ANNUAL SECURITY & FIRE SAFETY REPORT

EFFECTIVE OCTOBER 1, 2018
**2018 Security & 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 2015–16, 2016-17 and 2017-18 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](http://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, 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 & 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
publicsafety@iit.edu
Emergency: 312.808.6363   Non-emergency: 312.808.6300

**Patrols & 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 & 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](http://sexoffender.chicagopolice.org). In addition, Illinois State Police provides an online searchable database of sex offenders required to register in the state, which is updated daily. It is available at [https://www.isp.state.il.us/sor](https://www.isp.state.il.us/sor).

**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. Roseanne Rosenthal, President: 312.788.1152
- Ms. Cindy Tovar, Director of Admissions: 312.788.1122 or 773.972.6408 (cell)
- Dr. Robert L. Sinclair, 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 statistics 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://web.iit.edu/sites/web/files/departments/general-counsel/pdfs/campus_security_report.pdf](http://web.iit.edu/sites/web/files/departments/general-counsel/pdfs/campus_security_report.pdf). A physical copy can be obtained at the IIT Public Safety Dispatch Center, located in Farr Hall at 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.

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://web.iit.edu/sites/web/files/departments/general-counsel/pdfs/campus_security_report.pdf](http://web.iit.edu/sites/web/files/departments/general-counsel/pdfs/campus_security_report.pdf).

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<th>Reported Crimes</th>
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Liquor, Drug & Weapons Violations
- Liquor law violations: 0, 0, 0
- Drug law violations: 0, 0, 0
- Illegal weapon(s) possession: 0, 0, 0

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.

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## 2018 Security & Fire Safety Report

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Disciplinary Referrals

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**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 and 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 2017, at least one fire drill was conducted during the spring and fall 2017 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 contacts 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 2017, at least one fire drill took place at each on-campus student housing residence, including fraternity and sorority houses, during the spring and fall 2017 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.
Evacuation Plan:
Areas in **blue** will exit the building using fire exit A located in room 100.
Areas in **orange** will exit the building using fire exit B located in room 130.
Areas in **green** will exit the building using the front door.

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

All evacuated areas will proceed to the meeting station located in front of the construction mock-up site.
Evacuation Plan:
Areas in **blue** will exit the building using the Quinlan Hall exit.
Areas in **orange** will exit the building using the East Emergency exit.
Areas in **green** will exit the building using the front door.

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

All evacuated areas will proceed to the meeting station located in front of the construction mock up site.
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. 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 & 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 in the center spread 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 six (6) primary positions on each floor’s Emergency Response Team, as follows:

3140 1st Fl.  Floor Monitor (Warden)  Cindy Tovar
3140 1st Fl.  Asst. Floor Monitor (Asst. Warden)  Stephanie Lopez
3140 1st Fl.  Searcher  Patrick Benson
3140 1st Fl.  Stairwell Monitor  Ruth Rhodes
3140 1st Fl.  Elevator Monitor  Bonnie Campbell
3140 1st Fl.  Person with Disabilities Aide (buddy)  Rob DeLand
3140 2nd Fl.  Floor Monitor (Warden)  Gregor Meyer
3140 2nd Fl.  Asst. Floor Monitor (Asst. Warden)  Monica Soto
3140 2nd Fl.  Searcher  Stacey L. Dolan
3140 2nd Fl.  Stairwell Monitor  David Eccles
3140 2nd Fl.  Elevator Monitor  Jim Yakas
3140 2nd Fl.  Person with Disabilities Aide (buddy)  Dr. Robert Sinclair
3125 1st Fl.  Floor Monitors (Wardens)  Dr. I-Hsuan Tsai, Dr. Yu-Sui Hung, Tony Kidonakis
3125 1st Fl.  Asst. Floor Monitor (Asst. Warden)  Ruti Abramovitch
3125 1st Fl.  Searchers  Patrick Benson, Rob DeLand
3125 1st Fl.  Stairwell Monitor  Dr. Yu-Sui Hung
3125 1st Fl.  Elevator Monitors  Dr. I-Hsuan Tsai, Dr. Yu-Sui Hung, Tony Kidonakis
3125 1st Fl.  Person with Disabilities Aide (buddy)  I-Hsuan Tsai
3125 2nd Fl.  Floor Monitors (Wardens)  Dr. I-Hsuan Tsai, Dr. Yu-Sui Hung, Tony Kidonakis
3125 2nd Fl.  Asst. Floor Monitor (Asst. Warden)  Ruti Abramovitch
3125 2nd Fl.  Searcher  Tony Kidonakis
3125 2nd Fl.  Stairwell Monitor  Yu-Sui Hung
3125 2nd Fl.  Elevator Monitors  Dr. I-Hsuan Tsai, Dr. Yu-Sui Hung, Tony Kidonakis
3125 2nd Fl.  Person with Disabilities Aide (buddy)  Dr. I-Hsuan Tsai

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 notifi-
cations 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 loca-
tions 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 authori-
ties. 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 & 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 & 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 web-
site 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 explana-
tions 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.

Harassment
VanderCook seeks to ensure that all individuals feel safe from harassment, and are able to interact with all constituents of the academic community without fear or concern.

It should be noted that as VanderCook College of Music is located on the campus of the Illinois Institute of Technology (IIT), and as VanderCook candidates and employees are considered affiliates of IIT, and that VanderCook candidates and faculty use, in addition to common areas, spaces and facilities including those designed for recreation, food service, and housing, that VanderCook and IIT policies, procedures and resources will be in effect and used as appropriate to the situation. Additional information for specific policies and procedures used by IIT can be found in the IIT Student Handbook.

VanderCook College of Music is committed to comply with the U.S. federal government’s Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs and activities. Furthermore, Title IX protects candidates, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All candidates (as well as other persons) are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race or national origin – in all aspects of a recipient’s educational programs and activities. (U.S. Department of Education, Office of Civil Rights, Title IX Resource Guide, April 2015).
Consent is freely given agreement to sexual activity.

Consent is not:

- A person’s lack of verbal or physical resistance or submission resulting from use or threat of force;
- A person’s manner of dress; or
- A person’s past consented sexual activity with any one or more person(s) be they a past consented sexual activity partner or not.

A person is unable to provide consent or give knowing consent if the person is:

- Incapacitated due to alcohol or drugs;
- Asleep;
- Under the age 18; or
- Incapacitated due to mental disability.

A person may withdraw their consent at any time for any reason.

Resources

The following information is provided should they or someone they know be a victim of harassment be it general or sexual.

**VanderCook College of Music’s Title IX Coordinator** is available to oversee the compliance of Title IX in all the operations of the college:

Sirena Covington  
Director of Financial Aid  
scovington@vandercook.edu  
312.788.1146

**VanderCook College of Music’s Academic Deans**

Professor Stacey Larson Dolan  
Dean of Undergraduate Studies  
sdolan@vandercook.edu  
312.788.1147

Dr. Robert L. Sinclair  
Dean of Graduate Studies  
Director of Choral Activities  
rsinclair@vandercook.edu  
312.788.1144

**IIT Public Safety**

Emergency – 312.808.6363  
Non-Emergency – 312.808.6300

**Chicago Police Department**

Emergency – 911  
Non-Emergency – 312.745.5603

**Community-Based Agency**

**Resilience (formerly Rape Victim Advocates)**  
180 N. Michigan Avenue, Suite 600  
Chicago, IL 60601  
www.OurResilience.org  
Chicago Rape Crisis Hotline: 888.293.2080
Confidential Advisor
Illinois law has established the recognized role of “Confidential Advisor”, which is as an individual retained by a higher education institution who has certain mandated training and has the duty and ability to provide emergency and ongoing support to students who have experienced sexual misconduct. VanderCook has elected to contract the following provider for Confidential Advisor services:

Resilience (formerly Rape Victim Advocates)
180 N. Michigan Avenue, Suite 600
Chicago, IL 60601
www.OurResilience.org
Chicago Rape Crisis Hotline: 888.293.2080

Nearest Medical Facility to Campus
Mercy Hospital
2525 S. Michigan Avenue
Chicago, IL 60616
312.567.2000

Medical Support Available on Campus
IIT Campus Student Health & Wellness Center
IIT Tower, 10 W. 35th Street
Suite 3D9-1 (3rd Floor)
Chicago, IL 60616
312.567.7550 (Monday through Friday, 9 a.m. to 5 p.m.)

Community-Based Sexual Assault Crisis Centers
Chicago Rape Crisis Hotline
888.293.2080

Mujeres Latinas En Acción
2124 W. 21st Place
Chicago, IL 60608
773.890.7676
http://www.mujereslatinasaaccion.org
Chicago Rape Crisis Hotline
888.293.2080

Resilience (formerly Rape Victim Advocates)
180 N. Michigan Avenue, Suite 600
Chicago, IL 60601
www.OurResilience.org

RVA-Cook County Hospital Satellite
1901 W. Harrison Street, Suite 419
Chicago, IL 60612
312.864.6112

YWCA Metropolitan Chicago
1 N. LaSalle Street, Suite 1150
Chicago, IL 60602
312.762.6600

Additional Resources
Illinois Coalition Against Sexual Assault: www.icasa.org
Rape Abuse & Incest National Network (RAINN): www.rainn.org
National Sexual Violence Resource Center (NSVRC): www.nsvrc.org
Illinois Attorney General
www.illinoisattorneygeneral.gov
Confidential Advisor
The college provides the services of a trained Confidential Advisor to provide emergency and ongoing support to candidate survivors of sexual violence.

This advisor will, at a minimum, provide all of the following:

• Inform the survivor of the survivor’s choice of possible next steps regarding the survivor’s reporting options and possible outcomes, including without limitation reporting pursuant to VanderCook’s comprehensive policy and notifying local law enforcement;
• Notify the survivor of resources and services for survivors of sexual violence, including but not limited to, student services available on campus and through community-based resources, including without limitation sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services and mental health services;
• Inform the survivor of the survivor’s rights and VanderCook’s responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by VanderCook or a criminal or civil court;
• Provide confidential services to and have privileged, confidential communications with survivors of the sexual violence in accordance with state law;
• Upon the survivor’s request, and as appropriate, liaise with campus officials, community-based sexual assault crisis centers or local law enforcement and, if requested, assist the survivor with contacting and reporting to campus officials, campus law enforcement or local law enforcement; and
• Upon the survivor’s request, liaise with the necessary campus authorities to secure interim protective measures and accommodations for the survivor.

Reporting a Violation
All employees of VanderCook College of Music, faculty and staff, full-time, part-time and adjunct, who are in direct contact with candidates of the college are considered “responsible employees” and must report any complaint regarding an infraction of Title IX to the Title IX coordinator or to the appropriate Dean.

Employees receiving private information from a survivor are required to report this information to the Title IX coordinator or appropriate dean for further investigation and tracking. Other than reporting this information to the appropriate person, this responsible employee is to keep this information in strict confidence.

Candidates or third parties may report an incident by contacting the Title IX coordinator or appropriate dean via email, phone or in person. A Title IX Grievance Form to report such an incident is available on VanderCook’s website. Candidates or third parties who want to report an incident and wish to remain anonymous should contact the IIT Department of Public Safety.

Survivors wanting to receive assistance from local law enforcement should contact them directly or ask the Title IX coordinator, appropriate dean or another responsible individual to do so on their behalf.

Once a report is filed, the college will open a file to document and record all actions, conversations and to hold copies of any documents related to said report.

Once the Title IX coordinator or dean is made aware of a report of an alleged incident of harassment, including sexual violence, domestic violence, dating violence or stalking, they will, as appropriate:

• Provide a list of resources available to the survivor;
• Identify and seek to locate witnesses;
• Contact and cooperate with law enforcement;
• Provide information regarding the importance of preserving physical evidence of the sexual violence and the availability of a medical forensic examination at no charge to the survivor; and
• Provide assistance, upon the survivor’s request, in accessing and navigating campus and local health and mental health, counseling or advocacy services.

If a report of harassment is received electronically, VanderCook will respond to the reporter within 12 hours and will provide procedures the survivor may follow, contact information, confidential contact information, rights to receive assistance from campus authorities, interim protective measures and accommodations, health and advocacy services and a summary of complaint resolution procedures.
2018 Consumer Information

Tuition & Fees for the 2018–19 Academic Year

Undergraduate Program
Tuition: $26,458.00
Mandatory fees: $1,886.00

Graduate Degree Program
Tuition: $6,480.00 (assumes 12–19 credit hours per semester)
Mandatory fees: $800.00

Master’s and Certification Option
Tuition: $26,458.00 (flat rate, assumes 12–19 credit hours for fall, spring and summer semesters)
Mandatory fees: $1,886.00

Teacher Certification Entitlement Program
Tuition: $26,458.00 (flat rate, assumes 12–19 credit hours per semester)
Mandatory fees: $1,886.00

IIT Room and board: $13,192.00 (assumes a two-student room in the dormitory at IIT with a 19-meal plan)

Undergraduate Retention & Graduation Rates
VanderCook’s retention rate is the percentage of first-time degree-seeking students who re-enroll the following year. Of the students who entered VanderCook as first-time students in 2017, 90% returned in 2018.

Of the undergraduates who entered VanderCook as first-time degree-seeking in 2012, 30% graduated within the normal program completion time (four years), 39% graduated within five years, 43% 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.

FALL 2018 Student Demography

<table>
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<tr>
<th></th>
<th>FULL-TIME</th>
<th>PART-TIME</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
</tr>
<tr>
<td>Undergraduates</td>
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<td></td>
</tr>
<tr>
<td>Degree-seeking, first-time freshmen</td>
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<td>9</td>
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<tr>
<td>Other first-year, degree-seeking</td>
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<td>23</td>
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<tr>
<td>Total degree-seeking</td>
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<tr>
<td>All other undergraduates enrolled in credit courses</td>
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<td>11</td>
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<tr>
<td>Total undergraduates</td>
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<tr>
<td>Graduates</td>
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<td>Degree-seeking, first-time</td>
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<td>2</td>
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<tr>
<td>All other degree-seeking</td>
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<td>2</td>
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<tr>
<td>All other graduates enrolled in credit courses</td>
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<td>48</td>
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<tr>
<td>Total graduates</td>
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<td>3</td>
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</tbody>
</table>

Total all undergraduates: 107
Total all graduates: 141

GRAND TOTAL ALL STUDENTS: 248

<table>
<thead>
<tr>
<th></th>
<th>Total All Undergraduates</th>
<th>Total All Graduates</th>
<th>Grand Total All Students</th>
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<tbody>
<tr>
<td>Nonresident aliens</td>
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<tr>
<td>Hispanic/Latino</td>
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<td>14</td>
<td>14</td>
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<tr>
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<td>7</td>
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<tr>
<td>White, non-Hispanic</td>
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<td>121</td>
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<tr>
<td>American Indian or Alaska Native, non-Hispanic</td>
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<tr>
<td>Asian, non-Hispanic</td>
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<td>2</td>
<td>4</td>
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<tr>
<td>Native Hawaiian or other Pacific Islander, non-Hispanic</td>
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<td>1</td>
<td></td>
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<tr>
<td>Two or more races, non-Hispanic</td>
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<td>2</td>
<td>5</td>
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<tr>
<td>Race and/or ethnicity unknown</td>
<td>42</td>
<td>12</td>
<td>54</td>
</tr>
</tbody>
</table>

TOTAL: 107 141 248
A downloadable PDF of this report is available on VanderCook’s website at http://www.vandercook.edu/about/consumer-information.

A copy of IIT’s Campus Security and Fire Safety Report, detailing the same statistics for the general IIT campus, can be found at https://web.iit.edu/sites/web/files/departments/general-counsel/pdfs/campus_security_report.pdf.