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

<table>
<thead>
<tr>
<th>Office</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>EIU Health &amp; Counseling Services</td>
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<td>Director</td>
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<td>EIU Threat Assessment Committee</td>
<td>Vice President for Student Affairs and/or Director of Student Accountability &amp; Support</td>
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<tr>
<td>Chair</td>
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<tr>
<td>EIU Academic Affairs &amp; Business</td>
<td>Vice Presidents</td>
</tr>
<tr>
<td>Affairs</td>
<td></td>
</tr>
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<td>EIU Student Affairs &amp; University</td>
<td>Vice Presidents</td>
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<tr>
<td>Advancement</td>
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</tr>
<tr>
<td>EIU Police</td>
<td>Chief</td>
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<tr>
<td>Charleston Police Department</td>
<td>Chief</td>
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<tr>
<td>Charleston Fire Department</td>
<td>Chief</td>
</tr>
<tr>
<td>CUSD #1 Schools</td>
<td>District Superintendent</td>
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<td>Sarah Bush Lincoln Health Center</td>
<td>Chief Executive Officer</td>
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</table>
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);
- 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

**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 ongoing 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:

  o The Counseling Clinic in the Human Services Building (581-3413, [http://www.eiu.edu/counsctr](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.)*

  o The Office of Student Standards in the University Union (581-3827, [http://www.eiu.edu/judicial](http://www.eiu.edu/judicial)) for students who are disruptive in the classroom.

  o The University Police Department (581-3212, [https://www.eiu.edu/police/](https://www.eiu.edu/police/)) for concerns involving public safety. Use 911 in an emergency situation.

  o The Medical Clinic in the Human Services Building (581-3013, [http://www.eiu.edu/health/](http://www.eiu.edu/health/)) for a health-related concern.

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 Alert EIU is accomplished through an enrollment notification to your campus email account providing a link to the Alert EIU member portal. Every active student, faculty and staff member at EIU automatically receives Alert EIU notices to their campus email account. Enrollment into Alert EIU 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 Alert EIU member portal for any changes at the link below.
Click here to access Alert EIU 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 Alert EIU 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.