

## **Campus Crime and Security Annual Report**

The crime statistics contained in the report are provided in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" formerly known as the Crime Awareness and Campus Security Act of 1990. This report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from each campus. This report is prepared in cooperation with local law enforcement agencies surrounding our main campus and extension campus.

The annual report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. The institution's policies may be viewed online at [http://www.calc4it.com/security\\_policy\\_report.htm](http://www.calc4it.com/security_policy_report.htm)

### **Campus Crime and Security Policies**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CALC Institute of Technology has implemented the following policies regarding campus security:

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in a timely manner.

Individuals encountering emergency situations on campus are instructed to call local Emergency "911" and to notify CALC Staff immediately. CALC encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Director or an instructor. Non emergency situations may also be reported so that CALC Staff may contact the local authorities (Alton Police Department 463-3505, Fairview Heights Police Department 489-2100).

Students are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. CALC has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off campus premises or during any school activities.

#### **Timely Warnings:**

Anyone with information warranting a timely warning should report the circumstances to the Director or staff in person or by phone (Alton: 474-0616, Fairview: 398-2252).

In the event that a situation arises either on or off campus, that, in the judgment of the Director, constitutes and ongoing or continuing threat, a campus wide warning will be issued. Depending on the particular circumstances of the situation, the warning will be communicated personally to CALC staff and students. A notice may also be posted in the classrooms.

#### **Confidential Reporting:**

If you are the victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with

your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With your permission a designee can file a report on the details of the incident without revealing your identity. With such information, CALC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

### **Campus Access, Security and Law Enforcement:**

During business hours, CALC will be open to students, employees, contractors, guests and invitees. During non-business hours access to all facilities are limited to contractors, faculty and staff by key, if issued. CALC does not have any campus residences nor security personnel. Criminal incidents are referred to the local police.

The sale or illegal use of alcoholic beverages and drugs on campus is expressly prohibited. Both students and employees shall be subject to disciplinary action, up to and including dismissal, for violations of this policy.

Information regarding drug and alcohol abuse, sexual and criminal behaviors, offenses and penalties, and other topics are readily available in the Drug Abuse handbook.

### **Sex Offenses:**

In any instance of a reported sex offense, CALC personnel will at all times protect the privacy, dignity, and general well-being of the victim, as well as the rights of any accused offender. In instances where a sex offense has occurred, the victim should immediately report the incident to the local police department. When possible, a victim of a sexual assault should provide to the police department a physical description of the offender.

Who do you call and what do you do first?

- \* Get to a safe place.
- \* As soon as you feel safe, call 911. Stay on the line and insure the dispatcher knows where you are calling from.
- \* Do not shower, douche, or change or destroy your clothes.
- \* Do not tidy up.
- \* Try to preserve the evidence of this crime.
- \* Do seek medical attention immediately.

### **Registered Sex Offender Information:**

In accordance with the Jacob Wetterling Act, Megan's Law, and the Campus Sex Crimes Prevention Act of 2000, it is now mandatory that all registered sex offenders who attend, are employed, or volunteer at an institute of higher learning MUST report this information, as well as their residency information, to the local law enforcement agency having jurisdiction where the sex offender resides. (An institution of higher learning is defined as "a public or private community college, college, university, public or private trade school, vocational school, and/or occupational school".)

This law enforcement information concerning registered sex offenders is available through the Illinois State Sex Offenders Registry. This registry is located online at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

**Security Report**  
**CALC, Institute of Technology Main Campus, Alton, Illinois**  
**3-year period between January 1, 2006 – December 31, 2008**

	<b>Alton Campus</b>			<b>Adjacent Public Property</b>		
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Criminal Offenses</b>						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non Forcible	0	0	0	0	0	0
Robbery	0	0	0	1	1	1
Aggravated Assault	0	0	0	0	0	1
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	2	1
Arson	0	0	0	0	0	0
<b>Hate Offenses</b>						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0
<b>Arrests</b>						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	3	0	2
Liquor Law Violations	0	0	0	0	0	0
<b>Disciplinary Actions</b>						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	3
Liquor Law Violations	0	0	0	0	0	0

**Security Report**  
**CALC, Institute of Technology Extension Campus, Fairview Heights, Illinois**  
**3-year period between January 1, 2006 – December 31, 2008**

	<b>Fairview Campus</b>			<b>Adjacent Public Property</b>		
	<b>2007</b>	<b>2008</b>	<b>2008</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Criminal Offenses</b>						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1	0
Arson	0	0	0	0	0	0
<b>Hate Offenses</b>						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0
<b>Arrests</b>						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>Disciplinary Actions</b>						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	1	0

# *Security Lockdown/Shelter-In-Place Policy*

## **Objective**

The objective is to outline the systems, methods and behaviors needed to insure the protection and safety of student, staff and visitors to CALC, Institute of Technology, during a crisis or emergency.

## **Scope**

This policy applies to students, staff and all others who may be on the premises of CALC, Institute of Technology at the time an emergency or crisis is deemed to be in effect.

## **Policy**

### **Events (Interior Threat or Exterior Threat)**

Lockdown - Intruder, potential intruder, active shooter or threat inside or outside of building.

*Authority to Initiate:* staff, public, law enforcement, fire, and emergency manger.

*Immediate action:* Activate notification system; call 9-1-1

*Protective measures:*

- Check immediately adjacent halls for students
- Close and lock interior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Activate signaling system
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, director or designee.

Shelter-in-place - Hazardous material or chemical incident outside of building.

*Authority to Initiate:* Fire, law enforcement, emergency manager, staff, public

*Immediate Action:* Notification will come from emergency responder or administrator, activate notification system, call 9-1-1

*Protective measures:*

- Close and lock exterior doors and windows (NO entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, director or designee

## **Notification System**

A verbal alert is utilized when time is of the essence. "Plain language" will be used to activate lockdown/shelter-in-place policies. Using code words, color signals or unusual electronic alarms may cause confusion and loss of valuable time for substitute staff or building visitors who don't understand the type of emergency being announced.

**All Clear**

Instructors/staff are not to open any door or window under any circumstances until uniformed fire or law enforcement personnel, or a recognized principal or designee authorizes the “all clear”. Instructor/staff members may open a locked door to allow entry by a student only if they have a belief it is safe to do so for those students already inside. If during a lockdown situation an evacuation notification or fire alarm is activated, it is advisable to remain in lockdown mode unless there is a physical indication of a fire or other evacuation type hazard (i.e. smoke, strong chemical odor etc.). The staff person/instructor in charge of the lockdown room is to use their best judgment in these situations.

**Communications**

It is strongly urged that all instructors/staff keep a working cell phone on their person at all times. In times of emergency, additional orders, clarification of circumstances and aid to emergency personnel can quickly and easily be given. During an emergency private calls and calls to emergency personnel not of immediate dire consequences should not be made. Please leave your line clear for communications needed to immediately end the emergency or getting lockdown persons away from the scene.