

Campus Housing

Campus Housing ▶ Resident Handbook ▶ Hall Safety, Security, and Emergency Procedures

Hall Safety, Security, and Emergency Procedures

Active Shooter

Violent incidents can occur on University grounds or within close proximity to campus with little or no warning. An active shooter is considered a suspect or assailant whose activity is immediately causing serious injury or death, and has not been contained.

If you should find yourself in an active shooter situation, try to remain calm—your actions will influence others; trust your instincts, and call University Police 312-355-5555 as soon as possible.

When dealing with an active shooter situation, remember these directives:

- GET OUT – If there is a way to escape the threat and you are reasonably sure you can do so without being harmed, do it. This is your first and best option.
- CALL OUT – Call the UIC Police at 312-355-5555.
- HIDE OUT – If evacuation is not possible, “secure in place,” or if the active shooter is outdoors, take shelter.
- TAKE OUT – If you cannot evacuate or hide and your life is in imminent danger, as a last resort you must be ready to defend yourself.

Visit the emergency guide at ready.uic.edu[<http://ready.uic.edu>] for more information.

Building Entry and Exit ↗

For your own safety and security, as well as that of other residents, we have installed computer controlled door access system at all primary entrances to residence halls. Once encoded, your UIC i-Card will permit you access to the building when swiped in the card reader at the entrance.

Except for primary entrances, all exterior doors are locked and should be used only as emergency exits. Individual IDs are checked at building entrances to ensure that only residents and approved guests have access to the halls. You will be asked to show your UIC i-Card and swipe in to verify building residency. Without this ID, your identity will have to be verified by staff at the front desk.

The primary entrance on East Campus and in the ARC has biometric turnstiles; turnstiles are operated by two methods. The first, and preferred method, is by registering your fingerprint at the East Area Office (EAO). Once you register your print, you can scan your finger at the turnstile to gain access to the residence halls. The second method is by swiping your i-Card through the iVerify station at the front desk, then swiping your i-Card at the turnstile door swipe system.

All guests must have a picture ID with them and be signed in by a resident. Their resident host must escort them at all times. Never permit strangers access to the building. Please be aware of your surroundings and do not allow people to follow you into the building. *Review the Resident Student Code of Conduct for more information on guests.

Do not prop any door open, including all exterior, interior, and bathroom doors. If you find a propped door, please close it. Open access to the residence halls jeopardizes the safety and security of everyone and their belongings. Usage of alarmed doors for non-emergencies or causing other breaches of security are policy violations, and are subject to disciplinary action.

Contact your RA, your RD, or the front desk immediately if you notice any security concerns. Suggestions for better security and comments about security hazards should be directed to your RA, the RA On-Call, or a Residence Life professional staff member.

Contagious Disease ↗

Any student living with a serious infectious disease (e.g., measles, hepatitis, mononucleosis) must be certified as non-contagious by UIC Health Services to be cleared to live in the residence halls. Since many students living in our residence halls share bathrooms and dining facilities with other residents, we need to limit potential exposure of infectious disease to others.

Therefore, the student is responsible for finding other living arrangements until they are no longer contagious. Written documentation from a physician is required and must be submitted to the Central Housing Office in order to return to the halls.

Medical Immunizations

The Illinois Department of Public Health requires that all students residing in on-campus housing must present documented proof of immunity against the following diseases:

1. Measles (Rubeola) – two (2) doses at least 28 days apart
2. Rubella (German Measles) – two (2) doses at least 28 days apart
3. Mumps – two (2) doses at least 28 days apart
4. TD (Tetanus and Diphtheria) – three (3) doses required – one (1) within past 10 years
5. Meningitis – Required for students under age of 22 – Must be given on or after 16th birthday

Students in on-campus housing who are not properly immunized and have not submitted a written statement of medical or religious exemption are required to undergo immunization within the first term of enrollment. Failure to provide the required proof of immunity shall prevent a student from enrolling in a subsequent term. Questions pertaining to the medical immunization requirements may be directed to:

The Office of Medical Immunization Records

Room 1200, Student Services Building

1200 West Harrison Street Telephone: (312) 413-0464

FAX: (312) 355-4481

Fire Procedure

It is your responsibility to be familiar with the safety procedures and to adhere to them fully when an alarm sounds. All residents should take note of the following:

- Know where fire equipment, alarms, and exits are
- Keep fire doors (stairwell doors) and doors separating buildings closed so that smoke cannot get in your hall if there is a fire. Some doors have devices to ensure their closure when a fire alarm
- If you see a fire, pull the nearest alarm and if possible, call UICPD at 312-355-5555.
- If a fire starts in your room and it is safe to do so, close the windows and door to keep the fire from spreading, and leave the
- Do not use elevators to exit the building when a fire alarm is
- The City of Chicago fire code requires residents vacate a building during an emergency personnel will assist you in evacuating the building to a safe location. Failure or refusal to comply may result in disciplinary action.
- SSR is equipped with a high-rise fire alarm system. The fire alarm will sound on the floor where the alarm has been activated, the two floors above, and one floor below. The remaining floor alarms will not ring and will not be evacuated unless the alarm source cannot be contained.
- Smoke causes more injury than most fires and even small fires can grow quickly and become
- TREAT EACH ALARM AS REAL—YOU NEVER KNOW WHEN IT WILL BE A FIRE OR OTHER EMERGENCY.

WHEN THE FIRE ALARM SOUNDS:

IF THE DOOR IS HOT

- Leave the door
- Seal cracks around door with a towel (wet if possible).
- Let fire fighters know where you are by calling the UIC Police at 312-355-5555.
- Listen for
- If the air becomes stuffy, open the window slightly, place your head at the opening and put a towel over your head to make a seal between the fresh breathing air and the room

IF THE DOOR IS COOL

- Close windows and doors.
- Cautiously open the door with your body braced against it.

- Calmly proceed to the nearest exit. DO NOT USE ELEVATOR!
- Crawl if smoke is present. EVACUATION ASSISTANCE

Any resident needing help in evacuating the building should contact the Central Housing Office at 312-355-6300 or housing@uic.edu to be added to the evacuation list maintained by the UIC Police.

Harassment ☰

The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from discrimination in all its forms, whether or not specifically prohibited by law.

To succeed personally and academically, individuals must be able to live free from unnecessary emotional stress caused by others. Unwelcome advances or conduct (e.g., physical, psychological, verbal, written, digital-based) directed toward one or more individuals, and/or actions and behaviors that create an intimidating, hostile, or offensive environment will not be tolerated in the residence halls and will result in disciplinary action. If you feel you have experienced any type of harassment, the following are recommendations to support your safety:

- Connect with a Resident Assistant, Peer Mentor, or Resident Director
- Contact the UIC Police at 312-996-2830 (or 312-355-5555 in an emergency) if you feel threatened in any way
- Call the UIC Counseling Center at 312-996-3490
- Contact the Campus Advocacy Network (CAN) at 312-413-1025
- Save all evidence of harassment you can for reporting and record keeping

Injury ☰

Contact your Resident Assistant or other staff member in case of injury. If you are mobile and not seriously injured, go to or call the University Health Services at 312-996-2901. Medical professionals should attend to serious injuries. Please let Campus Housing know if an injury limits your mobility, and may cause difficulty in evacuating in an emergency.

Loss or damage of personal property

The University and Campus Housing assume no responsibility for theft, damage to personal property, loss of money, valuables, or personal effects of any student or guest.

Insurance

You should check with your family concerning the extent of coverage under existing insurance policies. If your items are not covered under an existing insurance policy, we strongly encourage taking out a renter's insurance policy to cover any mishap during your stay in Campus Housing.

Dropped Items

Items dropped down elevator shafts, trash chutes, drains or flushed down a toilet will not be retrieved by Facilities staff members or residents.

Missing Persons

If you think a resident is missing, please contact Campus Housing staff immediately and provide any pertinent information about the circumstances surrounding your concern. Please provide detailed information of why you are concerned that the resident is missing and any information that would be helpful. Staff will perform a wellness check and involve the UICPD, if necessary. A student is considered missing once the UIC police are notified and initiate a formal missing person investigation. For more information about the UIC Missing Student Policy, please visit this [link](https://policies.uic.edu/uic-policy-library/student-affairs/missing-student-policy/) [https://policies.uic.edu/uic-policy-library/student-affairs/missing-student-policy/].

Reporting Safety and Security Issues

In conjunction with the protection we receive from the UIC Police department, we must take responsibility for our own safety and the safety of others by promptly and accurately reporting any and all criminal acts, dangerous situations, or suspicious behavior. If you need to file an incident report, please access housing.uic.edu/dock and click on "Incident Report." You may also file a police report by contacting the UIC Police Department directly or through a Residence Life staff member. More information about UIC crime statistics can be found at: <http://clery.uic.edu> [http://clery.uic.edu/]

Sexual Misconduct

UIC is committed to providing a safe learning environment in which students can achieve their educational goals. All forms of sex discrimination, sexual violence, and sexual and gender-based harassment are collectively referred to as *sexual misconduct*. When students experience acts of sexual misconduct, their sense of safety and trust is violated and can significantly interfere with their success at the university. Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – are based upon values of mutual clear consent, respect, dignity, responsibility, and open communication. Unwanted or unwelcome conduct of a sexual nature without valid consent will not be tolerated.

The university takes all complaints and accusations of sexual misconduct seriously. We welcome your involvement in our mission to foster a campus environment that strives to prevent sexual misconduct and promotes the reporting of sexual misconduct, compassionate responses to survivors of sexual violence, and equitable treatment of student complainants and respondents.

For information on UIC's policy and procedures, the Student Sexual Misconduct Policy, helpful resources, and the university's prevention and training programs please visit: sexualmisconduct.uic.edu.

If you feel you have been a victim of harassment or sexual misconduct, the following resources are available to Campus Housing residents:

- Reach out to your Resident Assistant, Peer Mentor, and/or Resident Director
- Resident students can complete an Incident Report via the Campus Housing Dock; Residence Life staff can assist with this if preferred.
- Sexual harassment reporting: UIC Office for Equity and Access <http://oae.uic.edu>[<http://oae.uic.edu>].
- Campus Advocacy Network provides assistance with advocacy, resources, and support for victims of sexual assault, domestic violence, stalking, and hate crimes: <http://can.uic.edu>[<http://can.uic.edu>].
- UIC Counseling Office: <http://counseling.uic.edu>[<http://counseling.uic.edu>]
- UIC Dean of Students Office: <http://dos.uic.edu>[<http://dos.uic.edu>]
- UIC Title IX Office <http://oae.uic.edu/TitleIX>[<http://oae.uic.edu/TitleIX>]
- UIC Police Emergency number: [312-355-5555](#)

Suicide ☀

Suicidal ideation, threats of suicide, and suicide attempts are considered especially concerning serious events that require immediate Residence Life and University intervention to provide support and assistance to students.

If you or someone you know is exhibiting thoughts of suicide, contact your Resident Assistant, Peer Mentor, or Resident Director. On-Call staff are available every night, or you may call the campus InTouch Crisis Hotline at 312-996-5535 from 6:00pm – 10:30pm. The UIC Counseling Center (312-996-3490) and the UIC Police (non-emergency: 312-996-2830, emergency number: 312-355-5555) are also available as resources.

University professional staff will ensure the student receives the individualized support and assistance they need. Response to those who exhibit thoughts of suicide of any kind may include:

- Outside medical evaluation or hospitalization
 - If hospitalized, medical clearance may be needed before a resident can return to Campus Housing.
- Follow up with Campus Housing professional staff, including creating a holistic safety and success plan with the student upon their return to campus.

Tornado Procedure ↗

A tornado watch means that conditions are such that storms may be capable of producing a tornado. In case of a tornado watch, pay attention to media reports to be made aware of developments as soon as possible. A tornado warning means that a tornado has been sighted, either visibly or on radar. In the event of a tornado warning, please follow these guidelines:

- Close windows
- Wear shoes to guard against broken glass or other debris, if possible
- Do not use elevators
- Head for an interior space on the lowest floor
- Walk quickly and quietly, but do not run or push, especially in stairwells
- Avoid areas with windows or large unsupported roofs, such as the Atrium, the Student Center West Marketplace seating area, JST, MRH, and TBH floor lounges, and all tower

Places of Safety

West Campus

- **SRH**—Move to the nearest stairwell or the 2nd floor adjacent to the Central Housing Office room 220
- **PSR**—Move to the nearest stairwell
- **SSR**—Move to the nearest stairwell and/or to the laundry room and mailroom on the lowest level o Residents on the lowest SSR floors (1-5) can seek shelter in the bathroom in their apartment

East Campus

- **ARC** – TBD
- **CMW**—West basement
- **CTY**—1st floor north corridor

South Campus

- **JST**—Towers A & B to the Event Center, Tower C & D enter the stairwell and move to the lowest level
- **MRH and TBH**—Seek shelter in the bathrooms in your own apartment