

**Eastern  
Illinois  
University**

**Campus  
Violence  
Prevention  
Plan**

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Eastern Illinois University strives to provide the safest possible working and learning environment for members of the campus community including campus guests. This plan is intended to assist the EIU community in identifying potential threats to campus and in the prevention of campus violence.

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## FORWORD

### **Introduction and Purpose**

The purpose of the Eastern Illinois University Campus Violence Prevention Plan (CVPP) is to standardize the University's policies and procedures regarding campus violence prevention with an interdisciplinary and multi-jurisdictional approach. The CVPP contains the formation of the Campus Violence Prevention Committee and the implementation of a Threat Assessment Team to address aberrant, dangerous, and/or threatening behavior on campus.

This CVPP addresses the integration of existing campus programs that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, sexual assault prevention), the incorporation of violence prevention strategies into related policies and procedures, and the inclusion of zero tolerance policy statements that reaffirm violence prevention strategies.

The Campus Violence Prevention Plan was developed in accordance with the Campus Security Enhancement Act 110 ILCS 12/20, recommended by the Violence Prevention Committee, and subsequently approved by the University President, Dr. William L. Perry. Dr. Perry's successor, Dr. David M. Glassman, reaffirmed the CVPP for Eastern Illinois University.

### **Approval**

Adopted: August 2009 (William L. Perry, President)

Reaffirmed: February 16, 2012 (William L. Perry, President)

Reaffirmed: June 20, 2018 (David M. Glassman, President)

Reaffirmed: December 18, 2019 (David M. Glassman, President)

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David M. Glassman, President

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Date

## **Record of Changes**

<b>Change #</b>	<b>Date Change</b>	<b>Section</b>	<b>Summary of Changes</b>
1	June 20, 2018	Threats of Violence and Existing Programs and Initiatives	Updated list of initiatives (sexual violence training program for new employees and ALICE Training)
2	June 20, 2018	Appendix E	Replaced IGP 185 with an updated version
3	June 20, 2018	Appendix F	Replaced "Beginning of the Semester Letter" with an updated version
4	June 20, 2018	Appendix G	Replaced Alert EIU website information with an updated version
5	June 20, 2018	Appendix H	Replaced Student Conduct Code with an updated version
6	June 20, 2018	Appendix J	Added IGP 156.1
7	October 3, 2019	Important Phone Numbers	Phone numbers & office names updated
8	October 3, 2019	Distribution List	Updated Student Standards to Student Accountability & Support
9	October 3, 2019	Appendix I	Removal of Appendix I (Bylaws) per vote of CVPC on 12/5/18
10	October 3, 2019	Campus Violence Prevention Committee	Revisions to the description section per vote of CVPC on 12/5/18
11	October 3, 2019	Threats of Violence and Existing Policies	Insertion of web address for appropriate IGPs
12	October 3, 2019	Appendices	Removal of appendices now referenced as web addresses & reordering of remaining appendices
13	October 21, 2019	Cover Page	Cover Page replaced
14	October 23, 2019	Distribution List	Added CUSD #1 Schools & Sarah Bush Lincoln Health Center; Clarified EIU departments; Changed recipient of plan for Threat Assessment Committee Chair
15	October 23, 2019	Threats of Violence and Existing Programs & Initiatives	Update Student Standards to Student Accountability & Support

16	October 28, 2019	Campus Violence Prevention Committee	Change Student Standards to Student Accountability & Support; Formatting changes

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## **Distribution List**

The annual distribution of the CVPP to the campus community will be announced in the University Newsletter with a link to the University's mandated information website.

Appropriate departments will be asked to create a link to the CVPP. Electronic copies of the entire CVPP will be sent to the offices listed below; hard copies will be provided upon request.

Office	Title
EIU Health & Counseling Services	Director
EIU Environmental Health & Safety	Safety Officer
EIU General Counsel	General Counsel
EIU Housing & Dining Services	Director
EIU Housing & Dining Services	Senior Associate Director
EIU Student Accountability & Support	Director
EIU Threat Assessment Committee Chair	Vice President for Student Affairs and/or Director of Student Accountability & Support
EIU Academic Affairs & Business Affairs	Vice Presidents
EIU Student Affairs & University Advancement	Vice Presidents
EIU Police	Chief
Charleston Police Department	Chief
Charleston Fire Department	Chief
CUSD #1 Schools	District Superintendent
Sarah Bush Lincoln Health Center	Chief Executive Officer

## **CAMPUS VIOLENCE PREVENTION PLAN**

### **Eastern Illinois University**

#### **Introduction**

Eastern Illinois University strives to provide the safest possible working and learning environment for members of the campus community including campus guests. This plan is intended to assist the EIU community in identifying potential threats to campus and in the prevention of campus violence.

The purpose of the Eastern Illinois University CVPP is to standardize the University's policies and procedures regarding campus violence prevention through the use of an interdisciplinary and multi-jurisdictional approach. The CVPP contains the formation of the Campus Violence Prevention Committee and the implementation of a Threat Assessment Team to address aberrant, dangerous and/or threatening behavior on campus.

This CVPP addresses the integration of existing campus programs that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, and sexual assault prevention), the incorporation of violence prevention strategies into related policies and procedures, and the inclusion of zero tolerance policy statements that reaffirm violence prevention strategies.

The Campus Violence Prevention Plan was developed in accordance with the Campus Security Enhancement Act 110 ILCS 12/20, recommended by the Violence Prevention Committee, and subsequently approved by the University President.



## **Threats of Violence and Existing Policies**

For the past 15 to 20 years, Eastern Illinois University has maintained a proactive and comprehensive approach to campus violence prevention. As such, the University demonstrates a zero tolerance policy regarding acts of violence against persons, organizations, and the like.

Eastern Illinois University maintains a series of Internal Governing Policies (IGP) which address acts of violence. The following IGPs are therefore incorporated into the Campus Violence Prevention Plan:

- IGP #63 addresses student behaviors that threaten and/or pose a danger of physical harm to self or others (<http://castle.eiu.edu/auditing/063.php>);
- IGP #154 addresses bomb threat procedures (<http://castle.eiu.edu/auditing/154.php>);
- IGP #156 outlines the University's campus safety responsibilities (<http://castle.eiu.edu/auditing/156.php>);
- IGP #156.1 addresses the University's response to violence in the workplace ([http://castle.eiu.edu/auditing/156\\_1.php](http://castle.eiu.edu/auditing/156_1.php));
- IGP #158 outlines institutional emergencies including the composition of the Emergency Management Team (<http://castle.eiu.edu/auditing/158.php>); and
- IGP #185 addresses sexual assault, abuse, and misconduct (<http://castle.eiu.edu/auditing/185.php>).

## **Threats of Violence and Existing Programs and Initiatives**

The integration of existing programs and initiatives into the CVPP is of paramount importance. Some examples of such programs and initiatives are as follows:

- The Vice President for Student Affairs and the Vice President for Academic Affairs/Provost distribute an e-mail message to all faculty and staff at the beginning of each semester. This message encourages faculty and staff to report concerns about student behaviors (Appendix A).
- The Division of Student Affairs maintains a Student Support Team designed to identify, track, and respond to critical issues. Critical issues may include threats of violence such as bullying, sexual assault, and workplace violence.
- All newly enrolled students are required to take an on-line sexual assault educational intervention. This intervention is a component of AlcoholEdu, an on-line educational tool designed to address alcohol,

the consequences of excessive drinking, and violence which can be associated with alcohol consumption.

- All new employees are required to complete an on-line sexual violence training program.
- The Division of Student Affairs maintains a Sexual Violence Prevention Team designed to educate the campus community and prevent sexual assaults.
- The Counseling Center conducts educational sessions and interventions on the topics of suicide and anti-bullying. Annually, the Counseling Center hosts a suicide prevention conference.
- The University Police Department offers ALICE Training (active shooter response training) to groups of faculty, staff, and students upon request.
- All newly enrolled students have the opportunity to subscribe to Alert EIU, an emergency text messaging system to alert the campus of imminent threats (Appendix B).
- The Office of Student Accountability & Support maintains a comprehensive and proactive approach in addressing acts of violence through the *Student Conduct Code* (<https://www.eiu.edu/judicial/studentconductcode.php>).

### **Campus Violence Prevention Committee**

Pursuant with the Act, Eastern Illinois University has established a Campus Violence Prevention Committee. The mission of the Campus Violence Prevention Committee is to assist the EIU community in identifying potential threats to campus as an advisory committee to the President's Council. Specifically the CVPC will:

1. Determine the committee structure of individuals charged with education and prevention of violence on campus;
2. Review and recommend methods and strategies useful in the prevention of violence on campus;
3. Educate the campus community about methods, techniques, and strategies employed in the prevention of violence on campus;
4. Create, edit, and annually update the interdisciplinary and multi-jurisdictional Campus Violence Prevention Plan;
5. Develop and coordination of annual training exercises, and any additional training as identified as necessary to test the plan and train responders; and
6. Integrate existing campus programs (e.g. suicide prevention, sexual assault prevention, anti-bullying) into the Campus Violence Prevention Plan.

Members of the Campus Violence Prevention Committee are appointed by the President, in consultation with the Vice President for Student Affairs. The Vice President for Student Affairs shall serve as committee chairperson. The committee consists of representatives from:

- Office of the Vice President for Student Affairs
- Office of the Vice President for Academic Affairs
- Office of the Vice President for Business Affairs
- University Police Department
- EIU Office of Student Accountability & Support
- EIU Health and Counseling Services
- EIU Facilities Planning and Management
- EIU Environmental Health and Safety
- EIU Human Resources
- EIU Housing and Dining Services
- EIU General Counsel
- Coles County Emergency Management
- Charleston Police Department
- Charleston Fire Department
- Other constituencies as needed

The Campus Violence Prevention Committee will meet at least once a year and has the ability to meet more often as best practices or concerns arise.

### **Campus Threat Assessment Team**

The mission of the Campus Threat Assessment Team is to:

- address aberrant, dangerous, or threatening behavior on campus and to provide guidance and incorporate best practices for preventing violence;
- provide support services when specific problems arise and on an on-going basis;
- and develop, with the assistance of counsel, a campus-wide threat assessment policy.

The Campus Threat Assessment Team is an ad hoc group whose leader is appointed by the President. The team meets regularly.

## **Identification of Threats to Campus**

Eastern Illinois University is committed to identifying potential threats to the campus community at the earliest possible time.

Education - The Campus Violence Prevention Committee will continue efforts to educate and train the campus community about how to identify and report troubled individuals and unusual behavior.

Threat Assessment - The Threat Assessment Team, in coordination with the Counseling Center and the University Police Department, will regularly meet to review potential issues. The team will meet at other times as circumstances warrant. The Campus Threat Assessment Team works in collaboration with the Student Affairs Student Support Team as directed by the Vice President for Student Affairs.

## **Reporting**

Students, faculty, staff, and visitors should report emergencies by calling 911. For all non-emergency concerns of violence, students, employees, and visitors should contact the University Police Department at 581-3212.

## **Notification and Warning: Crisis Communication**

Emergency information is located at the bottom of the EIU website and is linked directly to the Frequently Asked Questions section of the Alert EIU Emergency Notification System website. That website is updated to include current emergency information.

Activation of the Emergency Notification System initiates sirens, internal building messages, radio messages, computer pop-up messages, Federal Signal informer box messages, and messages to University email accounts. Activation also initiates text alerts to those who have registered for the Alert EIU text messaging component of the system, which was established as of April 1, 2008 and updated as of July 1, 2016. The Alert EIU text messaging system can include up to 10,000 clients. The public address system/sirens are tested on the first Tuesday of each month.

Emergency information will also be available via WEIU Radio (88.9 FM), WEIU TV (Channel 51/Mediacom Cable 6), and the University's social media accounts.

The Campus Safety Officer and the Coles County Emergency Management Agency Coordinator will be responsible for making public address system announcements. The University Police Department will also have access to activate the system.

### **Building Coordinators**

Each building on campus has an assigned building coordinator. These positions are held voluntarily, and the coordinators work with the Campus Safety Officer to develop an emergency plan for their specific building.

### **Publications/Notices**

Emergency Response Handbooks are placed in common areas and provide information on what to do during specific types of emergencies. This handbook is available on the University's website as well.

A simplified publication of this guide is placed on each student's desk in the residence halls and Greek Court prior to check-in. This publication contains a reference to the full electronic version of the Emergency Response Handbook. UPD, with the assistance of Housing staff, is responsible for posting notices on buildings in the event of an emergency.

### **Freshman and Transfer Students**

Emergency preparedness is discussed during Orientation with new freshmen and transfer students. Staff members from the Office of New Student and Family Programs assist students with signing up for Alert EIU. Transfer students are informed about the text-messaging service and are instructed on how to sign up for the service.

### **Phone Trees**

There are various phone trees on campus developed by the individual vice presidents to be used in coordination with the Emergency Management Team. Phone trees are updated each semester and as changes occur.

## **APPROVAL**

This plan has been approved by the President, the highest executive official of Eastern Illinois University in Charleston, Illinois.

Important Non-Emergency Phone Numbers  
***For all emergencies, call 911.***

University Police Department	581-3212
Office for Environmental Health & Safety	581-3319
EIU Counseling Clinic	581-3413
EIU Medical Clinic	581-3013
Sarah Bush Lincoln Health Center	258-2525
Poison Control	800-222-1222
Ambulance	345-0060
Charleston Police	348-2132
Charleston Fire	345-2132

APPENDIX A  
BEGINNING OF THE SEMESTER LETTER

Dear Faculty and Staff:

As we greet a new academic semester, you may occasionally encounter a student who is having difficulty. Warning signs that a student is in distress include: *nervousness, increased irritability or undue abrasive behavior, poorly-prepared work, change in attendance patterns, marked change in personal hygiene, and/or excessive social isolation with alarming behavior.* If you identify these or other unusual signals in a student, we offer these guidelines in helping your students:

- **Do not ignore unusual and/or inappropriate behavior.** Share specific concerns about behavior with the student as quickly as possible. Inform the student that such behavior is distracting and inappropriate.
- **Listen to the student.** Request to talk with the student and listen carefully to the student. While respecting the student's privacy, consider your comfort level and personal safety. If you choose to meet with a student in your office, you may ask a colleague to join you.
- **Document your observations.** Write detailed notes about the student's behavior and your concerns. These notes can be extremely helpful when a student needs to be referred to another department for assistance.
- **Referral options.** If you believe that the student is in need of additional assistance, there are a variety of offices on campus to help, including:
  - The Counseling Clinic in the Human Services Building (581-3413, <http://www.eiu.edu/counsctr>) for students who need emotional assistance. (**If it is after** business hours, please contact LifeLinks for assistance at 1-866-567-2400.)
  - The Office of Student Standards in the University Union (581-3827, <http://www.eiu.edu/judicial>) for students who are disruptive in the classroom.
  - The University Police Department (581-3212, <https://www.eiu.edu/police/>) for concerns involving public safety. Use 911 in an emergency situation.
  - The Medical Clinic in the Human Services Building (581-3013, <http://www.eiu.edu/health/>) for a health-related concern.
  - Additionally, a resource entitled "Distressed Student Handbook" is available at <http://www.eiu.edu/counsctr/Distressed%20Student%20Handbook%20016.pdf>.



We hope this information will be helpful throughout the academic year. Thank you for the care, concern, and guidance that you give our students. Please contact either of our offices at any time if you have questions about finding the right resources to assist our students.

Sincerely,

Lynette Drake  
Interim Vice President for Student Affairs

Jay Gatrell, Ph.D.  
Provost and Vice President for Academic Affairs

APPENDIX B

ALERT EIU



## Frequently Asked Questions

### **Where can I register for Alert EIU?**

Registration (enrollment) for AlertEIU is accomplished through an enrollment notification to your campus email account providing a link to the [AlertEIU member portal](#). Every active student, faculty and staff member at EIU automatically receives AlertEIU notices to their campus email account. Enrollment into AlertEIU is encouraged in order to provide cellular telephone number(s) and or an alternate email account for notifications. Enrollment notification emails are sent out periodically to any members who are not yet registered. Once enrolled you may access the AlertEIU member portal for any changes at the link below.

[Click here to access AlertEIU Member Portal.](#)

### **What is Alert EIU?**

Alert EIU is a text-messaging system that alerts subscribers, via their cell phones, to emergency situations and (if needed) advises them to take action. The messages are short -- no longer than 160 characters. Messages will focus on possible threats on EIU's main campus.

Alert EIU is one part of Eastern Illinois University's Campus Emergency Notification System (ENS). With the addition of Alert EIU, the institution has five means of communication with which to notify the campus community in event of an emergency situation.

In addition to Alert EIU, students, faculty and staff should be aware of these methods of communication:

- A siren/public address system will sound a pulse tone, followed by a public address message, if needed. The pulse tone notifies all students, faculty and staff to check their EIU-assigned e-mail and/or Eastern's website for important information.
- An e-mail message to all students, faculty and staff will provide information about the emergency.
- A "phone tree" will help notify key individuals in departments/programs on campus; they, in turn, will post this emergency information in accessible locations (where possible) for general public awareness.
- Information will be available via [WEIU Radio \(88.9 FM\)/TV \(Channel 51/Mediacom Cable 6\)](#).

**Please Note:** The campus emergency siren/public address system is tested on the first Tuesday of every month first at 10 a.m. by the Coles County Emergency Services severe weather service and again at 10:30 a.m. by the AlertEIU system.

**Who can sign up for Alert EIU text messages?**

All active students, faculty and staff of EIU are automatically members of AlertEIU and receive all notifications via their EIU campus email account automatically. Enrollment into the member portal provides the ability to supply current cell number(s) and or an alternate email address for notifications.

**How soon will one have the capability to receive emergency messages after registering?**

As soon as a cell number is entered into the system through the member portal, new notifications will begin to be received at that number. Notifications are sent to EIU campus email accounts automatically regardless of enrollment status.

**Are there any costs involved for those who register for Alert EIU?**

For those who do not have text-messaging contracts as part of their cellular service, there may be a small charge for any text messages that they receive. Individuals should check with their cell phone carriers to determine what those costs may be.

**Why should one register?**

Eastern Illinois University's Emergency Notification System uses a number of methods of communication to notify its students, faculty and staff of an emergency. Collectively, these different tools (including outdoor warning sirens, e-mail, the [EIU website](#) and campus media) help ensure that important information is disseminated as quickly as possible.

**Will the system be used for commercial purposes?**

**NO.** The Alert EIU text-messaging system will only be used for notification of emergencies requiring immediate action.

**How does one unsubscribe if he/she no longer wishes to receive emergency text messages?**

Simply login to the [AlertEIU member portal](#) and remove any cell numbers listed there. You will continue to receive notifications to your campus email account.

**Will Eastern periodically test the system?**

A test message will be sent near the beginning of each fall and spring semester to ensure the system is working properly.

**If one chooses not to register for Alert EIU, will he/she still receive emergency alerts via an EIU-assigned e-mail address?**

Yes, all active students, faculty and staff will receive any AlertEIU notices through their campus email account.