



Calumet College

OF ST. JOSEPH

**Be known.
Be successful.
Belong!**

2022-2023 RESIDENCE LIFE HANDBOOK

OFFICE OF STUDENT ENGAGEMENT AND RETENTION

2400 New York Avenue | Whiting, IN 46394
219-473-4321 | 877-700-9100 | www.ccsj.edu



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Every student who attends Calumet College of St. Joseph, by virtue of enrollment, has agreed to comply with these standards and, therefore, to be a cooperative member of the campus community. Every resident is responsible for becoming aware of policies and procedures included in this handbook. Updated: 10/6/22

Resources at a Glance

Safety and Security

Security

Emergency.....911
CCSJ Main Security.....219.644.6595
2400 New York Avenue, Whiting, IN 46394
CCSJ Res Hall Security219.765.1061
2450 New York Avenue, Whiting, IN 46394

City of Hammond Police Department

Emergency.....911
Non-Emergency.....219.853.6490
509 Douglas Street, Hammond, IN 46383

City of Whiting Police Department

Emergency.....911
Non-Emergency.....219.473.4440
1914 Schrage Avenue, Whiting, IN 46394

Additional Campus Safety Services

<https://www.ccsj.edu/campus-alerts/>

Campus Offices

Student Engagement and Retention.....219.473.4321

Welcome and Information Center (WIC)..... 219.473.4224

Human Resources.....219.473.4328
Room 609

Campus Ministry.....219.473.4239
Room 126

Residence Life.....219.473.4369
Room 180

housing@ccsj.edu

<https://www.ccsj.edu/student-life/residence-life/>

Academic and Disability Services

Director.....219.473.4349
Room 181
disabilityservices@ccsj.edu

Mental Health Resources

Student Assistance Program (SAP).....219.413.3702

Available to currently enrolled students

Semester Hours:

Tues. and Wed 9:00 a.m. – 4:00 p.m.

Thur. 12:00 p.m. – 4:00 p.m.

Main Campus, Room 176

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Resources

Haven House219.931.2090

Off-campus resource available to the public

National Domestic Violence Hotline.....800.799.7233

TTY.....800.787.3224

RAINN (Rape, Abuse & Incest National Network)

National Sexual Assault Hotline800.656.4673

www.rainn.org

Substance Abuse Resources

Substance Abuse and Mental Health Services Administration

Administration

National Helpline.....800.662.4357

www.samhsa.gov

National Suicide Prevention Hotline.....800.273.8255

Title IX Contacts

Title IX Coordinator.....219.473.4305

titleix@ccsj.edu

www.ccsj.edu/title-ix/

Welcome

Residence Life Staff

Director of Residence Life and Student Programs

The Director of Residence Life and Student Programs is a full-time professional staff member who supervises all phases of University housing with the responsibility to make all final decisions including, but not limited to:

- room assignments
- guest arrangements
- student behavior that may be damaging to the individual, other residents or the University's property
- undergraduate staff selection, supervision and training
- facilities usage and program registration

The goal of Residence Life is to create an environment that promotes intellectual and personal growth. The Coordinator of Resident advisors (CRA) and Resident advisors (RAs) are able to help reach this goal. RAs live with the residents. They are trained staff members who organize their floor's/building's academic and social programming and are available to help meet residents' needs. Each RA has a duty night when he/she is responsible for covering the building. The RAs are available to help the residents whenever possible.

Tarri Strickland, Director of Residence Life and Student Programs

Office 219-473-4369

Cell 219-718-6085

tstrickland@ccsj.edu

Residence Hall RAs

Josselline Monge , CRA RA suite 1 st floor (689) 244-6394 jmonge@ccsj.edu	Stefano Cittadino , RA RA suite 2 nd floor (708)-942-7234 scittadino@ccsj.edu	Ajiboli Koko , RA RA suite 3 rd floor (312) 725-9728 akoko20837@ccsj.edu
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Illiana RAs

Madaline Corpus , RA Illiana, Room 308 219-237-9491 mcorpus@ccsj.edu	Sincere Northern , RA Illiana, Room 308 331-303-0142 snorthern@ccsj.edu	
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C.PP.S. Mission and College Statement

C.PP.S. Mission Statement

We, the Cincinnati Province of the Missionaries of the Precious Blood, are an apostolic community founded in 1815 by St. Gaspar del Bufalo. We are united by a bond of charity and rooted in the spirituality of the Blood of Jesus. We are called to participate in the ongoing renewal of the Church and the realization of the Presence of God among ourselves and the people we serve. In our willingness to be flexible and responsive to changing needs, we fulfill our mission through:

- Supporting and nurturing one another,
- Embracing a life of prayer,
- Calling forth the gifts of the laity and working in collaboration with them,
- Preaching and witnessing to the Word of God,
- Promoting conversion and reconciliation, and
- Pursuing justice ever mindful of the poor and marginalized.

College Mission Statement

Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

Residence Life Objectives

- To involve all students in a positive living environment.
- To develop a sense of community within the residence halls through establishing respect and group responsibility.
- To offer individual support, advising and/or referral assistance.
- To stimulate personal growth through leadership experiences, challenges to peer pressure and examination of values.
- To assist students in developing social and recreational outlets by establishing constructive ways to use leisure time.
- To personalize the student's University experience by promoting informal contacts with the University faculty and staff and by effectively presenting information on University services, programs, policies and procedures.
- To raise the level of educational and cultural awareness of students, to provide assistance in the learning process, and to offer opportunities for exploring academic and vocational interests.

Residents' Rights and Responsibilities

Within the community environment of University housing, certain guidelines are necessary to help ensure the rights of every individual. To a large extent, the protection of those individual and group rights is up to the student/resident. Each resident has the responsibility as a citizen in the residence hall community to stand up for his/her own rights. Rights such as privacy, rest, cleanliness, a safe environment and a positive academic learning environment remain important to the residence life program. Residents must work with the residence hall staff and peers toward the protection of those rights by following the policies and procedures outlined here.

The Association of College and University Housing Officers International (ACUHO-I) represents 800-plus institutional members and housing officers employed by colleges and universities globally. Calumet College of St. Joseph's Office of Residence Life supports the ACUHO-I Statement of Student Rights and Responsibilities as adapted below.

Resident students have the right to:

- Express themselves creatively within established guidelines
- Expect enforcement of the housing agreement/contract
- Directly access staff who can provide assistance, guidance and support as needed
- Host guests within established guidelines
- Receive equitable treatment when behavior is in question
- Enjoy individual freedoms without regard to race, gender, national origin, ability, age, religion, sexual orientation or political affiliation
- Participate in student governmental bodies and Residence Life committees
- Access individual and group educational and developmental opportunities in their living community

Resident students have the responsibility to:

- Know and adhere to rules and regulation of the University and Residence Life.
- Abide by all local, state and federal laws and ordinances
- Comply with reasonable requests made by staff or University officials
- Attend class
- Meet expected room and meal-plan payment schedules
- Comply with all building closings
- Uphold building security
- Monitor and accept responsibility for the behavior of guests

- Report violations of rules and regulations to the appropriate staff
- Respect the rights of others, as stated above
- Search for solutions to problems; start with your RA, and then, if necessary, bring residence hall problems to the attention of the assistant director; in an extreme case, problems can be brought to the associate director who will work with director on resolution
- Participate actively in self-governance
- Express themselves individually or by association with groups
- Participate in conduct proceedings to determine appropriate standards of behavior
- Contribute positively to the community by participating in educational and developmental activities

Residence Hall Association

The primary purpose of the Residence Hall Association (RHA) shall be to represent the residence hall population in all aspects of campus life, to create opportunities for students to interact and to provide leadership for change in accordance with the goals of the students and the mission of the university.

The RHA is also organized to facilitate communication and cooperation between the resident students and the University by acting as the official advisory body of residents. RHA voices issues and concerns effectively through a unified body, thereby providing programs that enrich students' lives, extending and enriching the academic experience and contributing to an environment that encourages personal growth and development. If you are interested in joining the RHA, contact the Director of Residence Life and Student Programs or an RA.

Housing Facilities and Services

Bike Storage

Bicycles may not be parked anywhere inside university housing except in a student's room with the consent of the student's roommate(s). Bicycles may not interfere with an exit from the room in the case of an emergency.

Computer Services

Residents will have Internet access in each room or apartment. The residence hall has wireless Internet access that allows students to access the Internet in their rooms and common areas of the building with their personal or laptop computers, tablets, cell phones or other mobile devices. Wireless routers are not permitted in the residence hall.

Each unit in the Illiana has a router/modem for wireless internet connection for student use.

Decorating

Students are allowed to decorate their room and/or apartment, with the understanding that no physical or permanent alterations may be made. All damages that result from the alterations will be billed to the student's account. When an individual student cannot be identified as responsible for the damages, damage costs are split between room/suitemates.

Room decorating guidelines:

- Furniture may not be moved from one room to another.
- Room furniture may be arranged in any reasonable manner.
- Lofting beds is not permitted.
- There is no storage space available in University housing. The University does not provide storage for any room furniture. All extra personal items and boxes must be sent home.
- All items hung on the wall must be affixed with 3M products or rubber putty.
- Blinds or curtains are hung in each room. Additional drapery of any kind is not permitted.
- Screens and/or window stops must remain in the windows at all times.
- Do not hang name tags or place stickers on your entrance door; use the message board adjacent to the room.

- Do not write on any of the walls with chalk or temporary/washable markers. Please do not affix stickers to any of the walls or ceiling.
- Absolutely no holes may be put in any wall of your room.

Doors

Entry, corridor and room doors that are left propped open or unlocked create a potential security breach and fire hazard. For the sake of all residents, please leave all doors closed and locked when not present in the room or apartment. Students found to have unauthorized access to doors may be fined up to \$100 and will face disciplinary action.

Furniture and Equipment

Furniture may not be moved from one room to another, from apartment to apartment or be removed from the building. It is assigned to a room or apartment unit and must remain there. Room furniture may be arranged in any reasonable manner. Lofting of beds is not permitted in the residence hall or the apartment.

In the event that any University furniture or property (i.e. lounge furniture), excluding provided bedroom furniture, is found in the room or possession of a student, the student is subject to disciplinary action, including a fine per day, per item, until the furniture is returned to its proper location. Responsibility for repairing or replacing damaged furniture falls on the student, not the University, in this case.

There is no storage space available in the residence halls. The University does not provide storage for any room furniture. All extra personal items and boxes must be sent home.

Housekeeping

Custodial staff members work hard to keep the buildings clean. Please be considerate of them. Residents will be charged for any excessive housekeeping beyond the daily cleaning routine. Residents are responsible for the regular cleaning of their rooms and apartment.

Apartments and rooms should be kept clean during occupancy and must be clean when keys are turned in upon vacating. Residents not keeping a clean apartment and/or contributing to a pest problem may receive a notice to correct the situation or vacate. Residents not keeping a clean apartment/room may be documented and in extreme cases, referred for a conduct meeting. Residents will be billed for the cost of damages, pest control treatments that exceed the regular make-ready process, and excessive cleaning.

Laundry

The residence halls have "laundry included" service of both washers and dryers on the 1st and 3rd floors. There is no additional cost for residents to complete a load of laundry in the residence halls. It is the residents' responsibility to remove personal items in a timely manner. The University is not responsible for items left in the laundry rooms. If laundry machines are not working properly, directions to report service interruptions are displayed on the machine.

The Illiana also has "laundry included" service of both washers and dryers in each unit. Contact Illiana maintenance at 219-254-2942 for washer and dryer repairs.

Microwaves

The Illiana provides microwaves in each unit. Microwaves can be found on the second floor in the residence hall. Personal microwaves are not permitted in residence hall rooms.

Personal Property

The University is not responsible for the loss of or damage to personal property of the student. Homeowners' insurance policies generally cover personal-property losses of dependents at college. However, renter's insurance is required for the Illiana and recommended if you are residing in the residence hall.

Refrigerators

Refrigerators are permitted in the residence hall provided they are within the following limits:

- 120 volt, 60 cycle AC, 200 watts, 2 amp; compressor hermetically sealed, self-lubricating; Underwriters Laboratory (UL) approved, and in good condition.
- One refrigerator is allowed per double room.
- Microfridges are permitted.
- Refrigerators must be placed in an area with adequate ventilation.
- Refrigerators must be unplugged, cleaned and defrosted prior to semester and spring breaks.

Repairs

To request maintenance service in the residence hall, a resident must contact the floor RA or Director of Residence Life and Student Programs. Whenever a resident contacts the RA to submit a Work Order, it gives the staff permission to enter the room and make necessary repairs. If the item is an emergency, the staff may enter without having a signed work order so the problem can be addressed immediately to prevent further damages. It is the resident's responsibility to follow up with the Director if repairs are not completed in a timely manner.

Residents of the Illiana must call 219-254-2942 if a maintenance issue occurs. For maintenance emergencies (lock outs, water leaks, floods/fires, clogged drains etc.) after hours, please call 866-226-3120.

Trash removal and recycling

There are designated trash rooms on each floor of the residence hall. Trash is removed from the trash room daily. It is the responsibility of the students to remove trash from their individual bedrooms.

Residents of the Illiana may be subject to a trash disposal fine for the following violations such as leaky trash bags, spillage of food or drinks in corridors & common areas etc. Trash is not to be thrown over the balconies or left in common areas or corridors. These fines could be subject up to a \$250.00 fine to the resident.

Housing Policies and Procedures

Access

All residence hall residents must scan their student ID card to gain entry to the building (at each proximity reader), and will be verified by front-desk staff where present. Failure to comply will result in disciplinary action.

Residents of the Illiana will use their key fob for access to the Illiana.

Alcohol Policy for Residence Hall and Illiana

Sale, possession, consumption and service of alcoholic beverages by any person under the age of 21 is prohibited in accordance with Illiana State Law. Possession by any individual of alcoholic beverages in university housing is prohibited. Students not consuming but in the presence of alcohol are also subject to disciplinary action. Possession of alcohol paraphernalia is prohibited and in violation of state law. This includes but is not limited to: electronic alcohol signs; any empty alcohol containers; drinking-game supplies, including bottle and can collections; or other items deemed inappropriate by the residence hall staff.

Application and Contract

The housing application and contract and Illiana lease are legal documents. The student shall carefully read all terms and conditions and retain a copy for future reference. A student must be at least 17 years of age by the first date of enrollment for the semester to which they are applying to submit a housing contract.

Cable TV

Cable tv offerings are not offered in the residence halls. Students have the option to contract with an alternative cable streaming provider (Sling, YouTube TV, Netflix, fuboTV, Hulu, etc.) should they wish to do so.

Children

Infants and children under the age of 13 are not allowed in any area of University housing, including a resident's private room. University housing is not designed for family living; therefore, children of residents are not allowed visitation in University housing.

The only exception to this rule is during family visit days or during the move-in and move-out process each year with the presence of the parent or legal guardian (with approval from the Office of Residence Life).

Courtesy/Quiet Hours

Residents of the residence hall and their guests will be expected to be considerate of other residents and tenants within and outside the residence halls and apartment, refraining from creating unnecessary noise. This policy will be effective at all times. Quiet hours run Sunday thru Thursday, 10 pm-8 am and Friday and Saturday, 12 am-8 am.

During final exam week, 24-hour quiet will be strictly maintained.

Class Attendance

Students residing in University housing are expected to attend classes with satisfactory academic progress/persistence toward graduation. When students are unable to attend class due to illness or an emergency, they should notify their instructors.

Credit Hours

Students residing in University housing must be enrolled in a minimum of 12 credit hours for the entire semester. If a student falls below this mark, the student is required to notify the Office of Residence Life in writing and meet with a member of the professional staff. Students may be given a probationary term and be allowed to remain in University housing at the discretion of the Director of Residence Life if they fall to part-time status for no more than one semester during their academic tenure.

Cancellation Policy

Students enrolled at Calumet College of St. Joseph who sign a future-term housing contract and withdraw between the signing date and the designated drop/add date of the semester will be assessed a \$300 penalty.

Check-in/Move-in Procedure

Late Arrivals

Residents who do not check-in during the designated time may forfeit their room assignment if the Office of Residence Life is not notified by 5 p.m., the business day following move-in. Residents who check in after their designated time of any hall opening will be fined \$25.

Early Arrivals

International students and out-of-state students (students who live beyond 400 miles of the campus) are expected to move in during the designated check in dates and times. Requests for individual considerations must contact the Office of Residence Life 7-days prior to arrival.

No-Show Policy

Students who do not arrive at the beginning of a new semester within 72-hours of the designated check-in time and have not made prior arrangements with the Office of Residence Life will be canceled from housing for the current term and will be assessed the cancellation penalty. Housing will not be guaranteed for the semester if the student is deemed a no-show.

Room Damage Report (RDO)

Students must complete and submit a Room Damage Report Form within 72-hours of their arrival if they find any item or area of the room has prior damage. The RDO will be referenced for damages upon the students' move out. Students should follow the detailed instructions provided to insure accurate documentation.

Check Out/Closing Procedure

The residence hall is closed during all official vacation periods, including Thanksgiving break, semester break, spring break and Easter break. Residents must vacate their room during all closed periods and comply with all building closing requests, which vary for each closing, such as turning in room keys, removing garbage from rooms, closing windows, turning off all lights and electric equipment, and locking doors. Residents in classes the evenings of hall closings may request a check-out extension at no charge. Requests must be made to the Director of Residence Life no later than 10 days prior to the upcoming break. Late requests may be subject to a \$50

late penalty. Requests received within 48-hours of the scheduled closing cannot be considered. International students and students who live beyond 400 miles of campus may request to reside on campus during the Thanksgiving, spring and Easter break closed periods at a rate of \$35/day for the duration of the closing, which will be billed to the student's account.

In situations where it is imperative a student retrieve personal belongs from a residence hall room during a closed period, the student is expected to contact the Director of Residence Life in advance to coming to campus to make arrangements to access the room. A charge of \$25 will be billed to the student account for accessing the room during closing.

Semester Closing Check-Out Procedure

Each resident must check out with a staff member. Check-out times will be posted and a memo sent to each resident. Failure to check out with a staff member and/or turn in a room key will result in a \$50 fine in addition to key replacement costs. Failure to leave the hall at closing without proper approval will result in a \$50 fine per day for up to seven days. After the seventh day disciplinary action will be taken.

End-of-Year Check-Out Procedure

Each resident must check out with a staff member and submit their room key(s) in the designated check-out envelope. Before checkout, the condition of the room will be examined.

- all University furniture present and organized
- room floors swept, mopped and/or vacuumed
- tape removed from the walls
- desk tops and dressers cleaned and emptied
- sink/vanity area cleaned and emptied
- remove all personal belongings and trash
- All personal belongings must be removed from the room at the time of checkout. Items left behind become the property of the University and will be disposed of, as necessary. A removal fine may be charged for any large items left in the room at time of checkout.
- Check-out times will be posted and a memo sent to each resident. Failure to check out with a staff member will result in a \$50 fee.
- Final decisions on damage charges are assessed by the professional staff once the building is closed.
- Each resident is responsible for turning in their key at the end of each semester. Failure to return the room key at the time of checkout will result in a fine of \$150.

Cohabitation

The University does not allow cohabitation and will take disciplinary action against infractions that are reported or come to the attention of housing staff. Cohabitation is defined as a non-resident using a room as if he/she were a resident of that room, which includes: the presence of clothing and/or personal belongings in the room, studying in the room on a regular basis, being in the room when the host/hostess is absent, and using the bathroom facilities as if he/she lived in the hall/room. Students of the opposite sex are not assigned and may not arrange to live together in University housing.

Damages

Residents will be billed for all apartment, room and common area damages. Billing will be made at the end of each semester or at the time of the incident.

When a student takes possession of the apartment/room, the student will receive a Room Damage Report (RDO) on which the condition of the apartment/room and the items in it has been noted. Major changes from the move-in notations upon checkout will indicate that the damage is the student's responsibility and the student will be billed accordingly. It is to the student's advantage to ensure that the Room Damage Report is as specific as possible.

Damages in the public (lounges) and semi-public areas (shower rooms and bathrooms) of the hall/apartment are charged to individuals or groups when responsibility can be established. When the individuals responsible cannot be determined, the

apartment, entire hall, floor or wing is assessed for repair or replacement costs. Damage to the hallways, bathrooms, etc. on each floor will be assessed to the residents of that apartment/floor. Individual room damage is assessed to one or both roommates.

Students shall be responsible for any damage done and caused by non-resident visitors. Non-students who damage University property will be subject to arrest. Their host will be held responsible for repair bills. Any damage to a resident student's personal property by either another student or a non-student is a civil matter. University disciplinary proceedings may also take place.

Emergency Contact Information

During the housing application and contract renewal processes, students living in the residence hall or the Illiana are required to provide at least one emergency contact to the Office of Residence Life. This information will be kept confidential. It will only be used by the office, and other CCSJ staff members with emergency response job responsibilities, or in the case of emergencies involving students such as death, life threatening injuries, or a missing person report.

Family Education Rights and Privacy Act & Parental/Legal Guardian Notification Policy

In order to protect your rights as a resident and University student, University Housing and Resident Life maintain electronic records on all disciplinary action. Access to these records is restricted to the student, to individuals for whom the student has granted access through a properly executed FERPA release, and to University officials who have a legitimate educational interest in reviewing a student's records. For further information on the University's compliance with the Family Education Rights and Privacy Act of 1974, please visit Family Educational Rights and Privacy Act (FERPA).

There are exceptions under special circumstances, including the need to protect the health or safety of the student and/or other individuals and the ability to disclose to parents or legal guardians of a student under the age of twenty-one (21) incidents involving drug and alcohol violations in which the student is found to be responsible.

Food Service and Meal Plans

Participation in the meal plan is mandatory for residence hall students. Residents are able to obtain their meals in the Crimson Café located on the first floor and the dining hall located on the second floor. Complete information on dining locations, hours and daily menu choices can be found on the FD MealPlanner platform.

Any meal plan funds remaining at the end of the semester are non-transferable and non-refundable and will expire. No exceptions will be made.

Gaming Policy

This policy describes the acceptable use of gaming consoles on CCSJ campus networks. This policy will evolve as the situation dictates and new information is gathered.

Gaming consoles are allowed on campus wired and wireless networks. Gaming console network use is bound by the [CCSJ Computer Usage policies](#). Failure to comply with these policies may result in your gaming console being banned from the network.

CCSJ offers no guarantee as to the availability, latency, or bandwidth available to gaming consoles. CCSJ cannot guarantee the compatibility of your gaming console with the wireless security configuration of our network(s). CCSJ IT Services will make reasonable efforts to guide students through the initial network setup for gaming consoles. If your console supports it, please set your console to download updates during overnight hours.

CCSJ will ensure that common online gaming services are allowed through the firewall. Requests to allow specific ports or applications will be entertained but not guaranteed.

CCSJ reserves the right to limit or shape the traffic related to gaming if it is determined that other campus networks are being adversely affected.

Good Neighbor Policy

In any community, there is a mixture of residents, often including senior citizens, families with children and single professionals. In the communities surrounding Calumet College, student residents are often considered to be representatives of the university, even at their off-campus residences. As a result, the University is concerned about the impact of students' conduct in the community.

We ask students to be considerate of their neighbors. Students should recognize that their schedules may differ considerably from other residents' schedules and be considerate of community issues such as noise, parking, trash, property maintenance and alcohol usage. It is the student's responsibility to know and follow the City of Hammond and Whiting standards.

General expectations include the following:

- Be aware that loud music or cars, individuals shouting or increased traffic will disrupt your neighbors.
- Keep the noise level to a minimum.
- Take responsibility for your guests and ask them to respect your neighbors' property and quality of life.
- Park cars in the street or in your driveway, not on the lawn; keep parked cars to a minimum and do not infringe on the ability of others to get in and out of their driveways without their view being obstructed.
- Comply with all Calumet College policies and City of Hammond and Whiting ordinances.
- No underage drinking or other illegal activities.

Guest Policy for University Housing

Residence Hall Visitor

A visitor of the residence hall is defined as any person who does not currently reside in University housing (residence hall or Illiana) and further, does not live in the building/unit where visiting. Infants and children under the age of 13 are not allowed in any area of University housing, including a resident's private room.

The right of a student to live in reasonable privacy takes precedence over the right of his or her roommate to entertain people in the room. A roommate's right to free access to the room at all times must not be disrupted by visitation. A roommate must not be deprived of the right to privacy, study time or sleep because of a guest. Students must consult with their roommate before guests are invited into the room.

Please note that visitors are not permitted in the residence hall between the hours of 11 pm and 8 a.m. Sunday through Thursday and 12 midnight through 8 a.m. Friday and Saturday unless an overnight guest request is approved (see Overnight Visitation Procedures for details). Any visitors who do not leave the building by 11 pm or midnight respectively will be considered unauthorized.

Residents are responsible for their visitors at all times and must ensure that their visitors know and are willing to comply with all rules that apply to their on-campus visit/stay. Residents are ultimately accountable for their visitors' actions as outlined in the Code of Student Conduct. Failure to follow any part of the visitation policy may result in a \$50 fine and a possible loss of visitor privileges.

Visitors must sign in at the front desk and leave a valid form of photo identification (University ID, driver's license or state identification card) to be picked up upon departure. The host and visitor must check in at the front desk together. The host must present a valid CCSJ ID.

Overnight Guest Request Procedures (OGR)

Residents in the residence hall may host one overnight guest at least 17 years of age and of the same sex, provided they have the consent of their roommate(s). Residents must submit a request via email at least 48 hours in advance of the date of the overnight to the Director of Residence Life and Student Programs, Tarri Strickland (tstrickland@ccsj.edu). Residents will be informed by the RA on duty that the OGR has been registered and approved/denied. All visitor procedures apply, and a visitor ID must be worn at all times. Overnight guests may only be in the building for which they have an approved OGR after visitation hours.

Residents may host up one overnight guests at one time and no more than four overnight guest requests in one calendar month. Regardless of the host, a guest may not stay overnight more than three consecutive nights or more than 15 overnight stays in the course of a semester (approximately equal to one night per week).

Housing Accommodation Requests

Requests for specific housing accommodations can be made for students with medical or physical conditions when documented by a physician. A request form is available through the Office of Residence Life and must be completed in its entirety, typically before a housing assignment is made. Residents who have special needs related to disabilities can work with the Office of Academic Disability Services staff who, in conjunction with the Director of Residence Life, will attempt to identify appropriate accommodations if University facilities are suitable and available.

Mail Service

Mail for the residence hall is delivered to the mail room in the residence hall and individual students are contacted to pick up letters or packages Monday through Friday.

Mail to the Illiana residents are delivered to the mailboxes located in the first-floor lobby across from the elevator. Delivery information should be building-specific address information as follows:

Residence Hall
John Doe
Calumet College Residence Hall, Room #
2450 New York Avenue
Whiting, IN 46394

Illiana
Jane Doe
1200 119th Street, Apt #
Whiting, IN 46394

Missing Student Protocol

CCSJ is a caring educational community where the well-being of our students is of utmost importance to us. We recognize that we have an obligation and a responsibility to report a residential student who has been missing for 24 hours to the proper authorities. In order to comply with the federally mandated Missing Student Protocol, we ask that students provide confidential emergency contact information for an individual to be contacted by College officials if a student is determined to be missing. Regardless of your age, CCSJ will abide by the federal mandate and notify a custodial parent or guardian if your health and safety are a potential issue, as in the case of a missing person's report. Law enforcement authorities will also be notified by Security no later than 24 hours after the filing of the report. Contact the Vice President of Student Engagement and Retention for the Missing Student Notification Policy and Procedure.

Motor Vehicles

For the 2022-2023 academic year, parking permits will not be required; however, resident hall students are required to register their vehicle and any vehicle that will park overnight on campus.

Resident students may park in any open parking space, providing it is not designated for special use. Students who improperly park their vehicle are subject to violation notices and fines. CCSJ permit

Vehicles parking on campus overnight should adhere to the parking guidelines.

The residents of the Illiana are directed to park in the municipal lot or on the street. Students and visitors are not permitted to park in the lot adjacent to the building entrance, even for a short moment. The numbered spaces are paid parking and the other spaces belong to the commercial tenants (even after business hours no parking is permitted in the Notre Dame assigned spots). If there are cars illegally parked in these areas they will be towed. The towing company will be monitoring and towing without warning.

On-Campus Delivery and Mobile Ordering

Housing & Residence Life will not accept any food (i.e. Hello Fresh, Blue Apron, Plated, GrubHub, UberEats, DoorDash, Caviar, etc.) or cash-on-delivery (COD) items. Recipients expecting these deliveries must make their own arrangements to meet these carriers to accept their delivery.

Overage fees

Rooms/apartment units may be subject to an overage fee if their monthly utility bill exceeds the monthly average.

Room Changes

Residence Hall policy only. A room-change and consolidation can be considered by the Director of Residence Life and Student Programs. Room changes are subject to the following policies:

- A Contract Change form must be completed.
- If you initiate the room change, you will be required to move.
- Unless the living environment as deemed by CCSJ staff to not be conducive to academic success, or the environment poses a threat to a students' well-being, each student will be allowed to change rooms only once during the academic year.
- In the event a conflict cannot be resolved and the situation compromises an individual(s) or the community's safety and/or becomes a disruption to the community, the Director of Residence Life has the authority to require an administrative move for all parties involved.
- In the event a conflict cannot be resolved and the situation is not an immediate threat and/or disruption to the individual(s) and/or community, and administrative hearing will be conducted to determine which parties will make a room change.
- If you move to a space with different rates, your charges for the semester will be adjusted to reflect the length of time spent in each assigned space.

Sexual Discrimination, Harassment and Misconduct

CCSJ is committed to maintaining an environment that respects the dignity of all individuals. Accordingly, the College will not tolerate harassment or discrimination based on religion, race, sex, sexual orientation, gender identity or expression, national origin, age, disability, or ethnicity by or of its students, faculty, or staff.

All complaints will be taken seriously, and no one reporting harassment or discrimination will suffer retaliation or reprisal. Complaints of harassment and/or discrimination will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action.

This Policy’s Grievance Procedures cover Sexual Misconduct that occurs in connection with on-campus and/or off-campus Columbia programs or activities. The Grievance Procedures would also cover Sexual Misconduct that allegedly occurred during an event neither sponsored by nor related to a college program or activity if a community member experienced the continuing effects of such misconduct while at the College or during a Columbia sponsored event.

To view the College’s Title IX and Anti-Discrimination policies, go to: <https://www.ccsj.edu/title-ix/>

Soliciting

The University forbids soliciting of any type in the residence halls to ensure the safety and privacy of residents. Solicitors should be reported immediately to the front desk or a staff member. Should a resident desire to sell anything, the resident shall see the Director of Residence Life to make arrangements. Public areas may not be used for group gatherings solely designed to demonstrate/solicit for specific products.

Staff on Duty

Resident advisors (RAs) are on duty every evening from 8 pm-8 am with rounds occurring throughout their shift. The RA on duty may be contacted through 6 a.m. in case of an emergency. Names and telephone numbers of all RAs are posted in residence hall and the Illiana.

The Director of Residence Life is on call 24 hours a day. During business hours (8:30 a.m. to 4:30 p.m., Monday through Friday), the Director can be found in their office during the hours posted. Residents are expected to first contact their RA if a problem occurs. If a RA is unavailable or additional assistance is necessary, the resident should contact the CRA.

- In an emergency situation, a resident should contact 911.
- CCSJ Main Security.....219.644.6595
 - CCSJ Res Hall Security219.765.1061

Storage

There are no on-campus storage facilities available for residents. Student possessions must be kept in assigned rooms or apartments. In addition, there is no storage available during the summer. Students who do not live on campus in the summer must remove all belongings at check-out.

Room Consolidation

Consolidation is residential reassignment that occurs in response to a specific situation, including the following:

- Open space in a bedroom
- Administrative need

The expectations for this process will be communicated the 2nd week of the semester and moves will start the 3rd week. For rooms that are identified for the room consolidation process, multiple options are available. These may include:

- Student will be moved to a different room
- Student will welcome a new resident to their space
- Student(s) will provide a specific roommate request
- On a limited basis, students may be permitted to pay an increased rate in order not to have an additional roommate assigned. Furniture remains in the room.

In the meantime, if there is a vacant space, please make sure to leave the space open for a new assignment.

Roommate Conflicts: Confrontation, Communication and Mediation

Living with roommates isn't always easy. Sharing a living space may be stressful, and conflicts may arise. Sometimes situations that work at the beginning of the year become more difficult as the year goes on; remember that college is a time when students grow and change which can certainly impact even the healthiest of roommate relationships. It is perfectly normal to have roommate conflicts.

Many conflicts can be resolved easily with mature and respectful conversation between roommates. Other conflicts may be more difficult to resolve and may require assistance through a formal mediation process. In extreme cases, conflicts may not be able to be resolved resulting in a room change for one or both roommates. It is never our desire to force students to live in a room where the climate is wrought with tension and frustration or where conflict cannot be resolved. We do, however, expect students to make a sincere and collaborative effort to work through the conflict, communicate clearly their concerns, and develop strong conflict management or coping skills in the process. Our housing options are also very full and at times we may not have the space available to move students into a new or different space.

Residence Life offers a number of resources to students facing roommate conflicts. Roommate conflicts are initially handled at the floor/community level by the RA. The CRA often guide the RAs through each roommate conflict. Students seeking assistance should begin by talking with their RA.

Roommate conflicts and room changes are not addressed by the Director of Residence Life unless the hall staff requires assistance in doing so. It is also important to note that the college expects **students**, not parents, to work through the process.

Safety and Security Policies

Alarm Doors

Outside alarm doors are designed to be a safeguard against intruders. Anyone propping open any alarm doors will be subject to disciplinary action. Unauthorized use of alarm doors will be subject to fines in the amount up to \$100 and disciplinary action.

Authority

Searches of residence hall rooms may be conducted by Administration and Security when there is evidence of imminent danger of harm to a person or property. All other searches must be approved in advance by the Vice President of Student Engagement and Retention or designee.

Emergency

CCSJ has prepared an Emergency Procedures Handbook to assist members of the campus community to deal with emergency situations appropriately. The handbook can be found in the appendix of this document. While it is impossible to produce a document that is all inclusive, the publication addresses the most common emergencies and those that are most likely to occur in the future.

Fire Safety Procedure

When you hear the fire alarm sound:

- All residents must evacuate the building. RAs will make every attempt to insure all residents and their guests vacated the premises as they leave the building.
- Before leaving your room/apartment, make sure to feel the inside of the door first. If it is warm, stay in your room and stand by the window.
- If the door is not warm, put on hard-soled shoes and a coat, take a towel to prevent any possible smoke inhalation and leave the building by the nearest emergency exit. Leave the building immediately. Do not use the elevators in the case of a fire alarm.
- Failure to evacuate the building during a fire alarm is grounds for disciplinary action.

False Fire Alarm

Any resident caught falsely pulling fire alarms or tampering with fire safety devices will face severe disciplinary consequences, including a fine of \$500, possible expulsion from the hall and legal prosecution. It is considered a felony in the State of Indiana to tamper with fire safety equipment.

Each room in the residence hall and the Illiana are equipped with a sprinkler system that follows fire code for the city of Hammond or Whiting. These sprinklers will be activated by intense heat and will emit several hundreds gallons of water in a very short time. If a sprinkler is activated for any other reason, i.e. by an object being thrown at it or tampering with the sprinkler heads in each room, the resident(s) will be responsible for all damages that occur to the building.

Health and Safety Inspection

Once each semester, Residence Life inspects all residence hall rooms and the Illiana as part of our Health and Safety Inspections. The purpose of these inspections is to identify and address any health, safety, sanitation, and/or maintenance issues in student rooms. There are several reasons for Health and Safety Inspections:

- To encourage students to be engaged in maintaining a clean and safe living environment and promote a better understanding of the expectations the University has for students living on and off-campus.
- To prevent potential damage to rooms or other issues that impact the health, safety, and quality of life for all students living in the residence hall or apartment.
- To assist in properly maintaining the condition of our residence hall and apartments.

The University reserves the right to search both a residence hall room and a resident's possessions in the room. A student and/or parent or legal guardian already has consented to this by agreeing to the terms of the housing application. Searches are conducted only when there is a reasonable suspicion that a criminal offense has occurred, is in progress or is about to occur. Also, a search can be conducted if the Code of Student Conduct has been violated, is being violated or is about to be violated.

Procedures

- Attempts may be made to notify residents of the room prior to an investigative search, depending on the nature of the violation. As part of the conduct process, notification will be made to inform the residents that a search has taken place.
- All aspects of the physical search of a room and its contents will be conducted by a University official.
- In the event a criminal offense occurred and damage is incurred to personal property in the process of the search, neither Calumet College of St. Joseph nor the personnel performing the search will be liable.

Keys

Residents are provided with one copy of their room key necessary for access to their room and are not permitted to loan, duplicate or transfer the use of any key. Students are not allowed to tamper with existing locks or door mechanisms, or to add any locks to their doors. As a preventative measure, students are advised not to attach any identification cards to their key rings.

Lost, Missing and Replacement Keys

Lost or stolen keys are to be reported within 24 hours to the Director of Residence Life and Student Programs. There will be a charge for any keys lost and replaced throughout the year based on the student's housing assignment. The cost includes a replacement lock and a new key for all residents in the room:

Residence Hall lost room key = \$150

Illiana lost room key and/or key fob = \$200

Lockouts

Students who are locked out of their residence hall room should attempt to contact building staff (RA or hall director). If building staff is not available (RAs are typically not available or scheduled to be on duty during day-time hours when class is in session.), you may contact Security to request lock-out assistance. There is a \$10 fee assessed to a student's account if there have been more than two lock-out assists. Residents must provide picture identification when requesting lock-out assistance. Repetitive lock outs may be grounds for disciplinary action.

Residents will only be permitted access to their assigned room.

Prohibited Items/Actions

The following items and actions are prohibited:

- Animals and/or pets of any kind, with the exception of disability service animals
- Bed lofts
- Candles and/or incense
- Ceiling fans
- Dart and Dart Board
- Electrical appliances (i.e. air conditioners, space heaters, halogen lamps and any appliances with exposed heating elements)
- Flammable/combustible liquids
- Gambling
- Hazing
- Playing athletic games -- such as floor hockey, Frisbee or football -- or using athletic equipment -- such as in-line skates -- inside the building
- Removing screens from residence hall rooms
- Rollerblading and skateboarding
- Refusing to allow qualified University personnel into a room for the purpose of health, fire, safety or maintenance duties
- The use of profane, offensive, vulgar or derogatory language and/or photographs on the outside of room doors

Smoking

Smoking is not allowed in University housing or anywhere on the campus. Students who smoke in University housing will be subject to disciplinary action and fines associated with the removal of the smell of smoking from walls, furniture, etc.

Tornado Procedures

Notifications of tornado warnings for Calumet College of St. Joseph are received by local sirens, commercial radio and television. Public Safety will notify the Residence Life staff if a tornado warning has been issued. If a tornado warning has been issued, residents should seek protective shelter. When you are informed of a tornado warning:

- Lock your door and proceed to the lower level of the building.
- Remain in the hallways to avoid rooms with large areas of glass (i.e. formal lounges).

- When in immediate danger, kneel flat, put head down and place hands on neck to protect your head from flying debris.
- Do not go outside.
- Do not return to your room until notified of "all clear."

APPENDIX



**Calumet College
of St. Joseph**

Emergency Procedures Handbook

INTRODUCTION AND PHONE NUMBERS

Calumet College of St. Joseph Emergency Procedures Handbook is prepared to assist members of the campus community to deal with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future.

Your judgment often determines whether or not a situation is an emergency. If you consider it to be an emergency, then it is an emergency and you should follow the procedures outlined for the specific emergency. If in doubt, err on the side of safety.

EMERGENCY PHONE NUMBERS

Fire Department 911

Police Department 911

Ambulance 911

Hazardous Materials Emergency 911

If you have an emergency situation and are calling from a college telephone dial **9911**. Emergency phones are placed in the elevators, in the lobbies of the 2nd & 3rd floors, and in the 4th floor corridor. These emergency phones are red in color and automatically dial the emergency extension in our Welcome and Information Center (WIC).

Any questions regarding emergency procedures should be addressed to the Facilities Manager at extension 299.

Non-Emergency Phone Numbers

CCSJ Main Security 644-6595

CCSJ Res Hall Security 765-1061

Police Department 852-2900

Fire Department 853-6550

BUILDING EVACUATION

All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**

- a. If necessary, or if directed to do so by a designated emergency official, activate the building alarm.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. Assist the handicapped in exiting the building! Remember that the elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
- d. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
- e. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

(NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.)

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move, we recommend the following:

- A. Move to an exterior enclosed stairwell.
- B. Request persons exiting by way of the stairway to notify the Fire Department of your location.
- C. As soon as practical, move onto the stairway and await emergency personnel.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building
3. Call 911 from a safe distance, and give the following information:
4. Location of the fire within the building.
5. A description of the fire and how it started (if known).

In all cases when a faculty, staff, student, or visitor becomes aware of fire and or smoke, the Fire Department **MUST** be notified immediately.

- A. Go to the nearest safe location and activate the fire alarm system at the pull station, or shout the alarm as you evacuate the building. If possible, telephone 911. Give them the following information:
 1. Address of the building.
 - i. Main Building: 2400 New York Avenue, Hammond
 - ii. Athletic Center: 2400 New York Avenue, Hammond
 - iii. Residence Hall: 2450 New York Avenue, Hammond
 - iv. Illiana Apartments: 1200 119th St., Whiting
 2. Location of the fire within the building.
 3. A description of the fire and (if known) how it started.
- B. If you can hear instructions coming over the building's emergency public address system, listen carefully, and follow the instructions.
- C. Evacuate the building following the established building evacuation procedures (see BUILDING EVACUATION).
- D. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- E. Do not fight a fire if you have not been trained. Make sure the Fire Department has been called and the building alarm has been sounded. In all cases, possible injury and excessive risks should be avoided. If the fire is or could get out of control, the building should be evacuated.
 1. If you become trapped in a building during a fire: Stay calm, and take steps to protect yourself.
 2. If possible, move to a room with an outside window.
 3. If there is a telephone, call 911 and tell the police dispatcher where you are. Do this even if you can see fire department personnel from the window.
 4. Stay where rescuers can see you through the window, and wave a light colored item to attract their attention.
 5. Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
 6. Be patient. Rescue of occupants within large structures will take time.

FIRE LIFE SAFETY EQUIPMENT

Smoke Detectors are provided in various parts of the building.

Heat Detectors are provided throughout the rest of the building.

Manually Activated Pull Stations are located at exit points of the building.

Emergency Response Speakers are located in corridors.

Heat and or smoke detectors will activate the building alarm. The location will be indicated on the central station monitoring equipment in the maintenance area and remote displays at the front & rear entrances. This will reduce the amount of time spent locating the emergency area.

Elevator Fire Control may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. Emergency personnel using an override key can access the elevators. DO NOT attempt to use the elevators to evacuate the building.

Emergency Lighting is provided in the building. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes.

Illuminated Exit Signs are provided throughout the buildings.

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to the patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

Fire Department personnel are trained Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the Vice-President of Business and Finance.

ILLNESS OR INJURY TO FACULTY/STAFF/STUDENTS

The Police Department will dispatch the appropriate emergency response personnel. The Police Department and Fire Department will respond and arrange for transportation if required. An Incident/accident form must be completed for all incidents of job-related illness and injury.

These forms are available on the web site, at the Security desk and in the Welcome and Information Center (WIC).

ILLNESS OR INJURY TO VISITORS AND GUESTS

Request emergency medical assistance by calling 911

FIRST AID

If you provide first aid, consider the following:

1. Is immediate action needed in order to save a life?
2. Will I place myself in harm or jeopardy?

FIRST AID IS FIRST AID ONLY . . . DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY.

To obtain prompt professional emergency medical treatment, you should call 911.

The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

Medical emergencies should not be transported in personal vehicles.

CRIME AND VIOLENT BEHAVIOR

EMERGENCY ACTION

In Progress Incidents:

1. Protect yourself first
2. Call 911. Give your name and location. The dispatcher should be told that the incident is in progress.

HOW TO REPORT

If the crime is an emergency situation that would require immediate police and/or medical response, dial **911**.

REPORTING CRIMES IN PROGRESS

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the Police Department. You should attempt to provide as much of the following information as possible.

- A. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
- B. Location of the incident.
- C. Description of suspects involved.
- D. Injuries that have occurred.
- E. Description of any weapons involved.
- F. Description of property involved.

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

REPORTING CRIMES NOT IN PROGRESS

If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local Police Department 219-853-6490; be prepared to provide at least the following information:

- a. Your name.
- b. Your address.
- c. Your telephone number.
- d. A brief synopsis of what occurred.
- e. Your exact location at the time of the call.

PSYCHOLOGICAL CRISIS

EMERGENCY ACTION

1. Call 911

A psychological crisis exists when an individual is threatening harm to him/herself, or is agitated and disruptive. If a psychological crisis occurs: Call 911.

BOMBTHREATS

EMERGENCY ACTION

1. Call 911 and report incident.

If a suspicious object is observed (e.g. a bag or package left unattended):

1. Don't touch it!
2. Evacuate the area.

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

All personnel should acquaint themselves with the following procedures:

- A. *If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL 911.* Be sure to include the location and appearance of the object when reporting.
- B. *If a phone call bomb threat is received, ask the caller the following questions and record the answers:*
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What does it look like?
 5. Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record the following information also:

1. Time of call.
2. Age and sex of caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of caller.
5. Background noise.

If an evacuation alarm sounds, follow established building evacuation procedures (See BUILDING EVACUATION).

TERRORISMANDACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

GENERAL

Federal and state law enforcement reports indicate that terrorist acts or intruders are possible on college and university campuses. For this reason, Calumet College of St. Joseph employees should take reasonable security precautions by being alert to their surroundings.

Members of the Calumet College community should report any instances of suspicious activity that they observe on campus. Should you observe anything out of the ordinary, immediately contact Campus Security by dialing ext. 335 or the security officer cell phone number (219) 644-6595.

THREAT CONDITIONS

The Department of Homeland Security has replaced the color-coded Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS). NTAS alerts are as follows:

- A. Imminent Threat Alert
 - 1. Warns of a credible, specific, and impending terrorist threat against the United States.
- B. Elevated Threat Alert
 - 1. Warns of a credible terrorist threat against the United States.
- C. Sunset Provisions
 - 1. An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

By state policy, security measures at state facilities of Indiana are the responsibility of agency heads and site managers. The President, in consultation with the senior staff of the college, will determine appropriate responses to specific NTAS alerts. Although the likelihood of a terrorist event directly affecting Calumet College campus is remote, all employees should remain alert.

ACTIVE SHOOTER

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice and display no predetermined selection of their victims. Incidents involving an active shooter are fluid-like, ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals.

How you respond to an active shooter situation will depend upon several dynamic and personal factors. There may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and to others with you at the time. Pay attention to any and obey all instructions given to you by law enforcement officials.

IN THE EVENT THAT THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM

Immediately dial 911. If you are confronted and unable to speak, do not hang up the phone unless ordered to do so by the shooter. If you are unable to safely escape or hide, you may be able to negotiate with the shooter. Consider the following techniques: remain calm, sound confident, do not raise the tone of your voice, do not respond defensively, do not touch the person, do not challenge the shooter, do not accept the weapon if offered – instead ask that it be laid down, and do not invade the shooter's personal space (3 to 6 feet). Engaging in a physical confrontation is always a last resort and should only be considered after all other options have failed.

IN THE EVENT THAT THE SHOOTER IS IN THE SAME BUILDING AS YOU

Close the door to your room, insure the door is locked by pushing the top button on the side of the door, pushing the locking button in the middle of the door handle or rotate the locking lever towards the door frame. Cover any windows which might allow for sight into the room. If possible, call the Hammond Police Department by dialing 911, relaying pertinent information. Close window blinds, turn off lights and radios, be quiet, and do not activate any fire alarms.

Should you be captured by the shooter, consider playing dead if there are other victims around you. Never look into the eyes of the shooter and obey all commands. As a last resort, you may have to engage in a physical altercation or

flee on foot.

IF THE SHOOTER IS ON THE CAMPUS BUT NOT NEAR YOUR LOCATION

Run or drive away from the threat as quickly as possible, in a direction away from the shooter, warning others as you go. Otherwise, assist in getting others into classrooms and offices which can be locked. Get everyone down on the floor and cover all window openings and doors with a direct line of sight into your location. Call 911, offering your location, the number of persons in your room, and any relevant information. Turn off all lights and radios and remain quiet. Do not respond to unfamiliar voices as they may be the shooter attempting to lure you out of your position of safety. Respond only when you know you are speaking with a law enforcement officer.

IF IT BECOMES NECESSARY TO FLEE DURING A SHOOTER INCIDENT

Make certain that you have an escape plan in mind and that you have considered your route of escape. Leave all personal belongings, such as book bags, behind. As you flee, above all, keep moving and do not run in a straight line. Attempt to weave around any obstacle which can provide you with cover and distract the shooter's eyes from you, continuing to flee until you reach a point of safety. Do not stop to help those who may have been injured by the shooter, but mentally note their locations so you may report them later. Obey all directions from law enforcement which you encounter.

Law enforcement officers will be arriving and it is important to realize that they have been trained to immediately proceed to the area where shots were last heard. It is the purpose of the law enforcement officers to stop the shooting as quickly as possible and as such, they may be dressed, or armed, differently than you have seen them in the past. They will probably be in groups of four and may have bulletproof vests on the exterior of their uniform. They may be from departments other than the Hammond Police Department. They may have shotguns and/or assault rifles in addition to helmets and pepper spray. You need not fear them, although they may seem very authoritative and demanding of you. Keep your hands in plain view and drop any items which you may be carrying. Do not question the officer's authority. Do, however, provide them with information which you may have and do it very quickly. Do not be alarmed when the officers pass injured people, it is their primary objective to stop the shootings. You may be asked to remain in a secure location so that you may be interviewed following the conclusion of the incident.

RUN, HIDE OR FIGHT TIPS:

- A. **Prepare** – frequent training drills to prepare the most effectively.
- B. **Run and take others with you** – learn to stay in groups if possible.
Leave the cellphone.
- C. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
- D. **Silence your cellphone** -- use landline phone line.
- E. **Why the landline?** Landline phone is best to use in this instance to allow emergency responders to know your physical location.
- F. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
- G. **Forget about getting shot – fight** --- you want to buy time to distract the shooter to allow time for emergency responders to arrive.
- H. **Aim high** – attack the shooter in the upper half of the body such as the face, hands, shoulder and neck.
- I. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
- J. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.

EXPLOSION

EMERGENCY ACTION

1. Take cover.
2. Call 911.
3. Assist the injured.

In the event of an explosion or similar emergency, take the following action:

- A. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- B. Phone 911. Give them the following information:
 1. Location.
 2. Area where explosion occurred.
 3. Cause of explosion, if known.
 4. Injuries.
- C. BEFORE YOU HANG UP, MAKE SURE THE EMERGENCY SERVICES DISPATCHER HAS ALL THE INFORMATION NEEDED.
- D. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (See BUILDING EVACUATION).

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

For spills, releases or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

Call the Hammond Fire Department and inform them of the environmental situation.

- A. Give the operator the following information:
 1. Your name, telephone number, and location.
 2. Time and type of environmental incident.
 3. Name and quantity of the material, if known.
 4. Extent of injuries or damage, if any.
- B. Remain in the building unless instructed otherwise by emergency personnel.
- C. The key person should evacuate the affected area once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- D. Anyone who is contaminated by the spill should avoid contact with as much as possible remain in the vicinity, and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
- E. No effort to contain or clean up spills and or releases should be made unless you have been trained.
- F. Take appropriate steps to make sure no one evacuates through the contaminated area.
- G. If an evacuation alarm sounds, follow established building evacuation procedures (see Building Evacuation).
- H. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command

post unless directed by emergency personnel.

- I. Do not re-enter the area until directed by emergency personnel.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning or siren activation.

A. Before the Storm.

1. Locate an accessible basement or corridor location in your area of the building.
2. Stay informed through local media sources on days when severe weather is expected.
3. Obtain a NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings. *The main NOAA Weather Radio is located in the Library.*
4. Keep a good reliable flashlight in your office/work area.

B. During the Storm - Possible Indicators of a Tornado.

1. Dark, often greenish sky.
2. Large hail.
3. Loud roar, similar to a train.
4. Cloud of debris (the tornado may not be visible).
5. Wind becomes calm and still.
6. Frequent lightning.
7. Tornadoes generally occur near the trailing edge of a storm.

C. When Taking Shelter

1. Proceed to the basement of the building or a 'Safe Area' corridor with no outside windows. Position yourself in the safest portion of the area. Be prepared to kneel facing a wall and cover your head.

TORNADO WATCH

A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under these conditions keep, you should keep informed by listening to radio or television for updates.

TORNADO WARNING

A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area. **Take shelter immediately.**

WARNING SIGNALS

Outdoor sirens will sound for a period in excess of two minutes. When this occurs, tune into local radio and TV stations to determine the nature of the emergency. Radio and television stations announce the ALL CLEAR signal. The sirens remain silent.

SEVERE THUNDERSTORMS

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

- A. What is Shelter In-Place? Shelter In-Place simply means seeking immediate shelter inside a building. This course of action may need to be taken during an accidental release of toxic chemicals to the outside air. The air quality may be threatened and sheltering in place keeps you inside an area offering more protection.
- B. How would I be notified?
 1. Severe Weather Alert Sirens.
 2. Through radio or television.
 3. You observe or sense dangerous air conditions.
- C. Additional actions.
 1. Close all doors and windows to the outside.
 2. Do not use elevators as they may pump air into or out of the building.
 3. If possible close and/or seal vents & ducts.

Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- D. Information Sources.
 1. Tune to the Emergency Alert System station on your device or television for further information.
 2. Remain in place until Police, Fire, or other Emergency Response Officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

UTILITYFAILURE

EMERGENCY ACTION

1. Remain calm.
2. Do not call the Welcome and Information Center (WIC) for information concerning utility failures unless you have an emergency.
3. If you discover a water leak, gas leak, or know the source of a utility failure, call the Welcome and Information Center (WIC).
4. Call 911 if you are injured or require emergency assistance.

The possibility exists for a utility system failure of some nature and magnitude. If you discover a water leak, gas leak, or other major utility failure, call the Welcome and Information Center (Ext. 224). Do not attempt to correct the problem on your own. The Welcome and Information Center (WIC) will notify the necessary maintenance personnel, clean up, and insurance representatives. Please do not call the Welcome and Information Center (WIC) for information concerning a utility failure unless you have an emergency. For non-emergency repairs or information, submit a work order to the Facilities department.

ELECTRIAL/LIGHT FAILURE

The emergency lighting will provide minimal and sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area. Do not call the Welcome and Information Center (WIC) unless you have an emergency or you have information that could help identify the source of the utility failure.

PLUMBING FAILURE/FLOOD/WATER LEAK

Cease using all electrical equipment. Call the Welcome and Information Center (WIC) if you know the source of the leak or discover leaking water.

NATURAL GAS LEAK

Cease all operations, call the Welcome and Information Center (WIC) and exit the area immediately. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.

ELEVATOR FAILURE

EMERGENCY ACTION

1. Remain calm.
2. Use the telephone to contact the Welcome and Information Center (WIC) or call 911.

If you become trapped in an elevator, use the emergency telephone and activate the elevator emergency bell within the elevator car. All elevators are equipped with an emergency phone that will automatically dial the Welcome and Information Center (WIC). In the event that the Welcome and Information Center (WIC) is closed, this call will default to the Police Department.

Give the following information:

1. Tell the Welcome and Information Center (WIC) which car you are on. Main elevators, north car, south car, student car or library car. If possible what floor you are at.
2. If a medical emergency exists.

Before you hang up, make sure the Welcome and Information Center (WIC) has all the information they need.

Elevators have mechanical safety brakes that will operate in all situations, even during power failures to keep the car from moving. Remain calm and wait for help to arrive. The activation of an elevator smoke detector will cause the main elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.