



# Calumet College

## OF ST. JOSEPH

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

# 2023-2024

# 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](http://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: 9/8/23*

## Resources at a Glance

### Safety and Security

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#### Security

Emergency.....	911
CCSJ Main Security.....	219.644.6595
2400 New York Avenue, Whiting, IN 46394	
CCSJ RA Duty Phone.....	219.765.1061
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

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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](mailto:housing@ccsj.edu)  
<https://www.ccsj.edu/student-life/residence-life/>

#### Academic and Disability Services

Director.....219.473.4349  
Room 181  
[disabilityservices@ccsj.edu](mailto:disabilityservices@ccsj.edu)

### Mental Health Resources

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Providing Access to Health (PATH).....219.413.3702  
*Available to currently enrolled students*  
Room 176

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

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Haven House .....219.931.2090  
*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 Hotline .....800.656.4673  
[www.rainn.org](http://www.rainn.org)

### Substance Abuse Resources

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#### Substance Abuse and Mental Health Services Administration

National Helpline.....800.662.4357  
[www.samhsa.gov](http://www.samhsa.gov)

National Suicide Prevention Hotline.....800.273.8255

### Title IX Contacts

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Title IX Coordinator.....219.473.4305  
Room 177  
[titleix@ccsj.edu](mailto:titleix@ccsj.edu)  
[www.ccsj.edu/title-ix/](http://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 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 College'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](mailto:tstrickland@ccsj.edu)

Illiana RAs	Josseline Monge, CRA Unit 307, 3 <sup>rd</sup> floor <a href="mailto:jmonge@ccsj.edu">jmonge@ccsj.edu</a>		Ajiboli Koko Unit 206, 2 <sup>nd</sup> floor <a href="mailto:akoko20837@ccsj.edu">akoko20837@ccsj.edu</a>
Residence Hall RAs	Jada Holmes RA suite 1 <sup>st</sup> floor <a href="mailto:jholmes38538@ccsj.edu">jholmes38538@ccsj.edu</a>	Stefano Cittadino RA suite 2 <sup>nd</sup> floor <a href="mailto:scittadino@ccsj.edu">scittadino@ccsj.edu</a>	Jenine Boyles RA suite 3 <sup>rd</sup> floor <a href="mailto:jboyles17125@ccsj.edu">jboyles17125@ccsj.edu</a>

## 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 College experience by promoting informal contacts with the College faculty and staff and by effectively presenting information on College 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 College 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 College and Residence Life.
- Abide by all local, state and federal laws and ordinances
- Comply with reasonable requests made by staff or College 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 College.

The RHA is also organized to facilitate communication and cooperation between the resident students and the College

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.

## **Policies and Procedures**

### **Advertising**

#### **Sales and Solicitation**

No direct/indirect sales or solicitations by commercial enterprises are allowed in CCSJ Housing (residence hall and Illiana). For example: Uber services, barber/salon services, etc.

Door-to-door solicitation, distribution, and advertising by non-Residence Life staff is prohibited. Residence Life staff will not release phone numbers and addresses for residents.

#### **Use of CCSJ Units and Rooms**

The Illiana, residence hall and adjacent grounds are for the use of student residents only. CCSJ housing may not be used for commercial or business purposes.

#### **Chalking**

Chalking in front of the residence hall by student organizations and groups is not allowed. Residence Hall staff may use chalking to promote residence hall events with approval from the Director of Residence Life.

#### **Donations/Collections**

Student organizations collecting items on behalf of outside organizations for a service opportunity must get permission prior to setting up a collection site. For more information, contact the Director of Residence Life at [tstrickland@ccsj.edu](mailto:tstrickland@ccsj.edu).

### **Alcohol & Drugs**

Calumet College of St. Joseph is committed to providing a safe and productive work environment for its faculty, staff and students. For this reason, the College maintains a drug, tobacco and alcohol-free workplace for employees and students.

The following actions are prohibited at the College or while engaged in College related activities:

- Illegal use, sale, transfer, dispensing, distribution, possession, or unlawful manufacture of a controlled substance
- Being under the influence of controlled substances while on the job or on the College's premises. This includes, but is not limited to, marijuana in any form (i.e. gummy/hard candy, food, etc.), cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates, etc.
- Any such controlled substances found on the College's premises will be turned over to the Administration and Campus Security and may result in criminal prosecution.
- Violations to this policy will be considered gross misconduct and will result in immediate disciplinary action that includes but not limited to oral counseling, written reprimand, and warning, or termination.
- All faculty, staff, and students must abide by the terms of this policy. Should an employee be convicted of any criminal drug statute violation on the College premises or while conducting College related activities, he/she must notify the Human Resources Department no later than five (5) calendar days after the conviction.
- Except for limited circumstances approved by the President (i.e., services in the Chapel, Board of Trustee meetings, St. Joseph Society, Christmas parties and other specially designated events), the possession and/or use of alcohol on the job or on College's premises is prohibited. Being under the influence of alcohol on the College's premises is also prohibited.

- Alcohol possession applies to all open or unsealed containers which contain alcoholic beverages. Such containers are not allowed on the job or on the College's premises.
- Violators will be subject to disciplinary action up to and including termination.

Such impairment when caused by alcohol, drugs, or controlled substance abuse is a violation of this policy. The College reserves the right to make a search of its premises and other owned property if a violation of this policy is suspected.

No smoking, vaping, or tobacco use is allowed on CCSJ property per campus policy. The policy prohibits smoking, vaping and all other uses of tobacco on College property. This includes cigarettes, cigars, vaping (even non-nicotine), hookahs and chewing tobacco. The order applies to all College grounds; this includes the residence hall, Illiana and Rittenmeyer Center. The order bars tobacco use and vaping inside buildings and outside on all grounds, even in open areas away from buildings or foot traffic.

Instances of smoking-related damage to College property will be charged a \$50 minimum fee per incident, plus the costs of cleaning, repairing, or replacing any affected materials, including but not limited to paint, carpet, and linoleum. For more information including reporting, violations, and cessation resources visit <https://www.ccsj.edu/student-life/drug-and-alcohol-program>.

### **Medical and Recreational Marijuana**

The possession of a medical marijuana permit does not allow for the possession or use of marijuana in CCSJ housing. Marijuana obtained for medicinal purposes cannot be stored or used in CCSJ housing. Recreational marijuana use, possession, and distribution is also a violation of Residence Life Policy and the Student Code of Conduct. These activities are illegal for persons under 21; for those 21 and older, these activities cannot occur on any College property.

### **Building Access & Safety**

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.

Students are responsible for the keys and/or keyless entry device (called a fob) issued to them by Residence Life. Students may not possess or use any unauthorized duplicate Residence Life key/fob/key to a room, mailbox, and/or building entrance.

Students are also prohibited from accessing the residence halls prior to the official published date for Hall Opening, after the date for Hall Closing, or during break periods (*Fall, Winter, and Spring*) without specific authorization.

### **Keys**

Residents are provided with one copy of their room key/fob necessary for access to their room/unit 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. 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/unit. The cost for lost or replacement keys can be found on the Housing



Damages list.

### **Lockouts**

Students who are locked out of their residence hall room should attempt to contact building staff (RA or 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. 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.

### **Building Safety**

Students are prohibited from removing window screens in the Illiana units. Removal of the window screen is a safety violation and a charge will be assessed for its replacement. Disciplinary action may be taken. Report any lost, damaged, or stolen screens immediately to the Director of Residence Life or RA.

### **College Safety Equipment**

Tampering with College safety equipment in the residence hall and the Illiana is not tolerated. Students caught altering their room or hall safety equipment may be held financially responsible for replacement and/or disciplinary action will be taken.

### **Hall Security**

Security procedures such as desk services, security patrols, evening lock up, and RA duty are regularly reviewed and open to changes and improvements. Students are expected to observe lock-up procedures and cooperate with programs designed to maintain the security of residents. Propping of entrance doors is prohibited.

### **Emergency Procedures**

CCSJ has prepared an Emergency Procedures Handbook 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, the publication addresses the most common emergencies and those that are most likely to occur in the future. The handbook covers the following emergency procedures:

- Fire
- Medical Emergency
- Crime and Violent Behavior
- Psychological Crisis
- Bomb Threats
- Terrorism and Active Shooter Situation
- Explosion
- Hazardous Material Spill/Release
- Tornado
- Shelter in Place
- Utility Failure
- Elevator Failure

Refer to the Emergency Procedures Handbook for more information on emergency procedures.

**For emergencies call 911.**

Tell the dispatcher what the situation is and stay on the phone until all questions have been answered and the

dispatcher tells you to hang up. Residence Life staff should then be called immediately and informed of the emergency.

### **Entering a Student Room**

When appropriate and practical, Facilities will enter a student's room only when scheduled (often via work order or a standard cleaning schedule). If the student would like to be present when this work is complete, the student should include this request in their work order submission and include days and times they are available. The College reserves the right to enter student rooms for the purpose of inspecting the premises for adherence to fire- and life-safety guidelines, housekeeping, maintenance, necessary repair, or when an authorized agent has reasonable suspicion of a violation of contract that includes: a) an occupant of the room may be physically harmed or endangered; b) damage is being done to College property; or c) College policy is not being adhered to as stated in CCSJ's Code of Conduct and the Residence Life Policies & Procedures. CCSJ Administration may enter a student room under the following conditions:

- With a warrant for the arrest of a resident of the room, or with a search warrant for the room itself.
- With the consent or invitation of the resident(s) of the room.
- To accompany residence hall staff to protect their safety and that of the residents.
- To continue an arrest which began outside the room.
- When there is any reasonable ground to believe that the resident is in danger of bodily injury or is endangering someone else within the room.

### **Health and Safety Inspection**

At least once a 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 College 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 College 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 College 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.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information refer to the <https://www.ccsj.edu/registrar/> or visit

the [FERPA website](#)

## **Fire Safety**

### **Fire Safety in Student Rooms and the Illiana**

Most fires are caused by candles, open-flame cooking equipment, or overtaxed electrical systems. Toxic gases in smoke, usually caused by burning plastic, can render a person unconscious in a few seconds. To make your housing fire-safe, you must follow the guidelines: Smoking is not allowed in the residence hall or the Illiana. CCSJ is a smoke-free and tobacco-free campus.

**Door Decorations.** No posters and pictures on your door. These items are combustible. The doors act as a barrier in the event of a fire, and combustible materials attached to the door could get hot enough to ignite and spread fire into your room.

**Ceiling Decorations.** NO ceiling attachments.

**Wall Decorations.** Posters and wall hangings are acceptable.

**Halogen Lamp.** Halogen lamps ARE PROHIBITED.

**Candles and Open Flames.** Due to fire safety, candles (including unburned or decorative) and any items with an open flame or exposed heating coils are not allowed in residence hall rooms. Incense burning is also not permitted.

**Flammable Liquids.** Kerosene, butane fuel or torches, gasoline, lighter fluid, and other flammable liquids are NOT permitted in the residence hall or Illiana.

**Appliances.** The misuse and illegal use of electrical appliances create serious hazards in residence hall. Only safe, relatively low-wattage appliances are permitted in your residence hall room. These include hair dryers, shavers, hot curlers, study lamps, radios, televisions, DVD and CD players, electric blankets, small microwave ovens, and compact refrigerators. Air fryers are prohibited in the residence hall because they can cause fires or electrical accidents. Do not cook with open flames or coils (no toasters, toaster ovens, or electric coil cook tops) and do not leave food in an appliance unattended. Fires have even been caused by popcorn burning in a microwave! Additionally, swamp coolers, window air conditioners, and similar appliances are prohibited due to the excessive electrical draw on room/building circuits and issues of proper venting that creates a hazard.

**Electrical Fixtures.** Electrical light fixtures are not to be modified in any way. Each power strip used must be plugged into a wall outlet – do not plug power strips into other power strips. Appliances such as microwaves and refrigerators must be plugged directly into a wall outlet, not an extension cord or power strip.

**Holiday Decorations.** Party and holiday decorations have contributed to fire damage and loss of life around the country. Therefore, only artificial trees are permitted in student rooms or Illiana. Holiday lights cannot block access to the room by the doorway or the windows. They cannot be hung from the ceiling.

**Social Gatherings in Private Rooms.** Must be contained entirely within the room and comply with maximum occupancy limits and Quiet and Courtesy Hour guidelines.

Additionally, due to several safety and fire concerns widely covered in the media, the use, possession, or storage of Hoverboards, motorized skateboards, motorized scooters, E-bikes, and similar devices, is prohibited in the residence hall

and Illiana until further notice.

### **Gambling**

Gambling is not permitted on campus and in CCSJ housing.

### **Gaming**

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.

### **Guest Policy**

A guest is defined as any individual who is not a contracted resident of the specific residence hall, floor, or room in question. Each guest must have a resident host and be escorted at all times on residence hall floors. Residents are responsible for notifying guests of College and residence hall policies and procedures and will be held accountable for the behavior of their guests. Unescorted non-residents will be required to leave the building. Students may entertain their friends in their rooms and visit in other rooms at any time, as long as consideration is given to the rights of roommates and other floor members, and the community standards to which they have agreed.

- Rights to sleep, study, and feel comfortable in one's own environment take precedence over social uses of a room.
- Residence hall keys or keyless entry devices (fob) may not be given to a guest for any reason.
- Overnight guests are permitted if it is acceptable to roommates.
- Guests may stay no more than two consecutive nights.
- Guests are expected to use facilities appropriately.
- Overnight guests are not permitted before classes officially begin each semester, after classes officially end, or during finals week.

Please note that visitors are not permitted in the residence hall between the hours of 12 midnight through 8:00 am Sunday-Saturday unless an overnight guest request is approved (see Overnight Visitation Procedures for details). Any visitors who do not leave the building by 12 midnight respectively will be considered unauthorized.

### **Overnight Guest Request Procedures (OGR)**

Residents in the residence hall may host one overnight guest at least 18 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](mailto: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 to 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 two consecutive nights or more than 15 overnight stays in the course of a semester (approximately equal to one night per week).

## **Hall & Room Safety**

CCSJ is committed to providing a safe living environment for all residents. Personal security in and around campus has been approached proactively, and personal security in a student's residential living space has the highest priority. Residents should feel safe and secure in their rooms. For emergencies on campus call 911. CCSJ has taken many steps to improve the safety of its residents:

- Student doors have heavy duty, high security locksets on solid core doors.
- Door viewers on student doors (Illiana only).
- All residence hall access areas have 24-hour lock with key or fob access only.
- Fire sprinkler system in the residence hall and the Illiana.
- Smoke and fire detection system in the residence hall and the Illiana.
- Crash bars on all exit doors.
- All exterior doors in the residence hall system are monitored for proper closure and alarmed to alert staff when not secured.
- The success of our hall security system depends on everyone who resides in our communities thinking "safety first."

## **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 residence hall/Illiana 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.

## **Door Decorations**

Students may not hang any form of decorations on the outside of the apartment and room doors. RAs will hand door decorations (name tags) on residents' doors to assist in community building and safety and security.

## **Housing Delivery and Mobile Ordering**

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.

## **Immunization Policy**

Immunizations must be received and the forms submitted before move-in day. The following immunizations are required for housing by the State of Indiana and Calumet College of St. Joseph.

- 2 MMR (Mumps, Measles, Rubella) immunizations - Doses must be at least 28 days apart.
- Tetanus and Diphtheria (Td or Tdap) - Must have received dose within the last 10 years
- Meningitis Conjugate - Must have received one dose on or after 16th birthday and is required of all incoming students 23 years of age or younger.
- Meningitis B - Students who are 24 years old or younger must receive a complete Meningitis B series - Can be Bexsero (2 doses) or Trumenba (2-3 doses).
- Tuberculosis - All international students must provide documentation of a negative TB blood test result or a chest x-ray indicating that they are not infected with TB. The test must be administered in the United States.

For further information about these and other vaccines and filing a medical or religious exemption, please contact Residence Life at [housing@ccsj.edu](mailto:housing@ccsj.edu).

### **Mail services**

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

<u>Residence Hall</u>	<u>Illiana</u>
John Doe	Jane Doe
Calumet College Residence Hall, Room #	1200 119 <sup>th</sup> Street, Apt #
2450 New York Avenue	Whiting, IN 46394
Whiting, IN 46394	

### **Maintenance**

#### **Housekeeping**

Custodial staff members work hard to keep the buildings clean. Please be considerate of them. 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.

#### **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. Any trash left outside the room/apartment door/hallway or in any other public space is a violation the Residence Life policy.

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 per Illiana contract and lease.

#### **Maintenance Requests**

To request maintenance service in the residence hall, a resident must contact the floor RA or Director of Residence Life. 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.

## **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. See the following link <https://www.ccsj.edu/student-life/missing-student/> for more information.

## **Motor Vehicles**

For the 2023-2024 academic year, Illiana and residence hall residents are required to register their vehicle and obtain a CCSJ parking permit.

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. 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.

## **Noise & Disruption**

### **Compliance with Officials**

Residents are expected to comply with the verbal or written directions of any campus official, security or police officer acting in the performance of their duties and in the scope of their employment.

### **Quiet Hours**

Students have the right to sleep and study in the residence hall environment. It is very important that residents take the responsibility to follow the Quiet Hours and Courtesy Hours Policies in the hall. Courtesy Hours are in effect 24 hours a day. This means that even on weekends, residents have the right to sleep and study and may ask other students to keep the noise level down if they are being bothered by excessive noise. A Quiet Hours violation is defined as any noise, from any source, being audible two doors away from the source, or an individual's failure to comply with Courtesy Hours.

On all days when classes are held the following morning (Sunday through Thursday), Quiet Hours are in effect from 10:00 p.m. through 7:00 a.m.

Weekend (Friday and Saturday) Quiet Hours are from 10:00 p.m. through 10:00 a.m.

Quiet Hours and Courtesy Hours are also in effect for courtyards and those areas directly surrounding the residence

halls.

Quiet Hours are in effect 24 hours per day during finals week.

## **Sports & Activities in Hallways**

No sports or physical activities are allowed in or immediately around the residence hall and Illiana. This includes hallways and corridors of the building due to the potential for Quiet Hours violations, damage to CCSJ/Illiana property, harm to individuals, and disturbance of residents. Types of prohibited activities may include, but are not limited to:

- Running
- Roughhousing
- Broomball
- Hockey
- Soccer
- Hoverboards
- Frisbees
- Throwing objects (Frisbees, footballs, snowballs, projectiles, etc.)
- Wrestling
- Floor hockey
- Bowling
- Boxing
- Inline skates
- Skateboards/Longboards
- Bikes
- Paintball
- Airsoft guns (Nerf guns or blasters)
- Slack lining

## **Overage Fees**

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

## **Passive Participation**

Students present for and aware of violations of the [Student Conduct Code](#) or housing policies may be considered involved in the activity. If you are ever in the presence of a policy violation, you have some choices:

- you may attempt to stop the violation,
- you may contact residence hall staff or other appropriate College personnel, or
- you may remove yourself from the situation.

Everyone living in the community has the responsibility to take positive measures to intervene or otherwise get assistance if a violation of policy comes to their attention.

## **Pets & Service Animals**

### **Pets**

Pets are not allowed in the Illiana, residence hall or adjacent grounds. Residents having pets in their room or apartment



may face disciplinary action and be charged for damages and/or cleaning.

### **Service & Emotional Support Animals**

CCSJ recognizes that some types of disabilities may require animal assistance as an accommodation. There are two categories of animals that may be allowed on campus to provide assistance to students with disabilities – service animals and emotional support animals. Students with a disability that necessitates the assistance of an animal may work with the Disability Services for management of the accommodation. Students are responsible for behavior of the animals in regard to other standard policies of the residence halls and city codes. This includes but is not limited to maintaining proper control of the animal, clean-up of campus grounds, and liability for any damages caused by the animal. Students may be required to complete a supplemental agreement with the Residence Life and in consultation with Disability Services. For the full guidelines on service and emotional support animals, please contact Academic Disability Services at [disabilityservices@ccsj.edu](mailto:disabilityservices@ccsj.edu).

## **Property Damage & Theft**

### **Damage**

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 College 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. College disciplinary proceedings may also take place.

Report damaged doors immediately to the Director of Residence Life. The repair and replacement of residence hall doors can be very pricey. The room doors at the residence hall were designed to close automatically as part of the building design. Altering the door is a violation of fire code and could cause damage to college property.

### **Theft & Stolen Property**

Theft or unauthorized use of college or others' personal property is prohibited. Security will be informed of all cases of stolen property. Security may choose to refer the student to the student conduct system or file charges.

### **Personal Property**

The College is not responsible for loss or damage of personal property.

### **Abandonment of Personal Property**

If a student abandons any personal property in the student room/Illiana following the termination of the Residence Hall

Contract and the checking out by the resident, such property shall be disposed of according to College procedures.

### **Community Furnishings**

All furniture located in public areas must remain in those locations. Removal of furniture from designated areas will be considered theft.

### **Pranks & Practical Jokes**

Individual or group pranks and practical jokes that may lead to any of the following are not permitted:

- Actual or perceived harassment
- Accident
- Injury
- Damage to campus property
- Damage to personal property
- Damage that requires abnormal and/or unnecessary cleaning of the Illiana, residence hall and facilities

### **Renter's Insurance**

The College does not cover personal possessions that are lost, damaged, and/or destroyed by accident, theft, or other means while residing in or making use of college premises. 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. A renter's insurance policy covers your personal possessions such as your computer & other electronics, clothing, and school supplies from loss as well as other charges caused by negligence (for example, if you cause damage to the facility that also damages your neighbor's belongings). Where applicable, a resident's family's homeowner policy may provide full or partial coverage.

### **Residency Requirement**

**Full-time status:** Students must be enrolled as a full-time undergraduate student (12 credit hours or more) in order to live on campus. If a student's enrollment drops below 12 credit hours at any time during the academic year, he/she must receive permission to remain in CCSJ housing. Students who *are in their final semester before graduation and have enrolled at less than 12 credits may be exempt from the full-time residency requirement.*

In the event that a student with less than 12 hours becomes involved in the disruption of the safety, security, and good order of the residence hall environment, he/she may be required to vacate the residence hall immediately.

**Academic participation:** The primary purpose of Residence Life is to support the academic mission of Calumet College of St. Joseph (CCSJ) and to facilitate a healthy living-learning environment. CCSJ housing is designed to provide a convenient opportunity for students to attend class while providing opportunities to learn within residence life. Students are expected to be actively engaged with their academic schedule and regularly attending classes. Should students demonstrate little to no active participation in the majority (or all) of their classes, Residence Life reserves the right to require students to vacate the residence hall.

If a student receives all FWs at the end of a semester, the student may be subject to withdrawal from housing.

**Financial standing:** Students must remain in good financial standing with the College in order to remain in CCSJ housing. Good financial standing is defined as having a zero-account balance. For those students with a payment plan, an account in good standing is defined as being current on payments. Students not in good financial standing may be asked to leave CCSJ housing.

## Roommate Agreements

### Living Together

Here are some things you may want to consider discussing with your roommate(s), regarding the use of your room environment.

**Communication.** How will you communicate with each other when there is a problem? What do you feel comfortable or not comfortable talking about?

**Arranging the Room.** It is important to arrange and decorate your room when you have both arrived so that each of you has some ownership in your environment. If you want to rearrange your room in the future, be sure to talk to each other first. When decorating (i.e. on your walls and outside on your door), please be considerate of each other and make sure that you are both comfortable with the posters, pictures, etc. that you display.

**Chores and Cleanliness.** Discuss expectations for room cleanliness. Knowing each other's habits can help alleviate stress later. Do you prefer a clean room or are you likely to leave items lying around? How clean does your room need to be? How often should you clean – on a daily basis, or when there are visitors? How will you share responsibilities?

**Sleeping/Alarm Clock.** Where will your alarm(s) be placed? What about the snooze button? What happens if someone is sleeping through the alarm? How much sleep do you need nightly? How will your class schedules affect your sleeping habits? What time do you go to bed? What time do you need to get up? How will you work through differences in sleeping patterns? Will you use a fan or keep windows open?

**TV/Stereo.** During what hours will the TV or stereo be used, and at what volume?

**Studying/Noise.** What do you each define as noise, and what is too loud and what is not? What environment do you need for sleeping and studying in the room? At what times should noise be minimized? What activities will take priority in the room when there is a conflict? When do you plan on scheduling study time, and how much time? Will you take breaks? What are your class schedules like?

**Sharing Food.** Will you buy groceries together or individually? If you have food in the room, can roommates borrow food from each other? If so, how soon should it be replaced or paid for?

**Personal Belongings.** Will you share or borrow any personal items? Which items cannot be used by anyone other than the owner? Set clear expectations for the use of these items: Is permission is required to use them? Is maintenance is required? If you purchase items together, how will you split the bill, and who will own them at the end of the year? If you do share some belongings, make sure they are accessible to all roommates and are not hidden or locked away.

**Privacy.** How do you feel about privacy? How are your needs different?

**Communication.** Early and frequent communication is critical to keeping a good relationship with your roommate(s). Living with others can be challenging, but you can make your relationship a success by:

- Having respect
- Being flexible
- Appreciating your differences
- Being willing to communicate
- Having genuine care and regard for others
- Being willing to compromise, but also asserting your rights

- Being honest with your feelings
- Keeping in mind what rights you value the most
- Considering not what is ideal, but what is reasonable
- Working on what you can agree about, but not arguing about difficult subjects (you can ask your RA to mediate if necessary)

**Communicating About Safety.** You and your roommate(s) might have different ideas about safety, so it is important to discuss issues and find an agreement for keeping you, your room, and belongings safe. Some issues may include:

- When to lock the room/apartment
- Sharing passwords
- Carrying keys and student ID cards
- Allowing people to be in your room/apartment when roommates are not present
- Following residence hall, College, state, local, and federal policies and laws

Note: Safety and security experts highly recommend that doors remain locked and un-propped, passwords not be shared, keys and ID cards remain with the owner at all times, and laws/policies are followed in order to maintain the safest living environment.

## **Conflict Resolution**

### **Ten Steps**

1. Everyone involved in the conflict should get together at one time.
2. Each person involved should agree to be up-front and honest with their feelings on the matter(s) at hand.
3. Each roommate should take a turn describing their perception of the situation, how they feel about it, and what they want.
4. Use “I” statements. The word “I” in a statement lets you take ownership of your feelings. It removes the blaming tone and will probably decrease your roommate’s defensiveness.
5. Everyone should agree to compromise and help develop a solution. The alternative is continued tension and escalation of the original issue.
6. Describe a situation that would be an acceptable solution to everyone. If you cannot agree among yourselves, bring in a third party (such as your RA) to mediate.
7. Talk about what changes will be needed to resolve the problem.
8. Make a plan of action and set a time frame for these changes to occur.
9. Everyone should be committed to the plan, and make necessary personal changes.
10. If necessary, set a future date to evaluate and re-negotiate.

### **Constructive Conversations**

Start right. Set a time to discuss the conflict, which is convenient to everyone involved. Avoid bringing it up when someone involved is not there. A good approach would be, “Could we talk about what is going on? When would be a good time for us to work things out?”

Remember that everyone involved is equal and has equal rights to be heard. Create this sense by sitting on the floor or at the table where each person is at the same level.

Set aside your desire to “win.” Winning an argument is not the same as succeeding in conflict management, where you and your roommate(s) win over the situation.

All roommates should be able to talk freely about how they feel without being uncomfortable. Make sure that each

person's ideas and feelings are being heard and are clear to everyone involved. Be willing to share your feelings honestly and don't expect others to know how you feel about something without your explanation.

Avoid blaming each other. Whose fault it was is irrelevant when everyone agrees to work toward a solution.

Be task oriented in sticking to the topic. Avoid digressing into other non-related grievances or incidents.

Avoid generalizations or blanket remarks. Avoid comments like, "You NEVER take out the trash." A more constructive approach would be, "I felt like you didn't do your share of taking out the trash this week." This statement specifies a time frame, as well as articulates how you feel about the situation.

Talk about actions that can be changed, rather than personalities. "Please do not leave your books on the refrigerator," can lead to a change of habit, while "You're a lazy slob," will only lead to defensiveness and hostility. Personal attacks destroy communication of productive ideas and solutions.

Don't team up with another person against your roommate(s). This creates defensiveness. You should all be working together for a solution.

Don't psychoanalyze your roommate(s). Avoid, "Maybe you don't realize this about yourself, but..." Most people don't like the feeling of being analyzed or critically examined by another person, especially in a conflict situation. Instead, take responsibility for your own feelings: "What you're doing makes me feel..."

You don't have to let a confrontation go from bad to worse. Take responsibility for keeping the tone of the discussion calm through your own example.

## **Room Changes**

### **Room Changes/Housing Changes**

Assignment changes will be limited only to those deemed critical by Residence Life and Vice President of Student Engagement and Retention including but not limited to conduct/discipline, maintenance, and/or irreconcilable roommate differences after conflict resolution efforts have been attempted.

### **Room Consolidation**

Residence Life is obligated to make maximum use of all space. When students are left without a roommate through no fault of their own (i.e. room changes, withdrawal of their roommate, administrative needs), room consolidation may occur.

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

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

### **Temporary Moves**

Students may be required to move to another hall/room in the case of disciplinary proceedings or emergency situations.

## Special Needs & Accommodations

Residence Life recognizes that some students may have medical, physical, and/or psychological needs that could be greatly impacted by their housing assignment, needs that may need some consideration in accordance with the Americans with Disabilities Act and Fair Housing Act. Students should contact the Academic Disability Services at [disabilityservices@ccsj.edu](mailto:disabilityservices@ccsj.edu) to determine their need and availability of resources.

## Reporting Disabilities

Residents with disabilities are welcome to share information with the Director of Residence Life at the beginning of the semester. This information assists emergency personnel in providing appropriate help in case of evacuations and emergencies. Reporting is strictly voluntary.

## 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 8 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 RA Duty Phone .....219.765.1061

## Storage (Bike and Space)

### Bike Storage

Bicycles may not be parked anywhere inside CCSJ housing except in a student's room/apartment 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.

### Storage Space

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.

## Student Conduct Code

The Student Code of Conduct is located in the Student Handbook. The handbook can be found on the home page ([www.ccsj.edu](http://www.ccsj.edu)) at the bottom of the page.

## Vacate

Whether you are moving to another room, the Illiana or are vacating the residence hall system completely, several forms and many tasks must be completed to properly accomplish your move. Failure to submit the required forms or to complete the following procedures when vacating a residence hall room could result in charges to your student account.

## Weapons

No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College.

Students shall not carry, possess, use or store weapons (including firearms) on properties owned or controlled by the College. As a condition of living in CCSJ Housing (residence hall/Illiana), all students agree not to possess or use any weapons in such areas, to voluntarily waive any legal rights related to the possession of weapons, and acknowledge they are prohibited. This waiver is voluntary, in exchange for living and dining in CCSJ facilities, and applies to all students, even if they have a lawful permit to carry a concealed firearm pursuant to C.R.S. 18-12-201 et. seq. This waiver also includes all rights that may be asserted under the Second Amendment to the United States Constitution or Article II, Article I, § 32 of the Indiana Constitution. Any possession or use of any weapon on campus may result in further action under applicable law or College disciplinary procedures.

Students may not bring firearms or other weapons (hunting knives, archery, fencing, paintball guns, pellet guns, taser guns, air soft guns, martial arts equipment, slingshot, any item that is a reasonable facsimile, etc.) into the residence hall/Illiana.

Firearms, weapons, or explosives of any nature (including fireworks and flammable liquids) are strictly prohibited in the residence hall/Illiana. Exotic weapons (such as swords, nunchucks, etc.) are also not permitted on College property.

Any knife, dagger, razor, or other cutting instruments in which the blade is exposed automatically through a switch, pushbutton, or spring mechanism and striking instrument including clubs, truncheons, blackjacks, sandbags or metal knuckles are prohibited.

### **Search and Seizure**

The Director of the Office of Safety and Security or designee may search College property including:

- vehicles parked on College property;
- any item(s) concealing a weapon (backpack, purse, person, etc.); and/or
- seize any weapon discovered on campus property that they deem to present a danger to the campus community.

# 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 2<sup>nd</sup> & 3<sup>rd</sup> floors, and in the 4<sup>th</sup> 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 119<sup>th</sup> 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.