities.
- They serve as a member in an office or of a committee to whom students are instructed and informed to report and discuss crimes, allegations of crimes, and other troubling situations, and/or
- They have oversight for disciplinary procedures.

<sup>1</sup> Title IX: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...<http://www.justice.gov/crt/about/cor/coord/titleix.php>.

### *A CSA's Responsibilities*

- If a CSA becomes aware of crime information and believes it was provided *in good faith*, he/she should document it as a crime report and in a prompt manner (within 24 hours), submit it to safety and security.
  - “*In good faith*” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.
- What CSA's must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic. Personally identifiable information need not be disclosed, unless a danger is present.

### **Police Support**

The Dominican University campus safety and security department works in cooperation with local police. They are in direct communication with the police and fire departments and call upon their assistance when needed. The university does not have a formalized memorandum of understanding with the River Forest Police Department and has no student organizations that maintain use of off-campus residential property.

### **Campus Safety Education and Prevention**

The security team emphasizes crime prevention by minimizing crime opportunities and by encouraging students and employees to be responsible for their own and others' security.

### *Informational Programs about Crime Prevention and Awareness*

To educate the university community about how to enhance their own security as well as the safety of others, programs are presented regularly on a variety of crime prevention topics. These programs are offered at residence hall sessions, new student orientation, crime awareness and prevention seminars each year, and through special posters and flyers and ongoing educational material. Through the daily crime and fire logs, timely warnings, newspaper articles, web page postings and table top exercises we are able to help better educate the community about crime prevention.

### **Emergency Response Team**

The Emergency Response Team (ERT) is comprised of senior members of various departments within Dominican University who meet regularly to develop and practice the implementation of emergency plans, including disaster response and evacuation. This multidisciplinary approach is an important part of the University's emergency response and business continuity plans.

### **Behavioral Concern Team**

The Behavioral Concerns Team (BCT) is an inter-departmental student behavioral response team for community intervention, mediation and risk management. The team's goal is to consider the best interest of each student it reviews, as well as the entire campus community. The BCT meets regularly to review university policy and procedures, consider reported or observed student behaviors, assess threat, and develop interventions to help connect students with the necessary resources and support.

The Behavioral Concerns Team core membership is made up of representatives from:

- 1) Dean of Students—Chair
- 2) Director of University Ministry
- 3) Residence Hall Director
- 4) Assistant Clinical Director of Counseling Services
- 5) Assistant Dean for Academic Success Services

## **Standard BCT Review Procedures**

The Behavioral Concerns Team has established these guidelines for their work, and will update or alter these procedures, as needed:

- The BCT will meet on a regular basis to review possible concerns submitted in person or by way of the online reporting form.
- In addition to the regularly scheduled meeting times, the BCT will meet when a possible threat is identified that requires immediate assessment. After notification, the BCT will assess the behavior reported and act accordingly.
- For each concern, the BCT will assess the potential danger, explore possible outcomes of various approaches to managing the possible concern/threat, and then implement a plan.
- After the plan is implemented, the team will be responsible for coordinating follow-up to insure that the threat has been appropriately managed.
- Record of all BCT incidents, plans, and follow-ups will be maintained in confidential files.
- The team recognizes and respects that certain members of the University community will have legal and ethical limitations on information that may be shared when discussing a concern. It is the responsibility of each team member to exercise his or her best professional judgment in determining what information may be shared.
- All members of the BCT will maintain confidentiality of all persons involved unless it is necessary to notify or consult with others in which their input would be necessary for the resolution of a specific behavioral concern. Members of the BCT will balance the need to protect the individual and/or group and the safety concerns of the Dominican community. In all cases, safety of the individual and group has priority over confidentiality.
- The BCT meets as needed to review campus issues, and, if needed, revise the policies and procedures under which it operates.

## **Threat Assessment Team (TAT)**

Dominican University Threat Assessment Team is tasked with accomplishing the following mission.

- Assess and determine the causes of violent behavior.
- Recommend policies and procedures to administration to address the causes and to minimize the effects of violent behavior.
- Promote and carry out programs aimed at the education of the campus community regarding violence and the reduction of the incidents of violence.
- Evaluate the effects of anti-violence programs on campus and use the findings to enhance, revise, or establish policies and procedures that will reduce the incidence of violence.
- Ensure that these policies are communicated to all students, faculty, staff, parents, and administrators of the University at least once per year.

## **Timely Warning Notices**

The Campus Safety and Security Department will issue a crime alert for any serious incident when the safety of the community is threatened and there are enough details known about the crime to provide useful information to the community. These alerts are issued with the consultation of relevant university administration and the local police departments. Alerts are routinely posted on the Campus News and the campus security web pages. Additionally, alerts may be sent to e-mail accounts, posted in the common area of academic buildings and residential halls, and when appropriate as opt-in emergency alerts via email, text message, Facebook or Twitter message.

## **Emergency Notifications**

In the event of an emergency involving an imminent threat on campus, campus security will confirm that there is a significant emergency or dangerous situation in conjunction with university administration and local police departments and will issue an immediate campus-wide notification. This same group determines the content of the notification and utilizes the university's emergency notification system (opt-out emergency alerts via email, text message) to notify the campus community, whether on or off-campus.

Students, faculty and staff can register online to receive notifications of these emergency events. These messages are transmitted only during emergencies and are an additional real-time avenue of communication. The messaging system is tested campus-wide at least once a year.

### *Informing the community*

In addition, special programs, flyers, bulletins, email, voicemail, student newspaper articles and loudspeaker or bullhorn announcements may be used to alert the campus community. Close communication with the River Forest Police Department and other appropriate agencies is maintained regarding any neighborhood security issues.

## **Safety of Buildings and Grounds**

### *Academic and Administrative Buildings*

Some facilities have individual hours, and the hours vary at different times of the year. Access to Parmer Hall is by card access after normal business hours, and uses varied levels of access. Most academic and administrative buildings do not have a university security officer assigned to them. However, campus security officers patrol the academic and administrative building on a regular basis.

### *Residence Halls*

Access to residence halls is restricted to residents, their approved guests, and other approved members of the University community. Residents gain entry by swiping their keycards at the card access readers. Residents are cautioned against permitting strangers to enter the building and are urged to require individuals seeking entry to use their own keycards. Campus security officers patrol the residence halls on a regular basis.

### *Maintenance of Campus Facilities*

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus security regularly patrols both Main and Priory Campuses and reports malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the University community are helpful when they report equipment problems to Campus Security or Physical Plant. The parking garage and all parking lots throughout campus are well lit and routinely patrolled by the officers. The parking garage and all campus elevators are equipped with a communication system linked to the security dispatcher.

## **Video Surveillance**

Video surveillance is conducted in various locations throughout campus and recorded 24 hours a day, 365 days a year.

## **Safety in Residence Halls**

The university provides security to help protect students in residence halls. The system includes:

- Trained security personnel
- Locked entrance doors
- Information on how students can maintain their safety

- Policies requiring identification cards with magnetic swipe entry to facilities
- Policies requiring guest registration and guest passes
- Policies requiring students to escort guests at all times
- Required programming efforts in areas of safety and security
- Holding students accountable for the actions of their guests

The university places restrictions on guests, building access, and actions that may have a detrimental effect on student safety. Such restrictions include:

- Entering buildings only through designated entrances
- Prohibiting unauthorized entry
- Prohibiting the practice of propping open doors
- Following security procedures at security checkpoints
- Prohibiting the practice of duplicating or sharing room keys
- Prohibiting activities that endanger the safety of others

If a student is found to violate any of these restrictions, the university may impose fines or other sanctions on the student.

#### *Residence hall access/contractor access*

Student residence halls are never open to the public. Outside entrance doors to the residence halls are locked at all times and residents are issued a keycard allowing exclusive access to the residence halls. Locks on room doors and all windows ensure resident safety; malfunctioning security devices are repaired promptly. If a resident key is lost or stolen, the corresponding lock is immediately changed. Non-residents including staff or contractors assigned to tasks in the residence halls must receive and wear special identification badges issued from either security or the director of physical plant operations.

#### *Guest procedures and access*

Residents must accompany and register guests in the residence halls in accordance with the visitation hours and policies detailed in the residence life guide. Students who violate the policies are subject to the university conduct code. Non-students may be prosecuted for trespassing. Guests are permitted in campus public buildings during the hours of 8 a.m. to 10 p.m., and during specially announced hours. Faculty, staff and students attending or participating in special programs are provided access to facilities after public building hours.

#### *Resident Assistants*

Resident Assistants (RAs) are available on each floor of the residence halls. RAs are students carefully selected for their ability to advise and aid residents in everyday situations. The RA lives with and builds relationships with students living in the residence halls. The RA serves as a role model, assisting students, supporting academic achievement, and building community. RAs are responsible for developing programs for the students, maintaining safety and order in the halls and creating a living-learning environment in the residential community. They are trained extensively.

### **Building Evacuation**

Building evacuation will occur when an alarm sounds and/or upon notification by Campus Safety & Security.

- ◆ Leave by the nearest marked exit. Follow the **Emergency Evacuation Procedure/FIRE EXIT** signs and alert others to do the same. If evacuation is for only a part of the building or campus grounds, immediately vacate the side in question and relocate as directed.
- ◆ Faculty members should clear their classrooms and close the door.
- ◆ Assist any individuals with disabilities who may need help in exiting the building. Remember that elevators are reserved for individuals with disabilities. **DO NOT USE ELEVATORS IN**

**CASE OF FIRE OR EARTHQUAKE.** In the event of a fire or earthquake notify Campus Safety & Security to assist an individual with a disability in exiting the building.

- ◆ Once outside, proceed to a clear area that is at least 100 feet away from the affected building. Security should keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. (If possible, headcounts should be taken.)
- ◆ **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A SAFETY & SECURITY OFFICER OR THE RIVER FOREST FIRE DEPARTMENT.** Security should assist in preventing individuals from returning to the building. (Do not dismiss employees or students unless told to do so by university administrators. In most cases, we will return to the building.)
- ◆ If you can hear the fire alarm you should evacuate whether it is in your building or not. This is because when there is a fire you can also have an explosion which can affect surrounding areas very quickly. It is always better to act with caution during any alarm or emergency situation that happens on campus.

*University staff may go room-to-room during an alarm to ensure compliance with the evacuation policy.*

Emergency evacuation procedures for students and employees inhabiting other campus buildings can be found in the Dominican University emergency preparedness guide. The emergency preparedness guides are posted in classrooms, offices, and near all public access phones around campus.

### **Students Governed by Student Code of Conduct**

Students are governed by Dominican University's Student Code of Conduct, which contains policies affecting security on campus. Such policies include those that regulate:

- Entry into campus buildings
- Removal, possession of or use of property
- Responsibility for the acts of guests
- Physical abuse
- Harassment
- Hazing
- Possession and use of weapons
- Alcohol or illegal substances

You may stop by the Dean of Student's Office to obtain a hard copy of the student handbook or go to [http://www.thezonelive.com/SchoolStructure/IL\\_DominicanUniversity-RiverForest/handbook.pdf](http://www.thezonelive.com/SchoolStructure/IL_DominicanUniversity-RiverForest/handbook.pdf) for an on-line copy. The university has the right to discipline for on-and off-campus actions, up to and including expulsion.

### **Off-Campus Housing**

The university rented apartments off-campus from a building for undergraduate and graduate resident students from January 2012- May 2012. These apartments fall under the law enforcement jurisdiction of the local municipalities. Crimes occurring in these apartments are reported in the Non-Campus Buildings and Property Category of the Annual Security Report.

### **Fraternity and Sorority Houses**

The university does not sponsor social fraternities or sororities and no fraternity or sorority houses are available.

## **Campus Security for Separate Campus Location**

### **Priory Campus**

Dominican University's Priory Campus is located .8 miles east from the Main Campus and is considered a separate campus. It is used for housing, dining, parking, classrooms, worship and campus events. This location has on-site security that patrols the campus and local police that assist with patrolling the surrounding vicinities. All Dominican University policies and procedures apply to both campuses. Statistics for this campus are reported, separately, below. Crimes on public property surrounding the Prior Campus are also reported, below, as the Prior Campus borders a public park.

### **Public Property**

River Forest police monitors and records criminal activity on public property and works cooperatively with university security and the dean of students to address problems as they arise.

### **Campus Security for Satellite Locations and Occasional Instructional Sites**

Dominican University has no satellite locations. Occasionally, non-campus locations controlled by other organizations are used. The security and police departments serving their respective communities police them.

### **Missing Student Policy & Procedure**

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the Dominican University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety and Security which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. This information is maintained confidentially. If a missing student is under the age of 18 years of age and is not an emancipated individual, the Dean of Students is required to notify the parent or guardian of the missing student no later than 24 hours after the determination by Campus Safety and Security that the student is missing. Campus Safety and Security will also notify the River Forest Police no later than 24 hours after it determines that any student is missing. The Dean of Students shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.

#### *Procedure*

Any report of a missing student, from whatever source, should immediately be directed to the Dominican University Campus Safety and Security office.

When a student is reported missing Campus Safety and Security shall:

- Initiate an investigation to determine the validity of the missing person report.
- Contact the Dean of Students.
- Make a determination as to the status of the missing student.
- Notify the individual identified by the missing student as the emergency contact within 24 hours of making a determination that the student is missing.
- If the missing student is under the age of 18 and is not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- Notify the River Forest Police within 24 hours after determining that the student is missing.

The Dean of Students notifies the Director of Residence Life and the President of the University. The Dean of Students shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

## **Alcohol, Drug and Weapons Policies**

### **Alcoholic Beverages**

#### *Legal alcohol consumption*

The university observes and upholds local, state and federal drug and alcohol laws as they pertain on campus. Consumption of alcohol is permitted for students who are 21 years of age or older. Consumption is limited to that student's residence hall room or the room of another student who is also at least 21 years of age. Alcohol may be served at some special events on campus with approval from the Dean of Students.

#### *Approval system*

The approval system will ensure that proper alcohol-serving guidelines are followed. Students found in violation of any aspect of the alcohol policy are subject to university conduct action.

### **Drugs**

The purchase, sale, growing, manufacturing, use, possession or distribution without prescription of any controlled substance, drugs or narcotics, sedative-hypnotic drugs such as barbiturates; psychedelic drugs such as LSD; sympathy mimetic drugs such as amphetamine and codeine; marijuana and paraphernalia, on university property, in university-owned vehicles or at off-campus university-sponsored events is strictly prohibited. Misuse or abuse of prescription medications is also prohibited.

### **Education and Prevention**

Dominican University provides informational programs and prevention services for the entire university community. These services include:

- Option to live on alcohol-free residence hall floor
- Drug and alcohol information and educational materials from Dominican's Wellness Center
- Alcohol and drug abuse prevention materials, along with awareness and education displays are posted throughout the residence halls
- Programs on drug and alcohol topics are provided to students each year

Dominican's Wellness Center offers assessment, treatment, aftercare and referral services. Students may access complete information regarding alcohol, tobacco and drug abuse from the Wellness Center website [www.dom.edu/wellness](http://www.dom.edu/wellness). More detail is provided in the university's biennial report prepared in compliance with the Drug Free Schools and Communities Act. That report is available from the Dean of Students office.

### **Weapons**

The purchase, sale, manufacturing, use, possession or distribution of fireworks, firearms, ammunition, weapons or explosive devices is strictly prohibited.

## **Sexual Misconduct**

### **Definition**

Sexual misconduct includes the criminal actions rape, date rape, sexual abuse, and sexual battery, corruption of a minor, gross sexual imposition, voyeurism and public indecency, whether by a stranger, acquaintance or friend, and also violates the university code of conduct. Non-consensual sexual acts violate the Student Code of Conduct. According to Illinois statutes, consent means a "freely given agreement to the conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent." Mutual consent is essential in all sexual activity.

## **Sexual Harassment Prevention**

Every employee, student and faculty member has the right to work and/or study in an environment that is free from discrimination and sexual, ethnic, racial, or sexual orientation-related harassment, slurs or epithets. The university does not condone actions and words that a reasonable person would regard as harassing or abusive. Any student, faculty member, or employee who engages in such prohibited conduct is subject to appropriate conduct action, up to and including termination or separation.

Following is a partial listing of conduct that is prohibited by the university:

- Offering an academic or employment benefit such as grade or promotion in exchange for sexual favors, or establishing or continuing a personal relationship with the expectation or implication of an academic or employment benefit in exchange for granting sexual favors.
- Reducing or threatening to reduce employment or academic benefits or otherwise penalize another in retaliation for rejection of a sexual advance or request for personal relationship.
- Creating a hostile environment on the basis of sex or gender.

Academic treatment or discussion of sexual, ethnic, religious or medical materials in a professional, classroom setting or in assigned materials, that are considered relevant to the subject matter of the course and are consistent with the goals of the university, are generally considered appropriate and do not constitute sexual harassment under the guidelines established by the U.S. Department of Education.

Whether conduct constitutes sexual harassment or discrimination may depend on how that conduct is perceived by the recipient of the action or conduct. Anyone who initiates or persists in offensive conduct assumes the risk that the person who is the object of the conduct may view the behavior as unwelcome. Thus, any employee, student or faculty member who initiates or persists in prohibited conduct is subject to discipline even if such behavior might not have been intended to offend.

Dominican University has a long-standing commitment to upholding the rights and responsibilities of all members of its community and ensuring the ability to study, work and live in an environment free of harassment, physical or psychological harm. All forms of sexual assault are taken very seriously and are strictly prohibited. Dominican University offers a number of services in the event a sexual offense occurs.

## **Support for Victims**

Dominican University provides support for victims of sexual assault and misconduct including:

- Initiating university conduct action if the offender is a student or employee and if the offense violates university policies. Conduct actions can include reprimand, removal from residence, probation, suspension or expulsion, or termination depending upon the severity of the offense. The Office of the Dean of Students investigates and processes cases of sexual assault and misconduct through an administrative hearing. Human Resources investigates complaints regarding employees.
- Free counseling and health services are available to victims.
- Victims are offered available options to change their living environment, and academic accommodations upon request, though changes may also be made to the accused's schedule or living arrangements, as well.
- At the victim's request, Dominican University will assist in notifying the River Forest police. Transportation to an emergency room can also be provided.

The university will assist victims of sexual assault by providing access to resources and guidance in choosing a course of action. Reporting an incident to the office of the dean of students does not affect an individual's choice to file a criminal complaint. In an administrative hearing, victims have the right, without condition, to a written summary of the outcome and any resulting sanctions. Victims are given

the same rights as accused students to bring an advisor or other support person to the hearing. Similar rights and resources are also provided to support students who are accused of sexual misconduct.

### **Reporting Incidents of Sexual Misconduct**

Any student who believes a sexual offense may have occurred is strongly encouraged to report the matter promptly and to preserve any evidence for use in any criminal investigation. Maintain clothing, sheets, towels or other items that may contain DNA, hair or fluids. Immediately after an assault, a victim is encouraged to avoid bathing, showering, douching, or going to the bathroom, if possible. This is the most effective way to ensure that a complete investigation is possible and that, if a criminal assault occurred, it can be effectively prosecuted. Reports should be made immediately to the Office of Campus Safety and Security and the office of the Dean of Students. Resident students should also report any sexual offenses to the most readily available hall director, resident assistant, or other trusted official. Students and employees also have the option to notify the area police department regardless of any other action taken or anticipated on campus. Student affairs and security personnel are available to assist in reporting to the police.

Reports of incidents of sexual misconduct may be made to any Dominican University Campus Security Authority. These individuals are also resources for counseling. Dominican University's goal is to preserve privacy and offer support and assistance to victims of sexual assault. All possible options for handling the incident will be discussed and staff will take no disciplinary action without the victim's consent (unless the victim is a minor) or a clear threat to the community exists. Each member of the community must feel free to study, work and live in an environment free from harassment and physical or psychological harm. Consequently, all forms of sexual misconduct, both forcible and non-forcible, are strictly prohibited at Dominican University. The university's goal is to actively educate in order to prevent sexual misconduct and to inform the community of the services available should cases of sexual misconduct occur. Sanctions available to be imposed through university conduct proceedings after a finding of responsibility range from a reprimand to expulsion from the university, depending on the severity of the conduct.

Educational programs have included but are not limited to: Spring 2012 class Criminology 320 "Gender and Violence;" February lecture, Sabrina Hampton's "Black Women Resisting Violence;" March panel presentation on campus anti-violence; March co-sponsored with Concordia University "Take Back the Night March & Rally"; April screening and discussion documentary film "Lost in Detention;" October lecture Shira Hassan, "Harm Reduction and Young Women in the Sex Trade;" November presented by Thousand Waves Martial Arts & Self Defense Center, "Violence Prevention for College Students & The Five Fingers of Self-Defense;" November Eve Ensler's "The Vagina Monologues"; "Orientation 101" Fall 2012 covering issues of self-esteem, dating, sex and acquaintance rape; Resident Assistant training-covering sexual assault response; Dominican University's Sexual Misconduct Policy can be found in the 2013-2014 Student Handbook and Planner on pages 21 & 22, or online at: [http://www.thezonelive.com/SchoolStructure/IL\\_DominicanUniversity-RiverForest/handbook.pdf](http://www.thezonelive.com/SchoolStructure/IL_DominicanUniversity-RiverForest/handbook.pdf)

*Please note: Emergency room staff are required to contact police and report all incidents of assault. It is the decision of the person assaulted whether to file charges. Under the Illinois Crime Victim Compensation Act, the state pays the cost of medical care provided at the emergency room.*

### **The Federal Campus Sex Crimes Prevention Act**

The Federal Campus Sex Crimes Prevention Act, which became effective October 28, 2002, requires Dominican University to inform the campus community where to find information on registered sex offenders. Illinois law requires sex offenders to register with their local police or sheriff, which places the names in a statewide database. The State of Illinois Registered Sex Offenders database can be accessed at [www.isp.state.il.us](http://www.isp.state.il.us). For more information, contact the River Forest Police Department at 708-366-7125 or on-line at <http://vrf.us/contact-us>. You may also contact the Dominican University Office of Campus Safety and Security at (708) 524-6300 or email at [DUsecurity@dom.edu](mailto:DUsecurity@dom.edu).

# University Contact Information

*Trudi Goggin*  
Dean of Students  
(708) 524-6822  
[tgoggin@dom.edu](mailto:tgoggin@dom.edu)

*John DeCostanza*  
Director University Minister  
(708) 524-6685  
[jdecostanza@dom.edu](mailto:jdecostanza@dom.edu)

*Norah Collins*  
Associate Dean of Students  
(708) 524-6279  
[collnora@dom.edu](mailto:collnora@dom.edu)

*Robert Babcock*  
Assistant Dean of Students/Director  
of Residence Life  
(708) 524-6218  
[rbabcock@dom.edu](mailto:rbabcock@dom.edu)

*John Tsouchlos*  
Manager, Campus Safety and Security  
(708) 524-6752  
[jtsouchlos@dom.edu](mailto:jtsouchlos@dom.edu)

*Elizabeth Ritzman*  
Director, Wellness Center  
(708) 524-6520  
[eritzman@dom.edu](mailto:eritzman@dom.edu)

*Joel Nayder*  
Assistant Manager, Campus Safety and Security  
(708) 524-6751  
[jnayder@dom.edu](mailto:jnayder@dom.edu)

## Campus Service Units

The following campus and community units address issues of personal health, safety and empowerment; substance abuse prevention, assessment and treatment; and legal assistance:

- Campus Security/24-hour on campus escort.....(708) 524-5999
- Campus Safety and Security Office.....(708) 524-6300  
(8:00 a.m. - 4:00 p.m. M-F)  
Email.....[dusecurity@dom.edu](mailto:dusecurity@dom.edu)
- Office of the Dean of Students.....(708) 524-6822  
(8:30 a.m. – 4:30 p.m. M-F)
- Office of Residence Life.....(708) 524-6219  
(10:00 a.m. – 3:00 p.m. M-F)
- Wellness Center.....(708) 524-6229  
(9:00 a.m. – 5:00 p.m. M-F)
- Chicago Rape Victim Advocacy.....(312) 663-6303  
Email.....[info@rapevictimadvocates.org](mailto:info@rapevictimadvocates.org)  
Website.....<http://www.rapevictimadvocates.org>
- Chicago Rape Crisis (toll free).....(888) 293-2080  
(24 hour hotline)
- RAINN Hotline\*\*.....(800) 656-HOPE  
Email.....[info@rainn.org](mailto:info@rainn.org)  
Website.....<http://www.rainn.org>

*\*\*This is a national hotline available 24 hours a day, seven days a week that will connect a caller to the nearest rape crisis hotline or rape crisis center anywhere in the United States.*

# Definitions of Reportable Crimes

## **Murder and Non-negligent**

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

**Negligent Manslaughter:** The killing of another person through gross negligence.

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

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

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

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

**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 joyriding.)

**Non-forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse.

**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.

**Forcible Sex Offenses:** 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.

**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.

**Forcible Rape:** The carnal knowledge of a 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 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.

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

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

**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; illegal aliens who possess deadly weapons; and all attempts to commit any of the aforementioned acts.

## Clery Act Hate Crime Definitions

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

**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.

**Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Main Campus Crime Statistics

The data presented in the following table summarizes the reportable crimes that occurred from 2010-2012. The Dominican University Office of Campus Safety and Security, university officials with responsibility for overseeing student activities, and representatives of relevant police agencies compiled the following crime statistics. Joel Nayder Assistant Manager, Campus Safety and Security is chiefly responsible for the compilation of the statistics below, and of this report. He assesses repeat offenses, patterns, and the possibility of double-counted reports to assure the accuracy of the information contained in this report. All crimes are classified through the FBI's *Uniform Crime Reporting (UCR)* Program. Dominican University uses the *National Incident –Based Reporting System (NIBRS)* edition of the UCR to classify all sex offenses. Hate crimes are classified through the *UCR's Hate Crime Data Collection Guidelines and Training Guide*.

### Hate Crimes

There have been no reported hate crimes on the Dominican University Main Campus.

Dominican University	On Campus			Residence Facilities <sup>1</sup>			Non Campus <sup>2</sup>			Public Property			Totals		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
<b>Offenses</b>															
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Aggravated Assault	0	2	0	0	2	0	0	0	0	0	0	0	0	2	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	5	3	3	2	2	0	0	0	0	0	0	0	7	3	3
Sex Offenses: Forcible	0	2	1	0	1	1	0	0	0	0	0	0	0	2	1
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrest Statistics</b>															
Alcohol Law Violations	1	0	1	0	0	1	0	0	0	0	0	0	1	0	1
Drug Law Violations	0	5	2	0	5	1	0	0	0	1	0	0	1	5	2
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Conduct Referrals-Non Arrests</b>															
Alcohol Law Violations	102	83	33	102	82	33	3	0	0	0	0	0	105	83	33
Drug Law Violations	11	16	7	11	13	3	0	0	0	0	0	0	11	16	3
Weapon Law Violations	0	1	1	0	0	1	0	0	0	0	0	0	0	1	1
<b>Hate Crimes</b>															
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<sup>1</sup>All crimes in the Residence Facilities column are also represented in the On Campus column.

<sup>2</sup>Prior to 2011 all incidents reported to Campus Safety and Security as happening at the Priory Campus were listed as happening on Non Campus Property.

## Priory Campus Crime Statistics

The data presented in the following table summarizes the reportable crimes on the Priory Campus from 2010-2012. The Dominican University Office of Campus Safety and Security, university officials with responsibility for overseeing student activities, and representatives of relevant police agencies compiled the following crime statistics. Joel Nayder Assistant Manager, Campus Safety and Security is chiefly responsible for the compilation of the statistics below, and of this report. He assesses repeat offenses, patterns, and the possibility of double-counted reports to assure the accuracy of the information contained in this report. All crimes are classified through the FBI's *Uniform Crime Reporting (UCR) Program*. Dominican University uses the *National Incident –Based Reporting System (NIBRS)* edition of the UCR to classify all sex offenses. Hate crimes are classified through the *UCR's Hate Crime Data Collection Guidelines and Training Guide*.

### Hate Crimes

There have been no reported hate crimes on the Dominican University Priory Campus.

Dominican University	On Campus <sup>1</sup>			Residence Facilities <sup>2</sup>			Non Campus			Public Property			Totals		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
<b>Offenses</b>															
Murder & Non-Negligent Manslaughter	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrest Statistics</b>															
Alcohol Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Conduct Referrals-Non Arrests</b>															
Alcohol Law Violations	0	9	3	0	6	3	0	0	0	0	0	0	0	9	3
Drug Law Violations	0	0	6	0	0	6	0	0	0	0	0	0	0	0	6
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<sup>1</sup>Prior to 2011 all incidents reported to Campus Safety and Security as happening at the Priory Campus were listed as happening on Non Campus Property.

<sup>2</sup>All crimes in the Residence Facilities column are also represented in the On Campus column.

# 2013 Annual Fire Safety Report

This annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by the Campus Safety and Security Department. This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at Dominican University, and the institution's state of readiness to detect and respond appropriately to fire related emergencies.

This report can be viewed online at: [https://jicsweb1.dom.edu/ICS/icsfs/2013\\_ASFSR1.pdf?target=e96dbefb-19d3-4ad9-b999-b1c326778083](https://jicsweb1.dom.edu/ICS/icsfs/2013_ASFSR1.pdf?target=e96dbefb-19d3-4ad9-b999-b1c326778083). Hard copies of the report are available for public review by calling 708-524-6300 or by visiting the Office of Campus Safety and Security located in the lower level of Lewis Hall. The Campus Safety and Security office is open from Monday through Friday, 8am to 4pm excluding holidays.

The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate actions before such conditions result in a fire emergency.

This goal is accomplished by:

- Conducting periodic review and update of fire prevention policies
- Conducting regularly scheduled fire drills in the residence halls
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards
- Performing plan reviews and code consultation related to current improvement and remodeling projects

## Fire Safety

Each building on campus has its own independent fire alarm system. All buildings contain smoke, heat or beam detectors to detect smoke/fire, pull stations to sound the alarm, and strobe light/audible horns to alert that an alarm has been tripped. Emergency lighting is provided in all buildings. The lighting will activate automatically in a power failure and will last at least 20 minutes. Illuminated exit signs are provided throughout the buildings. Some office/classroom buildings contain a speaker alert system. All resident buildings are protected by a wet pipe sprinkler system that is integrated with the fire alarm system. The fire alarm system is continuously monitored and supervised by Campus Safety and Security at the security office. Multi-purpose ABC dry chemical fire extinguishers are installed on each floor as well as throughout the common and mechanical areas of each building. Smoke detectors are installed in each resident's room. Pamphlets about fire safety are available at the security office. For additional fire safety tips, contact the Office of the Illinois State Fire Marshal <http://www.sfm.illinois.gov/>.

In case of a fire alarm:

- 1) Look for the nearest exit. Whenever you enter a large building, make a mental note of the nearest exit. Consult evacuation charts in classrooms and/or hallways. Know more than one way out of the building.
- 2) Do not use an elevator as an exit. The elevator may stop on a floor with a fire. In newer buildings, elevators are tied into the fire alarm system and will not operate.
- 3) If you see a fire or heavy smoke:
  - a) Dial 911 and/or pull the fire alarm while exiting the building. Do not try to fight the fire.  
**Sounding the alarm and safely exiting the building are priorities.**
  - b) Exit the building completely and keep a safe distance. Help make sure everyone gets out and assist those in need.

- c) Shut all windows and doors. Because a fire needs oxygen, you can help contain the fire by closing windows and doors as you exit.
- 4) Before exiting room check door for heat.
  - a) If door is **hot** to the touch **do not** open door as a fire could be outside. Retreat back into room, call **911** right away.
  - b) Keep the door closed and await assistance from the fire department.
  - c) If smoke is entering around the door, stuff the crack under the door with sheets, clothes or blankets.
  - d) To aid breathing and to reduce smoke inhalation, cover your mouth with a wet cloth.
  - e) If possible, open the window and wave a brightly colored garment or towel from your window- the fire department will be looking for this sign.
- 5) If the door is cool, open it, leave and close it behind you. Proceed to the nearest exit.
- 6) If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near to the floor.
- 7) If you hear an alarm:
  - a) Make sure everyone gets out and assist those in need.
  - b) Exit the building completely and keep a safe distance (at least 100 feet).
  - c) Shut windows and doors behind you if you feel time permits.
  - d) Wait for an “all clear” signal from security or the fire department before entering the building.

### **Building Access**

Exterior and interior doors are locked for your protection. Doors leading into the residence halls are always locked. All exterior exits to a resident hall facility are equipped with an alarmed door. These doors are exit only and will trip an alarm separate from the fire alarm system if opened. If a false alarm is sounded or a door is used inappropriately, every resident is subject to a fine of at least \$25 unless the individual(s) responsible come forward. Students must show Dominican University ID upon entering the residence halls. Failure to do so may result in a referral to the Dominican University conduct process. The exit and entry point for all the residence halls is the Coughlin Commons.

### **Appliances and Electrical Equipment**

Students may not cook in residence hall rooms. Electric skillets, broilers, hot plates, toasters and other equipment normally used to cook food are not allowed. Cooking is not permitted in students’ rooms; kitchenettes are provided in Power and Murray Halls for this purpose. For safety reasons, halogen lamps, space heaters, candle warmers, electric blankets, electric sheets or mattress pads, soldering tools and sun lamps cannot be used in student rooms. Students are held financially responsible for damages caused. Other small electric appliances, such as coffee makers and popcorn poppers, can be used if the heating element is completely enclosed. Incandescent and fluorescent study lights are allowed. Small refrigerators and small microwaves are allowed. The electrical requirement limits are 120 volts, 60 hertz, and 2.5 amps.

No antennas of any type are to be attached to the outside of the residence halls. This includes CB antennas and satellite dishes outside windows of student rooms.

Air conditioners are not allowed in the public areas or private rooms of residents. The buildings are not equipped to handle the electrical needs of such items. The dean of student’s office will consider any documented, confirmed medical need for an accommodation.

### **Prohibited Items**

Any open flame or any substance like incense or candles (i.e. incense burners, potpourri pots, hookahs or scented oil warmers) are **not** allowed in the residence halls. The manufacturing, possession, use or sale of fireworks is illegal and against university policy. Any fuel, including but not limited to kerosene, gasoline, propane and charcoal lighter fluid is strictly prohibited in any University residence hall. Items that are prohibited from the residence halls and deemed to be a fire hazard may be confiscated by Residence Life Staff or Campus Security.

## **Smoking Policy**

Dominican University is committed to providing a comfortable and healthy environment for its faculty, students, staff and visitors. Effective August 15, 1997, Dominican University facilities were designated smoke-free. In accordance with the Smoke-Free Illinois Act of 2008, smoking is not permitted indoors or within 15 feet of entrances, exits, windows that open and ventilation intakes. Fines for individuals who violate the Smoke-Free Illinois Act are not less than \$100 and not more than \$250.

### **Smoking is still permitted at least 15 feet from entrances, exits, windows that open and ventilation intakes in the following areas:**

- Magnus Arts Center Courtyard
- Rebecca Crown Patio (Lower Level Entrance)
- Coughlin Commons Patio (East side of the Coughlin Commons)
- Parmer Hall (North side parking lot)
- Priory Campus –Front Garden Area and Southeast Auditorium Entrance

### **Employees and students who want to quit smoking**

If you smoke and want to quit, or know someone who wants to quit, call the Illinois Tobacco Quit Line toll-free at ((866) QUIT-YES (866-784-8937), which is operated by the American Lung Association in collaboration with the Illinois Department of Public Health. This free telephone service provides smokers and people who want to help them quit with information and advice about how to quit successfully. For additional resources on how to quit smoking, employees are also encouraged to contact the university's employee assistance program at 1(800) 316-2796.

## **Egress**

All hallways and stairwells must be kept free and clear and allow for the smooth flow of occupants at all times. Property may not be stored or placed in these areas. Any item found in these areas may be confiscated.

## **Building Evacuation**

Building evacuation will occur when an alarm sounds and/or upon notification by Campus Safety & Security.

- ◆ Leave by the nearest marked exit. Follow the **Emergency Evacuation Procedure/FIRE EXIT** signs and alert others to do the same. If evacuation is for only a part of the building or campus grounds, immediately vacate the side in question and relocate as directed.
- ◆ Faculty members should clear their classrooms and close the door.
- ◆ Assist individuals with disabilities who may need help in exiting the building. Remember that elevators are reserved for individuals with disabilities. **DO NOT USE ELEVATORS IN CASE OF FIRE OR EARTHQUAKE.** In the event of a fire or earthquake notify Campus Safety & Security to assist an individual with a disability in exiting the building.
- ◆ Once outside, proceed to a clear area that is at least 100 feet away from the affected building. Security should keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. (If possible, headcounts should be taken.)
- ◆ **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A SAFETY & SECURITY OFFICER OR THE RIVER FOREST FIRE DEPARTMENT.** Security should assist in preventing individuals from returning to the building. (Do not dismiss employees or students unless told to do so by university administrators. In most cases, we will return to the building.)
- ◆ If you can hear the fire alarm you should evacuate whether it is in your building or not. This is because when there is a fire you can also have an explosion which can affect surrounding areas very quickly. It is always better to act with caution during any alarm or emergency situation that happens on campus.

*University staff may go room-to-room during an alarm to ensure compliance with the evacuation policy.*

Emergency evacuation procedures for students and employees inhabiting other campus buildings can be found in the Dominican University emergency preparedness guide. The emergency preparedness guides are posted in classrooms, offices, near all public access phones around campus.

### **Tampering with Fire Protection Equipment**

Students who are found tampering with fire protection equipment (e.g. fire extinguishers including cabinets and signage, fire alarms, smoke and heat detectors, pull stations, and sprinkler heads) resulting in violation of the Student Code of Conduct may be subject to fines and additional sanctions or charges for the cost of equipment or damage repair, depending on the circumstances, as a result of the conduct process. Failure to exit during a fire alarm or causing a false alarm may result in a significant fine. False alarms will result in a \$25 charge per resident if the person(s) responsible do not come forward. Charges may be differentiated by building if warranted.

Additional anti-tampering policies include:

- Smoke detectors and sprinkler heads are fire safety equipment, and residents are strictly prohibited from:
  - Disconnecting a detector
  - Tampering with the detector or its operation
  - Purposely causing an alarm to occur
  - Hanging objects from or otherwise obstructing the sprinkler head cover-plates and pipes.
- Disconnecting a smoke detector, failure to report its malfunctioning (including failure to observe that the light is on or not flashing), or other negligence subjects residents of that room not only to conduct charges but also to civil charges and, in the event of fire, payment for related damages to the building and the persons and property of others.
- Propping fire-rated door assemblies is strictly prohibited. Fire-rated door assemblies are designed to self-close to prevent the passage of fire and smoke. Examples of fire-rated doors include: student room doors, stairwell doors, separation doors between sleeping and commons areas, utility room doors (e.g. janitor closets, mechanical rooms, laundry rooms, pressing rooms, sprinkler closets, elevator machine rooms, storage rooms, and many corridor doors).

### **Inspecting, Testing, and Maintenance of Fire Protection Equipment**

The Campus Safety and Security Department administers this aspect of the campus fire safety program with support from the Physical Plant, Residence Life and fire protection contractors. All fire protection equipment in the residence halls is tested, inspected and maintained in accordance with applicable NFPA standards.

### **Residence Hall Fire Drills**

Unannounced and planned fire drills are conducted each semester in each residence facility. The local fire department is invited, and frequently participates in these drills. All rooms are searched to ensure full evacuation. Anyone who does not promptly evacuate is referred to the Dean of Students for possible conduct action.

## 2012 Fire Safety Statistics

The data presented in the following table summarizes the reported fires that occurred in housing facilities from January 2012 through December 2012. Please note that the housing facilities presented in the following table are located on campus property. Off campus housing includes buildings that are not owned and operated by Dominican University and, therefore, fire statistics from off campus housing is not included in this report. All fires that occur in campus housing facilities are reported to the Campus Safety and Security Department.

### Summary of 2012 Fire Statistics

Residence Hall*	Number of Fires	Causes	Injuries	Fatalities	Value of Property Damage	Incident Number
Coughlin Hall	0	0	0	0	\$0-\$99	
Mazzuchelli Hall	0	0	0	0	\$0-\$99	
Murray Hall**	0	0	0	0	\$0-\$99	
Power Hall	0	0	0	0	\$0-\$99	
Priory Campus	0	0	0	0	\$0-\$99	

### Description of On-campus Student Housing Fire Safety Systems

Residence Halls*	Building Fire Alarm	Room Detection	Full Sprinkler System <sup>1</sup>	Partial Sprinkler System <sup>2</sup>	Fire Extinguisher	Fire Drills Conducted	Evacuation Plans/ Flipcharts
Coughlin Hall	Yes	Yes	X		Yes	Yes	Yes
Mazzuchelli Hall	Yes	Yes	X		Yes	Yes	Yes
Murray** Hall	Yes	Yes	X		Yes	Yes	Yes
Power Hall	Yes	Yes	X		Yes	Yes	Yes
Priory Campus	Yes	Yes		X	Yes	Yes	Yes

\*Coughlin Hall.....7900 w. Division, River Forest, Illinois 60305  
 Mazzuchelli Hall...7900 w. Division, River Forest, Illinois 60305  
 Murray\*\* Hall.....7900 w. Division, River Forest, Illinois 60305  
 Power Hall.....7900 w. Division, River Forest, Illinois 60305  
 Priory Campus.....7200 w. Division, River Forest, Illinois 60305

\*\*Centennial Hall was renamed Murray Hall Spring of 2012

<sup>1</sup>Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms of entire building.

<sup>2</sup>Partial Sprinkler System is defined as having sprinklers in both the common areas and individual rooms of residential areas.