ANNUAL SECURITY AND FIRE SAFETY REPORT

EFFECTIVE OCTOBER 1, 2015
Consumer Information

2015-16

2015 Security and Fire Safety Report

Campus Security

VanderCook College of Music aims to provide its students, faculty and staff with a safe and secure environment that fosters collegiality, research and scholarship. VanderCook’s buildings are protected by 24-hour magnetic swipe-card entry and closed-circuit camera systems. Guests are required to sign in with the receptionist during all hours when the buildings are open.

This report includes federally mandated statistics regarding certain categories of crime and safety for academic years 2012-13, 2013-14 and 2014-15 that were reported to have occurred on campus. It also includes federally mandated statistics for those years regarding reported fires in on-campus student housing facilities. These figures have been compiled from the safety and security reports filed by the Illinois Institute of Technology’s (IIT’s) Public Safety Department.

Any and all incidents that occur on VanderCook’s campus, or that involve VanderCook students in other locations on IIT’s campus, are reported to IIT Public Safety for collection in IIT’s annual safety and security reports. Copies of both VanderCook’s and IIT’s annual security reports and crime statistics are kept on file in the President’s Office at VanderCook and are available upon request. Copies of this report are distributed electronically to all students upon publication. Physical and electronic copies are presented to all new students and hires as they join the VanderCook community. Physical copies are available at various locations throughout the building during the entire year, and a PDF is available online at www.vandercook.edu/about/consumer_information.

In compliance with federal regulations, this report details statistics and policies for VanderCook College of Music. IIT Public Safety policies and procedures extend to VanderCook, which leases its buildings from IIT, and are applicable to VanderCook’s students, faculty and staff. The policies and procedures in this report that originate from IIT are indicated “Per IIT.” Specific VanderCook policies and procedures have been added where appropriate.

The VanderCook Campus

VanderCook College of Music is located in two buildings on the IIT campus. The main building is located at 3140 South Federal Street in Chicago. A second building is located at 3125 South Federal Street. In accordance with federal regulations, VanderCook’s campus is specifically defined as the two aforementioned buildings specified in the lease agreement with IIT.

All VanderCook students have full access to all amenities afforded to IIT students, including the residence and dining halls, library, gym and student center. All IIT amenities available to VanderCook students are located on IIT’s main campus.

Directly across from VanderCook’s 3140 South Federal Street building and adjacent to the 3125 South Federal Street building is Morton Park. Although part of the IIT campus, this park is open to the public.

Security Awareness and Crime Prevention

The focus of security is on prevention. Toward this end, VanderCook students, faculty and staff are made aware of crime prevention strategies through the following:

New student orientation – At the time of their first enrollment, all students are instructed in campus security procedures, accompanied by relevant printed materials. Common sense approaches to crime prevention, general safety policies and crime reporting are reviewed.

Crime prevention announcements and presentations – VanderCook faculty and staff make presentations and announcements pertaining to crime prevention on a periodic basis throughout the academic year.

Public notification – Instructions on crime reporting and IIT Public Safety phone numbers are posted throughout the school. In addition, VanderCook building hours are posted and enforced by IIT Public Safety officers and VanderCook personnel.

Enforcement – VanderCook’s buildings are inspected twice daily by IIT personnel. Both buildings and the entire campus are well-lit and patrolled 24 hours a day by IIT Public Safety. An electronic duress alarm system is strategically located throughout the campus. Escorts to cars and public transportation are provided by IIT Public Safety officers upon request.

IIT Public Safety Department (per IIT)

IIT’s Public Safety Department protects all students, faculty, staff, visitors, the general public and property at IIT’s campuses and locations, including VanderCook College of Music.
The duties of IIT Public Safety include, but are not limited to, rendering assistance in cases of an emergency, including, without limitation, fires and mandatory evacuations; responding to a request for service; conducting investigations when appropriate, including, without limitation, those related to a missing student, and/or as requested by the administration; aiding in quelling disturbances; and providing support for the escort service. IIT Public Safety also enforces all IIT rules and regulations, including, but not limited to, the proper use of buildings and facilities.

Operating 24 hours a day, 365 days a year, Public Safety may be reached at:

IIT Public Safety Department
Illinois Institute of Technology, Farr Hall
3300 South Michigan Avenue
Chicago, IL 60616

Emergency: 312.808.6363     Non-emergency: 312.808.6300
publicsafety@iit.edu

Patrols and Other Activities (per IIT)

IIT Public Safety performs the following activities to detect and deter crime for the safety and security of the IIT community:

Public Safety Patrols – Uniformed Public Safety officers continually patrol all IIT-owned buildings, parking areas and campus grounds via foot, bicycles and patrol vehicles to deter crime. When necessary, IIT Public Safety will identify and detain persons unlawfully or illegally in the buildings or on university grounds.

Electronic Alarm Systems – IIT Public Safety monitors a comprehensive network of intrusion, fire, motion, tamper and duress alarm systems at all of its campuses.

Escort Services – An IIT Public Safety officer will provide an escort to a car, campus residence or other on-campus destination. Escort services will utilize both motor, bicycle and foot patrol officers. Except in limited circumstances, this service is not provided to off-campus locations other than Mercy Hospital, Northwestern Memorial Hospital, and the Red and Green Line CTA train stations directly adjacent to campus.

Emergency Telephones – Emergency phones located throughout the main campus provide for direct communication with IIT Public Safety.

IIT Public Safety and Local Law Enforcement (per IIT)

IIT Public Safety maintains direct contact with the Chicago Police Department (CPD) and all appropriate authorities of the U.S. and Illinois criminal justice systems. Support from these departments can be obtained immediately. Regular communications and/or meetings are held with these agencies on both formal and informal bases. Crime-related reports, statistics and crime-fighting strategies, as well as fire safety procedures and emergency preparedness planning, are exchanged routinely.

Because IIT’s main campus (including VanderCook’s campus) is considered an “open campus,” CPD includes the campus and all buildings as part of its normal patrol and emergency response obligation. CPD also provides assistance and support to IIT Public Safety as requested. Although Public Safety investigates all incidents on behalf of IIT (and VanderCook) for university-related purposes, all criminal incidents and arrests made on university property are investigated and processed by the respective police agency. No written operational memoranda of understanding for the investigations of crimes exist between these policing agencies and Public Safety. IIT Public Safety has the common-law authority to detain and investigate persons who commit crimes on campus. It then transfers the detained persons to local law enforcement. Local law enforcement is also the source of information on registered sex offenders located in the vicinity of IIT’s main campus (including VanderCook’s campus). This information can be found online at http://sexoffender.chicagopolice.org.

Timely Warnings

Through its own efforts and by continuously monitoring CPD’s radio traffic and reaching out to other applicable police departments, IIT Public Safety is aware of crimes, including, but not limited to, robberies, assaults, attacks and sex offenses and other emergencies in and around the campuses that may threaten the IIT community, including VanderCook. When circumstances are appropriate, IIT Public Safety notifies the IIT community by coordinating with IIT’s Office of Marketing and Communications as well as the President’s Office at VanderCook. Communications may occur via any or all of the following media: IIT’s website, email and/or voice mail systems; “IIT Alert” instant messaging; special bulletins; and/or campus publications such as “IIT Today” and “TechNews.”
VanderCook disseminates such notifications to its students, faculty and staff through methods including, but not limited to, email communications from the President’s Office, text alerts, physical notices posted throughout the building, announcements in weekly all-student assemblies, and impromptu all-school meetings when appropriate.

**Reporting Campus Crime**

Should any member of the VanderCook community become victim of a crime, or aware of a fire, security or emergency situation, they should report it immediately to both VanderCook administration and IIT Public Safety, regardless of how small the incident may seem. Any suspicious person or activity should always be reported immediately to VanderCook administration and IIT Public Safety.

Reports should be made to IIT Public Safety at:

- Emergency: 312.808.6363
- Non-emergency: 312.808.6300

In addition, students, employees and guests should always call 911 in the event of an emergency.

The following VanderCook individuals should be the first points of contact when reporting any crime, fire, security concern, missing student or suspicious person/activity:

- Dr. Charles T. Menghini, President: 312.788.1129 or 312.771.1953 (cell)
- Ms. Cindy Tovar, President’s Assistant: 312.788.1122 or 773.972.6408 (cell)
- Dr. Robert L. Sinclair, Interim Graduate Dean: 312.788.1144 or 773.636.1396 (cell)
- Ms. Stacey L. Dolan, Undergraduate Dean: 312.788.1147 or 630.400.1416 (cell)
- Dr. Bonnie Campbell, Director of Applied Studies: 312.788.1155

Upon notice of such activity, the IIT Public Safety Command Center will dispatch Public Safety personnel to the incident scene to investigate the matter and take appropriate action. All calls or requests are documented and, when appropriate, recorded on an incident report.

**Anonymous Reporting**

VanderCook College of Music respects the wishes of victims or witnesses to report crimes, incidents or concerns on a voluntary, anonymous basis but encourages individuals who report crime to provide identifying information. All safety and security reports received by VanderCook, regardless of the reporting party’s disclosure of identity or wish to remain anonymous, are reported to IIT Public Safety.

**Daily Crime Log (per IIT)**

The President’s Office at VanderCook receives a copy of all crime logs related to the VanderCook/IIT community. IIT Public Safety maintains statistics on crimes and other incidents occurring on IIT’s campuses. Representatives of IIT Public Safety are available to discuss crime statistics and to answer questions about security on campus.

IIT Public Safety compiles these statistics and shares them with the university community in ways that include, but are not limited to:

- **Incident Report** – A record that documents pertinent information for each reported incident.
- **Incident Summary Report** – A daily synopsis describing incident activity over the previous 24-hour period. This report is available for public viewing in the IIT Public Safety Department office.
- **“IIT Today”** – A daily newsletter distributed campus-wide that can include alerts and other crime-related information when appropriate.
- **“TechNews”** – The student newspaper, which may publish at its discretion a “police blotter” summarizing criminal incidents from the recent past.
- **Monthly Incident Summary** – A monthly summary of all incidents reported to IIT Public Safety is prepared and distributed upon request.
- **Crime Log** – A record of reported incidents is kept for the most recent 60-day period and is open to the public at the IIT Public Safety Office during normal business hours, 8:00 a.m. to 5:00 p.m. A request to see reported incidents older than 60 days will be met within two business days.
- **Campus Security Report** – A comprehensive annual report of crime-related information and statistics is compiled, published and distributed to current and prospective students and employees. IIT Public Safety compiles the sta-
tistics from its own incident reports, from Campus Security Authorities and from local law enforcement. The most current version of the Campus Security Report is available online at http://www.iit.edu/general_counsel/pdfs/campus_security_report.pdf. A physical copy can be obtained at the IIT Public Safety Dispatch Center, located in Farr Hall, 3300 South Michigan Avenue.

Campus Crime Statistics

IIT Public Safety maintains overall IIT campus statistics, which include VanderCook College of Music, and tracks all incidents involving VanderCook students or occurring on VanderCook’s campus separately. Statistics for both VanderCook and IIT’s main campuses are included in this report.

For the purposes of this report, VanderCook’s campus is defined as the 3140 South Federal Street and 3125 South Federal Street buildings, as well as the geographic area immediately contiguous to those buildings. The following statistics reflect incidents occurring on VanderCook’s campus only. Statistics for IIT’s main campus, on which VanderCook is located, can be found online at http://www.iit.edu/public_safety/resources.shtml.

<table>
<thead>
<tr>
<th>Reported Crimes</th>
<th>2014</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal homicide, including murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>non-negligent manslaughter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses, including forcible and non-forcible offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence *</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Dating Violence *</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Sexual Assault *</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Stalking *</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
</tbody>
</table>

* Per the Violence Against Women Reauthorization Act of 2013 (VAWA), statistics for incidents of domestic violence, dating violence, sexual assault and stalking are required to be collected and reported beginning with the 2013 academic year. Consequently, statistics are not available for 2012.

Liquor, Drug and Weapons Violations

<table>
<thead>
<tr>
<th>2014</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal weapon(s) possession</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Crimes by Location

Federal law requires VanderCook to report a subset of its crime statistics categorized by location of occurrence. VanderCook’s locations for this report are defined as the following:

On Campus – Per VanderCook’s lease agreement with IIT, the 3140 South Federal Street and 3125 South Federal Street buildings constitute VanderCook’s campus. VanderCook does not lease or own any additional buildings or structures.

Public Property – Streets, sidewalks and thoroughfares within VanderCook’s campus or immediately adjacent to and accessible from the campus.

<table>
<thead>
<tr>
<th>2014</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported Crimes</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Criminal homicide, including murder and non-negligent manslaughter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### 2015 Security and Fire Safety Report

#### Sex offenses, including forcible and non-forcible offenses
- Robbery: 0
- Aggravated Assault: 0
- Burglary: 0
- Motor Vehicle Theft: 0
- Arson: 0
- Domestic Violence: 0
- Dating Violence: 0
- Sexual Assault: 0
- Stalking: 0

#### Arrests
- On Campus Public Property: 0
- Liquor law violations: 0
- Drug law violations: 0
- Illegal weapon(s) possession: 0

#### Disciplinary Referrals
- On Campus Public Property: 0
- Liquor law violations: 0
- Drug law violations: 0
- Illegal weapon(s) possession: 0

### 2013
#### Reported Crimes
- Criminal homicide, including murder and non-negligent manslaughter: 0
- Negligent manslaughter: 0
- Sex offenses, including forcible and non-forcible offenses: 0
- Robbery: 0
- Aggravated Assault: 0
- Burglary: 1
- Motor Vehicle Theft: 0
- Arson: 0

#### Arrests
- On Campus Public Property: 0
- Liquor law violations: 0
- Drug law violations: 0
- Illegal weapon(s) possession: 0

#### Disciplinary Referrals
- On Campus Public Property: 0
- Liquor law violations: 0
- Drug law violations: 0
- Illegal weapon(s) possession: 0

### 2012
#### Reported Crimes
- Criminal homicide, including murder and non-negligent manslaughter: 0
- Negligent manslaughter: 0
- Sex offenses, including forcible and non-forcible offenses: 0
- Robbery: 0
- Aggravated Assault: 0
### Hate Crimes

Federal law requires universities to report the incidence of hate crimes on their campuses. To this end, universities must separately identify which of certain crimes reported in the above charts involve victims who were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation or disability.

Since 2008, universities have been required to so identify and report any criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson or any crime involving bodily injury that qualifies as a hate crime. Any larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that qualifies as a hate crime must also be identified and reported.

For the reporting periods indicated in this report, VanderCook did not have any incidents of larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or crimes involving bodily injury that qualified as a hate crime.

### Fire Safety

Federal law requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics for residential facilities. The following public disclosure report details all information required by this law as it relates to VanderCook College of Music.

In general, all campus buildings are inspected by IIT staff at least once per academic term, and have fire extinguishers and posted evacuation maps. All batteries for battery-operated devices are changed twice per year. Fire extinguishers are tested annually by a contracted company and checked monthly by IIT staff. Fire alarm devices and systems are checked annually by a contracted fire protection company.

#### 3140 & 3125 South Federal Street (VanderCook's Buildings)

**Fire Safety System**

Siemens Fire Alarm Systems are in place with common-area smoke and heat detectors, pull stations and audio-visual devices. The systems are monitored by IIT Public Safety, which immediately contacts the Chicago Fire Department when an alarm is activated. Individual dwelling units have stand-alone, A/C-powered smoke detectors. Both buildings are equipped with central fire alarm systems and fire extinguishers. In addition, the 3125 building is fully equipped with a sprinkler system.

**Fire Safety Drills**

Fire safety drills at VanderCook College of Music occur each semester and are administered by IIT Public Safety in conjunction with IIT’s building facilities manager and building monitor. IIT’s Department of Facilities and Maintenance Management is responsible for coordinating, managing and documenting all fire drills on campus.

VanderCook can report that for calendar year 2014, at least one fire drill was conducted during the spring 2014 and fall 2014 semesters. All fire drills are conducted using VanderCook’s Evacuation Procedures (detailed below) as the procedure for evacuating the building.

#### On-Campus Residence Halls (per IIT)

**Fire Safety System**

McCormick Student Village (MSV) (which includes MSV Main Building at 3241 South Wabash; Lewis Hall at 70 East 33rd Street; Graduate Hall at 70 East 33rd Street; East Hall at 71 East 32nd Street; Fowler Hall at 3241 South Wabash; South Hall at 71 East 32nd Street; and North Hall at 71 East 32nd Street):
A fire alarm system is in place with common-area audio-visual devices, smoke detectors and pull stations. The system is monitored by a private monitoring company that immediately calls the Chicago Fire Department when an alarm is activated and then contacts IIT Public Safety. Individual dwelling units have stand-alone battery-operated smoke detectors. MSV Main and Fowler Hall are equipped with sprinklers and a fire pump. The rest of the building is not equipped with sprinklers, hose cabinets or a fire pump.

State Street Village (SSV) (which includes SSV North at 3303 South State Street; SSV Middle at 3333 South State Street; and SSV South at 3353 South State Street):

A fire alarm system is in place with common-area smoke and heat detectors, pull stations and audio-visual devices. The system is monitored by IIT Public Safety, which immediately contacts the Chicago Fire Department when an alarm is activated. Individual dwelling units have stand-alone, A/C-powered smoke detectors. The building is equipped with sprinklers, hose cabinets and a fire pump.

Fraternities: All fraternity houses are privately (non-university) managed. They all have stand-alone smoke detectors, fire extinguishers and kitchen exhaust fire suppression systems, except as noted below. None of the fraternity houses have sprinkler systems, hose cabinets or fire pumps. All fraternity buildings have posted evacuation maps. Each chapter designates their own rules for portable electrical appliances, smoking and open flames. All national organizations require their members to be trained on fire safety at least once per year. In the event of a fire, fraternity members are expected to call 911, IIT Public Safety and IIT’s Office of Campus Life.

The IIT Office of Campus Life inspects each fraternity twice per year. These inspections include:
- Fire extinguishers on each floor
- Fire extinguishers in kitchen and laundry rooms
- Fire extinguishers have current inspection tags
- Working smoke detector in each room
- Current inspection sticker on cooking suppression systems
- Hood inspection
- Evacuation maps posted in each room
- Exits free from obstructions
- Fire lanes clear
- Exit signs illuminated

On-Campus Residence Fire Safety Drills
IIT’s policy on fire drills requires at least one fire drill during both the fall and spring semesters in all on-campus student housing residences. A “fire drill” is defined as a supervised practice of mandatory evacuation of a building for a fire, in both the fall and spring semesters. IIT’s Department of Facilities and Maintenance Management has responsibility for coordinating, managing and documenting all fire drills on campus. IIT can report that for calendar year 2014, at least one fire drill took place at each on-campus student housing residence, including fraternity and sorority houses, during the spring 2014 and fall 2014 semesters.

Policies on Portable Electronic Appliances, Smoking and Open Flames
The following is a summary of IIT’s policies related to the foregoing matters as applicable to on-campus student housing facilities, including sorority houses but not fraternity houses, which are privately (non-university) managed. Fraternity houses are not bound to follow IIT’s policies; each chapter designates its own rules for portable electrical appliances, smoking and open flames.

Portable Electronic Devices
- Radios, personal computers, coffee makers, stereos, television sets, clocks, fans, irons, refrigerators and personal grooming equipment are the only electrical appliances allowed in the residence hall rooms without special permission.
- Residents cannot remove the existing window covering, nor install their own.
- Stand-alone microwave ovens, rice cookers, hot plates, toasters, toaster ovens, halogen lamps and any other appliance with an exposed heating element are prohibited and should not be used. However, stand-alone microwave ovens, rice cookers, hot plates, toasters and toaster ovens are allowed in units that have kitchens, provided that such devices are installed and used only therein.
- Five-light multi-colored floor lamps are prohibited.
- Amplifiers, holiday and twinkle light strands are prohibited.
• Cooking must occur only in designated areas. For units that do not have kitchens, kitchens are provided in designated areas in facility for resident use.

Open Flames, Including Candles and Incense
Any open flame, including, but not limited to, burning substances, propellants, candles, incense, charcoal, potpourri pots that use candles, and any similar objects are strictly prohibited.

Smoking
Smoking is not permitted in on-campus housing facilities, except for units located in the graduate apartments.

Campus Housing Evacuation Procedures
The following is a summary of IIT policies and procedures relevant to evacuation of an on-campus student housing facility.

General
All residents are expected to familiarize themselves with the locations of all exits and fire-fighting equipment. The City of Chicago Fire Code requires that all stairwell fire doors at the end of each corridor be kept closed at all times for maximum protection. Accordingly, these doors should never be propped open; residents will be penalized for improper use of the “emergency only” exits.

Tampering with the fire alarm system, fire safety equipment, fire-fighting equipment or pulling a false fire alarm is not only a violation of law but also a violation of IIT’s Code of Conduct. Any student found to have engaged in such tampering is subject to discipline. In addition, any student found responsible for such tampering or causing a false fire alarm will be fined a minimum of $500 per occurrence. If a resident witnesses anyone tampering with the fire alarm equipment, he or she is expected to notify his or her Resident Advisor.

It is the responsibility of each resident, guest and visitor in the residence to vacate the residence halls during a fire alarm. Resident Advisors and other Residence Life staff members will assist IIT Public Safety personnel with evacuation and crowd control during a fire alarm. Failure to vacate the building may result in disciplinary action, fines and/or termination of a resident’s Housing Services Contract. Residents are expected to not block stairways or hallways.

Procedures to be Followed if a Fire is Suspected:
• Sound the building fire alarm by pulling one of the pull stations located in the hallways.
• Leave the building immediately!
• If the alarm fails to operate, warn the other occupants by knocking on doors and shouting a warning as you evacuate the building. If the fire is in a room, try to close the door to slow the spread of smoke and heat, but do not take any unnecessary personal risks.
• Call IIT Public Safety upon exiting the building.
• Give the exact location of the fire. DO NOT assume that someone else has called.

Procedures to be Followed in the Event of an Actual Fire:
• Keep low to the floor if smoke is in your room.
• Before opening the door, feel the doorknob. If the knob is hot, brace yourself against the door and open it slightly, as fire can create enough pressure to push open a door if it is not held firmly.
• If you cannot leave your room, turn on your lights and open the drapes and windows to your room. The open windows will allow smoke to escape and let fresh air in; the lights will let people know someone is in the room.
• Seal cracks around the door with towels or bed linens to keep out smoke. To attract attention, if you are trapped, remove your screen and wave an object out the window, such as a sheet, jacket, shirt or anything that would be noticed. Shout for help. DO NOT jump from or climb out of an upper story window.
• If you can leave your room, close all doors behind you as you exit. This will hinder the spread of smoke and lessen damage.
• Go to the nearest exit or stairway.
• If the nearest exit is blocked by smoke, heat or fire, go to an alternate exit.
• If all exits on the floor are blocked, go back to your room, close the door, open the windows and follow the procedures described above.
• After leaving the building, stand clear of the doors. Emergency apparatus and personnel will need access in and around the building. Follow all directions of fire, police, IIT Public Safety and Office of Residence and Greek Life personnel.
Fire Safety Training
In addition to general fire safety instructions that are provided by IIT’s Office of Residence and Greek Life during move-in periods and periodic fire drills, IIT maintains two ongoing fire safety training programs, which are described below.

IIT requests all students, faculty and staff review the Fire Safety Instructional Video, which is available to members of the VanderCook community through the IIT Fire and Life Safety Policy, available on the safety page of IIT’s website at http://www.iit.edu/general_counsel/pdfs/fire_life.pdf.

Fire Reporting Structure
The level of reporting is based on the severity of the fire. As a preliminary matter, all fires are to be reported to IIT’s Director of Facilities and Maintenance Management (312.567.8992), who is the individual responsible for maintaining IIT’s Fire Log and works in IIT’s Department of Facilities and Maintenance Management. In addition, small fires that were easily contained and extinguished should also be reported to IIT’s Director of Residential Operations and Administration (312.567.3776). More significant fires that may cause damage to property or injury should be reported to IIT Public Safety (312.808.6363) and the Director of Residential Operations and Administration.

Future Plans for Fire Safety Improvements
IIT is currently investigating the possibility of upgrading and adding fire alarms systems and devices and installing sprinkler system and fire pumps across its on-campus student housing facilities. These upgrades and additions will be made as funds become available.

Emergency Response and Evacuation Procedures
The objective of the Emergency Evacuation Plan is to ensure that all building occupants evacuate the building properly and safely in the event of a fire or any other type of emergency. Most fires involve only one area within the building and usually only require the evacuation of affected floor as well the floor above and floor below. The alarm system can be triggered in the whole building or isolated to specific floors. In the event of a full-building evacuation, the floor with the emergency will be evacuated first, followed by the floor below and floor above, then evacuating upward from the lower most floor. This enables an orderly evacuation without clogging the stairwells.

Maps and evacuation plans for VanderCook’s buildings are located at the end of this report.

An Emergency Response Team (ERT) will ensure an appropriate response in the event of an emergency. This team is comprised of trained personnel who will ensure the safety of building occupants and minimize property damage. There are five (5) primary positions on the Emergency Response Team as follows:

1. Building Monitor – Cindy Tovar
2. Floor Captain(s) – Robert Sinclair, Peter Berghoff
3. Searcher(s) – Patrick Benson, Justin Kvedaras (3125), Rob DeLand
4. Stairwell Monitor(s) – Stacey L. Dolan, Jeffrey Sadowski
5. Elevator Monitor(s) – James Yakas

The Emergency Response Team will work to evacuate the building until the arrival of the Chicago Fire Department (CFD). CFD will take over the evacuation, with the assistance of IIT Public Safety, and are responsible for alerting building occupants of an emergency, keeping anyone from entering the building, operating the fire alarm system, operating the elevator system and determining when or if the building is safe to re-enter.

VanderCook’s ERT Building Monitors are familiar with all aspects of VanderCook’s Emergency Response and Evacuation Plan and are available to assist in all emergencies that may occur on campus. Each academic and administrative building has been assigned a Building Monitor. Each Building Monitor is responsible for the following:

- Knowing the entire building layout and the various escape routes.
- Knowing the locations of and how to operate a fire extinguisher.
- Knowing hazardous areas to be avoided during an evacuation.
- Inspecting and securing stairwells during an evacuation.
- Maintaining order and preventing panic during an evacuation.
- Directing and assisting Floor Monitors during an evacuation.

Building Monitors are expected to participate in Life Safety training and evacuation drills, attend Life Safety meetings, and distribute Life Safety education information as required. The Building Monitors are current VanderCook staff.
members who have volunteered to act in this capacity and meet regularly as a committee under the direction of IIT’s Director of Facilities and Maintenance Management.

A Floor Captain’s main responsibility is to search and secure his or her designated area or floor in the event of a fire. They are also expected to know all aspects of VanderCook’s Emergency Response and Evacuation Plan, participate in Life Safety training and evacuation drills, occasionally attend scheduled Life Safety meetings, and distribute Life Safety information as required. Floor Captains are responsible for:

- Informally inspecting work areas for fire hazards or unsafe conditions and reporting infractions to the IIT Department of Facilities and Maintenance Management as well as IIT Public Safety.
- Assuming responsibility for notifying everyone on their floor in the event of a fire or emergency evacuation.
- Educating their co-workers on evacuation routes and emergency plans.
- Reviewing procedures periodically to ensure new employees know how to evacuate.
- Providing assistance for disabled individuals, if necessary, during an evacuation.
- Directing occupants away from elevators and towards the nearest stairwell to evacuate the building and proceed to the designated safety area.
- Checking conference rooms, lavatories and storage areas for employees or visitors who may not have heard the evacuation announcement.
- Keeping people from returning to their floors before the “all clear” signal.
- Verifying with each searcher that their areas are accounted for.

ERT Floor Monitors should be full-time IIT staff employees and be assigned one alternate in the event of an absence.

Missing Student Notification

VanderCook requests emergency information from students at the beginning of each semester. The information is voluntarily submitted and includes a local address, cell phone number and medical information, as well as parent/guardian information and contact numbers. This information is kept in the President’s Office, to be used only in case of an emergency.

Any member of the IIT/VanderCook community or parents of current students may contact either entity to report a missing student, regardless of whether or not the student lives in an on-campus student housing facility. Unless circumstances warrant immediate notification, this notification should occur at least 24 hours after a student is suspected of being missing. If IIT Public Safety is notified first, it will take a detailed report from the individual(s) reporting the missing student. IIT Public Safety will then make immediate notification to the President’s Office of VanderCook. Once VanderCook has been notified, either by the initial reporter or IIT Public Safety, deans and faculty are alerted.

After the initial notification has been made, IIT Public Safety, with the assistance and cooperation of the President’s Office, will take steps, as appropriate under the circumstances, to investigate the report of the missing student. Components may include any or all of the following activities: (i) a search of all on-campus student housing facilities; (ii) interviewing other students who know the missing students to try to discover further information; (iii) making contact with the student’s instructors to verify days of attendance in their classes; and/or (iv) a search of all other campus buildings.

Unless it has been determined that the student in question is in fact not missing, IIT Public Safety will, within 24 hours of a formal determination that he or she is in fact missing, notify the applicable local law enforcement agency. Furthermore, if the student reported missing is less than 18 years of age and not emancipated, IIT will notify his or her custodial parent or guardian within the foregoing time frame. IIT is required to make these notifications under federal law.

As required by federal law, each student has the option to register a confidential contact person who should be contacted in the event the student is reported missing. Only authorized campus officials and, upon their request, law enforcement officers in furtherance of a missing person investigation will have access to this information. An authorized IIT official will notify the student’s registered confidential contact person within 24 hours of a formal determination by either IIT Public Safety or local law enforcement agency that he or she is in fact missing.
Student Conduct

VanderCook students are subject to all VanderCook rules, regulations and designated disciplinary procedures and sanctions for conduct that occurs on school premises, at a college activity, program, function or sponsored event, in or near the off-campus residence of any VanderCook students, in other designated off-campus locations subject to IIT Public Safety jurisdiction, and wherever the conduct has a real and substantial connection to VanderCook. Students, groups of students and student organizations are expected to comply with VanderCook Candidate Conduct (as outlined in the College Catalog); other VanderCook rules, regulations and policies; and federal, state and local laws and ordinances. Alleged incidents of misconduct are generally resolved either by the respective dean or through the formal student conduct procedures as outlined in the College Catalog.

It is incumbent upon the college to investigate and determine appropriate steps to end harassment. A formal or informal process, as outlined in the College Catalog, may be followed. Such steps may include directions for cessation of contact between the involved parties, required counseling, loss of scholarship or work study, a formal letter of warning, loss of VanderCook employment/apprenticeship, suspension or expulsion from VanderCook, issuance of restraining order(s), or other actions deemed necessary after consultation with appropriate authorities. All victims of violent crimes or non-forcible sex offense can request, in writing, a report of disciplinary actions taken by the college. In the event the victim is deceased, the next of kin can also request a disciplinary report.

Drug and Alcohol Violation Policies

VanderCook students are subject to the laws of the state of Illinois. Persons under the age of 21 are prohibited from drinking alcoholic beverages in the state of Illinois. Inappropriate on-campus behavior such as disorderly conduct, intoxication or harassment is considered a violation of VanderCook Candidate Conduct (as outlined in the College Catalog) and will result in appropriate penalties.

All students should review and must adhere to the college’s Drug and Alcohol Abuse Prevention Policy. This can be found below, as well as in the College Catalog and Student Handbook. Consumption of alcohol and/or possession of open containers of alcohol are prohibited on college property, whether in college buildings or on college grounds. Should a violation occur, college administration will be notified, as well as campus security and local law enforcement as appropriate.

Drug and Alcohol Abuse Prevention

VanderCook is committed to preventing the use of illicit drugs and abuse of alcohol by members of the college community. In accordance with this commitment, and in compliance with the Drug Free Schools and Campuses Act of 1989, this policy affirms the college's goal to maintain an environment that is free of illegal usage of drugs and alcohol. All students are expected to comply with the policy.

Students who are receiving Title IV grants, loans or Federal Work Study and are convicted of a drug offense while enrolled at VanderCook will risk the loss of those funds. Details of this policy are available on VanderCook’s website as well as the U.S. Department of Education’s website.

Health Risks

Individuals who use illegal drugs or abuse alcohol risk adverse physical and psychological effects. In general, such individuals may suffer from illnesses and are less productive, less reliable, and more prone to accidents and absenteeism. Ingestion of drugs or alcohol during pregnancy may cause harm to the fetus. More specific explanations of the possible health effects of certain types of drugs are available in the IIT Student Health and Wellness Center.

Counseling

VanderCook has a comprehensive drug-free awareness program to inform students about the dangers of drug and alcohol use, and to assist them in obtaining counseling and treatment. The IIT Counseling Center is open to all VanderCook students for counseling and/or referral for treatment. The center provides educational programs for students (including forums, dissemination of educational materials, and awareness periods (e.g., Alcohol Awareness Week)) and other programs and publications as needed. Students are encouraged to contact their academic dean or IIT Counseling Services for information or assistance. If you suspect a fellow student is involved in illegal drug or alcohol use, encourage him or her to seek assistance from the appropriate office.

College Sanctions

Any student found in violation of this policy is subject to disciplinary action in accordance with VanderCook Candidate Conduct (as outlined in the College Catalog). Sanctions will depend upon the severity of the infraction, if personal injury is involved, if property damage occurs, whether the student is a repeat offender, or if the college’s learning environment is compromised.
Any party violating this policy for the first time will be required to meet with the dean of their academic program or VanderCook's Standards Committee. Students may also be subject to prosecution where appropriate. Questions, reports of violations, complaints or appeals regarding the policy should be directed to the appropriate dean.

Legal sanctions
Illinois law prohibits the unlawful manufacture, possession, use or distribution of marijuana and controlled substances, including narcotics, barbiturates and cocaine. Violation of state law may result in arrest and conviction. An individual so convicted may be fined and/or imprisoned in accordance with Illinois law. Such a conviction may prohibit the student from completing the degree program and receiving licensure to teach.

The sale or distribution of alcohol or possession by persons under the age of 21 is also prohibited under state law. Anyone who violates this law may be charged and punished accordingly.

Smoking Policy
VanderCook is subject to the Illinois Clean Indoor Air Act and Chicago Clean Indoor Air Ordinance, which stipulates that smoking is banned in all enclosed public places and places of employment as well as student dormitories. On VanderCook and IIT campuses, these places include:

- Public places
- Within 15 feet of the entrance to enclosed public places
- All enclosed workplaces
- State Street Village and McCormick Student Village
- All restaurants and bar areas
- Public restrooms, lobbies, reception areas, hallways and other common use areas in public buildings, apartment buildings and condominium buildings
- Recreational areas including enclosed sports arenas, stadiums, swimming pools, ice and roller rinks, arcades and bowling alleys

In order to comply with the ordinance, VanderCook prohibits smoking in all of the locations listed above, and requires students, faculty, employees and guests wishing to smoke to adhere to the ordinance and smoke at least 15 feet away from the entrance to any building.

Smoking is permitted in the private areas of IIT apartments unless an area has been designated as non-smoking. Smoking is prohibited in all areas of the residence halls. Violations of this policy should be reported to the appropriate academic dean.
Evacuation Plan:

Areas in **blue** will exit the building using Fire Exit A in Room 100.

Areas in **orange** will exit the building using Fire Exit B in Room 130.

Areas in **green** will exit the building using the front entrance.

Floor monitors are designated on each floor to their designated section of the building. In addition, an elevator monitor is stationed by the elevator to direct people to staircases. An assigned building monitor will monitor the situation and report to IIT Public Safety.

All evacuated personnel will proceed to the meeting area located directly across from the building in Morton Park.
Areas in green indicate evacuation routes. Floor monitors are designated on each floor to their designated section of the building. In addition, an elevator monitor is stationed by the elevator to direct people to staircases. An assigned building monitor will monitor the situation and report to IIT Public Safety. All evacuated personnel will proceed to the meeting area adjacent to the building in Morton Park.
Consumer Information

Tuition and Fees for the 2015–16 Academic Year

Undergraduate Program
Tuition: $24,700
Mandatory fees: $1,600

Graduate Degree Program
Tuition: $6,120 (assumes 12 credit hours per semester)
Mandatory fees: $625

Master of Music Education and Certification Option
Tuition: $6,120 (assumes 12 credit hours for fall, spring and summer semesters)
Mandatory fees: $625

Teacher Certification Entitlement Program
Tuition: $24,700 (assumes 12 credit hours per semester)
Mandatory fees: $1,600

Room and board: $11,516 (assumes a two-student room in the dormitory at IIT with a 19-meal plan)

Undergraduate Retention and Graduation Rates
VanderCook’s retention rate is the percentage of first-time degree-seeking students who re-enroll the following year. For the cohort of students who entered VanderCook as first-time students in 2014, 80% returned in 2015.

Of the undergraduates who entered VanderCook as first-time degree-seeking in 2009, 45% graduated within the normal program completion time (four years), 61% graduated within five years, 68% graduated within six years. (Please note: VanderCook is a specialized institution, offering only one choice of major. Any student whose career focus changes must transfer to another school.)

Additional consumer information, as required by the Higher Education Opportunity Act of 2008 (HEOA), as well as a downloadable PDF of this report, is available on VanderCook’s website at http://www.vandercook.edu/about/consumer-information.