Department of Fine and Performing Arts

2018/2019

HANDBOOK

FOR STUDENT WORKERS
# CONTENTS

## What's in this handbook?

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**Fun facts**

- On November 1, 1929 - only three days after the stock market crash - the official ground breaking ceremony for Mundelein College was held.
- The building was designed by Nairne Fisher, who was only 28 when he began work on the project. This was his first major commission, and he never graduated from college.
- The Newhart Family Theatre used to be the gym of Mundelein College, and the scene shop was a pool.
- The Mundelein Center for the Fine and Performing Arts currently has 57 classrooms on the Lake Shore campus - the most of any current academic building.
Congratulations on your position with the Department of Fine and Performing Arts!

The Department of Fine and Performing Arts (DFPA) is comprised of four distinct areas of study; Dance, Music, Theatre, and Visual Art. Approximately 80 full and part time faculty members, actively involved in creative work, performance, and independent scholarship, teach and train over 400 student majors and minors in the department.

Our students are challenged critically engage with different aesthetic experiences, to develop and improve communication skills, and to relate the artistic experience to other fields. Our undergraduate programs prepare students for graduate work and employment in many professions. The academic programs of the DFPA are complemented throughout the year by over 100 public presentations, performances, and exhibitions.

The Department of Fine and Performing Arts employs around eighty to one hundred student workers every semester to assist with various operational needs across the department, including front of house Box Office operations, administrative work in the main office, assisting in the Costume Shop, running the Events Crew at music concerts, manning the Mundelein Center Information Desk, among other areas.

This handbook has been assembled for all DFPA student workers. Please review and familiarize with these policies; this information is a necessary part of your success. Please field any questions to your direct supervisor, the Office Assistant, or the Managing Director.
Contact Dr. Gabel regarding:
Main Office staff
DFPA academics
Scholarship information
Issues relating to CAS or the university in general

Contact April for:
Production program and staff
Resource allocation, including space, facilities, and scheduling
Coordination with outside vendors and university partners
Marketing and communications
Financial inquiries, including ProCard management

Contact Jeff regarding:
Concert operations
DFPA space maintenance
Mundelein Auditorium
Music operations

Contact Jennie regarding:
Box Office and Front of House staff
All Box Office/FOH/patron related correspondence
Mundelein Information Desk
Program compilation and coordination.
Contact the Office Assistant regarding:
Student Communications: website content, social media, DFPA Program Sakai sites

Student Worker information including: Kronos issues, missed timecards, direct deposit changes.

Position vacated 8/31/2018. Please direct questions to dfpa@luc.edu and Patricia Moore until position is filled.

Contact Patricia regarding:
Faculty communications
Course scheduling

IMPORTANT DFPA EMAILS

<table>
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<tr>
<th>Email Box</th>
<th>Primary Owner/Administrator</th>
<th>Use/Function</th>
</tr>
</thead>
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<tr>
<td><a href="mailto:ArtSupport@luc.edu">ArtSupport@luc.edu</a></td>
<td>Kevin McGroarty</td>
<td>Print Center operations, design and print projects</td>
</tr>
<tr>
<td><a href="mailto:mundinfodesk@luc.edu">mundinfodesk@luc.edu</a></td>
<td>Jennifer Martin</td>
<td>Instrument &amp; locker rentals, box office</td>
</tr>
<tr>
<td><a href="mailto:DFPAnumber@luc.edu">DFPAnumber@luc.edu</a></td>
<td>Jeff Hart</td>
<td>Correspondence with security and other on-campus departments</td>
</tr>
<tr>
<td><a href="mailto:boxoffice@luc.edu">boxoffice@luc.edu</a></td>
<td>Jennifer Martin</td>
<td>All Box Office/FOH/patron-related correspondence</td>
</tr>
<tr>
<td><a href="mailto:dfpamc@luc.edu">dfpamc@luc.edu</a></td>
<td>April Browning</td>
<td>Correspondence with marketing/PR contacts</td>
</tr>
<tr>
<td><a href="mailto:dfpaprograms@luc.edu">dfpaprograms@luc.edu</a></td>
<td>Jennifer Martin</td>
<td>Program compilation and coordination</td>
</tr>
<tr>
<td><a href="mailto:DFPAreserve@luc.edu">DFPAreserve@luc.edu</a></td>
<td>Jeff Hart</td>
<td>Used with 25Live DFPA login</td>
</tr>
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General inquiries can be directed to dfpa@luc.edu
General inquiries can be directed to dfpa@luc.edu
Federal Work Study (FWS) is an optional component of a financial aid award given to students, on an annual basis, per completion of the FAFSA, earned through part-time employment on-campus or in the Community-Based Federal Work Study Program.

It is designed to provide temporary part-time employment for students. The federal government pays a portion of the student’s wages and the University funds the remainder. Eligibility for Federal Work-Study is determined by the Office of Student Financial Assistance.

Because this is a form of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) before eligibility can be determined. The FAFSA is available online at: http://www.fafsa.ed.gov/.

For more information, please see: http://www.luc.edu/experiential/federal.shtml
SECTION ONE
POLICIES

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13  Attitude and Conduct
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14  Work Problems
14  Alcohol & Drugs
14  Harassment
15  Termination
UNIVERSITY POLICIES

EXPECTATIONS

Loyola University encourages Student Workers to learn good work habits and work toward excellence and efficiency in job performance.

The responsibilities of a job require regular attendance and punctuality. If you will be absent or tardy, please contact your supervisor as early as possible so that staffing may be adjusted. Individual areas may have more specific requirements regarding notification for absence and tardiness by which you must abide. Please note: three consecutive days of absence without prior notification to the supervisor constitutes a voluntary resignation.

The University expects employees to meet the following responsibilities. These guidelines are not meant to be exhaustive but are merely general requirements of a safe and efficient work place:

A. Fulfill the responsibilities of the job as defined in work instructions given by the supervisor.
B. Carry out reasonable requests and instructions of the supervisor.
C. Observe all posted health, safety, fire prevention, and security rules.
D. Immediately report injuries or accidents.
E. Maintain professional conduct by treating every person with respect and courtesy. Refrain from use of profane and abusive language, loud and disruptive behavior, and any action which may demean any individual.
F. Be at work, ready to do your job at the scheduled time. Absence for personal business is allowed only by prior arrangement. Chronic absenteeism or tardiness may result in termination.
G. Immediately report all absences to the supervisor.
H. Carry Loyola identification with you and be prepared to display it when required.

CUSTOMER SERVICE

When working for the DFPA we have very clear expectations for internal customer service. We should be treating all our fellow team members in the DFPA (and members of other LUC departments) with courtesy and respect. Be intentional about greeting team members. We should be treating our internal team members as we treat our clients and guests.
UNIVERSITY POLICIES

RULES OF CONDUCT

In an effort to provide a pleasant and equitable working environment for all employees, Loyola maintains rules for productive work and on the job behavior. The examples listed in this book do not replace sound judgment, professional courtesy, or common sense behavior. The following actions are clearly serious and any one of which may result in immediate termination from the job.

A. Possess, use, copy, or read University records without authorization or divulge confidential information concerning any employee, or student or confidential situations.
B. Falsify employment applications, forms, time cards, or other University records.
C. Remove or intentionally damage or misuse another person's or University records.
D. Commit or threaten to commit personal injury.
E. Insolence or insubordination directed at a supervisor.
F. Possess dangerous or deadly weapons or explosives on University grounds.
G. Possess or use intoxicants, narcotics, cannabis, or controlled substances during employment or on University grounds, on an unlawful or unauthorized basis.
H. Violate University Policy and Procedures on Racial or Sexual Harassment.
I. Sleep on duty.
J. Smoke in unauthorized or hazardous areas.
K. Intentionally damage, waste, or misuse University equipment or supplies.
L. Interfere with the performance of another employee.
M. Violate the University's solicitation policy.
N. Violate established departmental and University policies
O. Create, on any campus, a serious threat to the safety and health of employees, students, or visitors.
P. Commit fraud or bribery or be convicted of a felony.
Q. Excessive absence or tardiness.
University Policies

Dress Code

The University expects employees to be well-groomed and dressed in a manner appropriate for their work. In general, an employee’s appearance, grooming, and dress should be suitable for the work they are doing. Appropriate clothing speaks the message of competent professionalism to the public and the University community. Everyone is expected to be in proper uniform attire while on duty at events or other special occasions as designated by your manager. Remember that what you look like is a representation of Loyola University Chicago.

In general, student works employed in shop or studio space should dress for safety. This typically means closed-toed shoes, and pants. Workers should also avoid dangly jewelry and tie back long hair. Please see your supervisor for more details.

Students employed in office settings are expected to dress neat and orderly. While our general dress code is casual, please refrain from wearing torn, dirty, or frayed clothing. Clothing that reveals excessive cleavage, back, chest, feet, stomach, or undergarments is not appropriate for a business setting. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. This includes images that are political or religious in nature, are provocative, use profanity or are insulting of other employees. Clothing that has Loyola University Chicago’s logo is encouraged.

Students working events, staffing the Ralph Arnold Gallery, or working at the Mundelein Information Desk are expected to wear DFPD polos to distinguish themselves from the public. Please see your supervisor if you need a polo, or if you have additional questions.

Office Supplies

The Office Assistant manages all office supplies found in the Mundelein Suite 1200 breakroom. Please see the staff in Suite 1200 with any questions about inventory location or additional ordering that needs to be placed.
UNIVERSITY POLICIES

EMAIL USAGE
All DFPA FWS employees will be expected to use their LUC email for all official work communication and correspondence.

Your supervisor will direct you on area-specific email policies (i.e. copying a shared box when corresponding to public programming patrons). Access to shared email boxes will be coordinated by your manager.

Remember that you will be representing the department when conversing through email. Proper grammar and spelling should always be used and slang or overly casual diction (i.e. “Hey,” “What’s up?”) should be avoided. You are expected to proofread all emails you send on behalf of the department and maintain a professional tone.

CONFIDENTIALITY
There are times when you may be exposed to confidential information. As a member of the DFPA, you are expected to keep this confidential information to yourself and not share it with anyone else. The DFPA expects student workers to be proactive in sharing concerns about their work, position, and other matters pertaining to their job with their manager.

APPROPRIATE USE OF WORK HOURS
Due to the nature of your job description, your workload will shift from extremely busy times to somewhat slower times. Student workers will be given specific assignments and projects that can be worked on during slow periods. If all assignments are completed, the staff should communicate with their manager. There is ALWAYS more work to be done; your help is needed and vital to our organization. You are to remain in constant communication with your manager, asking about other tasks that need to be completed.

Personal phone calls, text messages, etc. during work time, whether made or received, are not allowed. Arrangements for calls should be made on your personal time; breaks are a great time for this.
UNIVERSITY POLICIES

BUILDING ACCESS
As a DFPA employee, you will have access to restricted areas, buildings, and rooms. You are not to misuse this privilege in any way. You are not permitted to gain access to a building, room, or restricted area for personal use, at any time. If you are entering a university building when you are not scheduled to work and/or authorized, your manager will pursue disciplinary sanctions. Just one abuse can ruin it for all; please use common sense. Campus Safety can also track who enters Loyola buildings.

ATTITUDE & CONDUCT
Employees are expected to do their work efficiently, to fully exercise the skills necessary for their jobs, to exhibit attitudes consistent with the philosophy, goals, and objectives of the University and to exemplify good stewardship, and excellence in performance which inspires confidence. These characteristics promote the desired working climate at Loyola University Chicago.

FAILURE TO ABIDE BY RULES AND REGULATIONS
Staff members are expected to follow all of the policies and procedures outlined in this guide. Violation of any of the policies or procedures is grounds for disciplinary action and/or termination.
UNIVERSITY POLICIES

WORK RELATED PROBLEMS

Problems occurring in the work place make the work experience uncomfortable for everyone. Finding resolution for difficulties is important.

If work related problems occur, a Student Worker should consult his/her supervisor to seek solutions. Student Workers are also encouraged to reach out to the Office Assistant or April Browning in the DFPA Main Office.

Another source of help is Advisement Center in the Financial Aid Office (lufinaid@luc.edu or 773/508-3155).

To seek assistance with interpersonal problems Student Workers may also contact the Wellness Center at: 773-508-2530.

ALCOHOL, TOBACCO, & DRUG POLICY

All student workers of the Department of Fine and Performing Arts are expected to adhere to University policies regarding alcohol, tobacco, and drugs.

https://www.luc.edu/media/lucedu/policy/pdf/alcoholandotherdrugspolicy.pdf

HARASSMENT & DISCRIMINATION

The most up-to-date policy, including resources on reporting, can be found at:
https://www.luc.edu/hr/policies/policy_equalopp.shtml

Information on EthicsLine - an anonymous ways to report activities that may involve misconduct - is also available at the link above or you may call 855-603-6988.
UNIVERSITY POLICIES

TERMINATION

A student worker may be terminated for poor performance, gross misconduct, lack of available work, or lack of appropriate work schedule.

Poor performance includes issues such as poor attendance or lack of skills. In most cases, supervisors will discuss the performance issues with the student and allow a reasonable time frame for improvement before deciding to terminate. The DFPA recommends first discussing the problem verbally, and if poor performance persists, then issuing the student a written notification that reviews the specific problem areas. If the student has been informed of a supervisor’s concerns and subsequently fails to improve, the department may proceed with termination.

Immediate termination of a student employee is expected for any gross misconduct, including (but not limited to) timesheet fraud, violation of the university’s confidentiality or information technology policies, theft, or harassment. Please contact the Managing Director and the Office Assistant immediately if any gross misconduct is suspected. Gross misconduct may also result in referral to the Dean, loss of financial assistance and/or expulsion from the University.

Termination may also occur if there is a lack of work, or if student availability no longer matches the job requirements. In these cases, students should understand that their termination is not a reflection of work performance.

When a student leaves a job voluntarily, for example to take another position or study abroad, the termination process must also be followed. Eligibility for rehire in these cases is between the supervisor and the student worker.
SECTION TWO
PAY

17  Pay Periods
    Pay Schedule
    Direct Deposit
    Time Off
18  Changing Direct Deposit
    Allowable Hours Worked
PAY - RELATED INFORMATION

Student Worker positions are classified as non-exempt, temporary, part-time jobs.

PAY PERIODS

Each pay period covers two (2) calendar weeks from 12:01 a.m. Sunday morning to Midnight Saturday, 14 days later. An employee is paid on the Friday following the close of the pay period for all hours worked during that period. To access the Loyola holiday and pay calendar please go to: LUC.edu/hr/holiday_calendar.shtml.

PAY SCHEDULE

Loyola has an established pay schedule (see the Pay Calendar: http://www.luc.edu/hr/holiday-calendar/). Paydays are designated as the Friday following the end of a pay period. If a payday falls on a holiday, paychecks will be distributed on the last regular workday before the holiday.

DIRECT DEPOSIT

Loyola University Chicago uses a mandatory Direct Deposit payroll system. It is the 'no hassle' way to deal with your pay. You must have a checking or savings account with a financial institution to comply with this policy.

You will need to complete the Authorization Form (included with your new-hire paperwork) and attach a voided check to validate the ABA or Transit number of your bank.

TIME OFF

The priority of Student Workers is education. Time off may be given for class responsibilities, special projects, or other academic concerns. Please note that this time is unpaid, and in some cases, you may be asked to find coverage for a shift, project, or responsibility. All time-off requests should be turned into a supervisor at least one month in advance. Please discuss individual concerns with your supervisor.
PAY-RELATED INFORMATION

CHANGING DIRECT DEPOSIT
To change your banking institution, please complete a new Authorization Form (http://www.luc.edu/media/lucedu/hr/pdfs/Direct_Deposit_09-09.pdf).
The Office Assistant will then send along the form, and your voided check, to Human Resources. It generally takes two pay periods before the procedure is in place. Once the Direct Deposit is established, Loyola will electronically transfer your pay to the financial institution of your choice when paychecks are processed.

ALLOWABLE HOURS WORKED
Student Workers are generally full-time University students. Working and going to school adds extra income and can be a great learning experience giving you an advantage in the job market after graduation.

Balance is important. Full-time Loyola students are limited, by University policy, to work not more than 19.5 total hours per week while school is in session. This total-hour figure includes all jobs worked at the University. During school break periods or periods of non-enrollment, the Student Worker may increase his/her work hours as agreed upon by the department but must not exceed 37.5 hours in a week.

All staff working over 6 hours at a stretch should take a meal break before the start of his or her sixth hour of work. The meal break should be a minimum of 30 minutes but Loyola prefers staff to take a one hour unpaid meal break. For accurate Time Collection, both the Kronos and paper time cards allow the Student Worker to record when he or she leaves for a meal break and then the return time.

Student positions are not intended to be full-time work for any employee. Listings for regular status full and part-time positions open on all higher education campuses may be found at careers.luc.edu. Anyone interested in full-time or part-time work may review these listings and apply accordingly.
SECTION THREE

SAFETY

20 Suspicious Activity  21 Severe Weather  27 Medical Emergencies
20 First Aid  23 Fire Evacuation  28 Suspicious Mail
21 Hospital Transports  23 Active Shooter
21 Helpful Phone #s  26 Bomb Threats
SAFETY & SECURITY

Please review policies and procedures at https://www.luc.edu/career/studentemployment/studentresources/safetywork/ in addition to the material listed below.

We ask you to familiarize yourself with the following procedures. Some situations you may encounter are: health concerns, weather concerns, and fire evacuation. Remain calm at all times, because you will be setting the tone for the situation at hand.

SUSPICIOUS ACTIVITY/PROPERTY DAMAGE
There may be times where you will encounter a person(s) who could potentially harm others or the University. If you see someone or suspect someone of causing personal/property damage, report them immediately. If there is ever a time that you feel unsafe or you feel that a person does not belong in a particular location, report it right away. It is not our job to investigate this; we just need to contact the appropriate people who will.

HEALTH CONCERNS/EMERGENCY FIRST AID
From an on-campus phone:
- Fire, police, or ambulance: 9-911
- Emergency Campus Safety: 4-4911
- Campus Safety (non-emergency): LSC: 8-6039 / WTC: 5-6476

From an off-campus phone:
- Fire, police, or ambulance: 911
- Emergency Campus Safety: 4-4911
- Campus Safety (non-emergency): LSC: 773-508-6039
  WTC: 312-915-6476

ALWAYS contact 9-911 first. Then campus safety, and finally a full-time staff manager.
Give the following information:
- Physical location of injury (i.e. Newhart Family Theatre)
- Who is injured?
- Description of injury
- Equipment needed or available
SAFETY & SECURITY

HOSPITAL TRANSPORTS
Campus Safety or an ambulance will transport injured guests to the nearest facilities.

HELPFUL PHONE NUMBERS
Poison Control Center: 800-222-1222
Crisis/Intervention Line: 800-322-8400
Saint Francis Hospital: 847-316-4000
St. Joseph Hospital: 773-665-3000
Northwestern Memorial Hospital: 312-926-2000

SEVERE WEATHER - TORNADO/SEVERE THUNDERSTORM

Watch Classification
A tornado or severe thunderstorm watch means severe weather is possibly approaching. Continue normal activities but also continue to monitor the situation. If the weather appears to be changing, it is best advised you stay inside or relocate to an indoor location.

Warning Classification
If the approaching severe weather is deemed to pose an immediate threat to the area, the watch may be elevated to a severe thunderstorm or tornado warning. You should take the following steps:
- Notify the building occupants of the severe weather warning.
- If it is a thunderstorm warning, you should stay indoors and away from windows until the storm passes.
- Report injuries to Campus Safety at 44-911 from an on-campus phone or 773-508-6039 from an off-campus phone.
- If there is no answer at Campus Safety, call 911.

When calling either Campus Safety or 911, provide the following information:
- Building name, address, and location
- Type of emergency
- Condition of victim(s)
- Any dangerous conditions (power lines down, gas leak, etc.)
SAFETY & SECURITY

SEVERE WEATHER - TORNADO/SEVERE THUNDERSTORM (CONT.)

If there is a tornado warning, you should seek shelter immediately. Emergency sirens will sound a steady tone for three minutes or longer if there is danger of a tornado in the area.

If possible, seek shelter in a basement or below-ground location. In a multi-story building, seek shelter in an interior hallway or a small interior room, preferably on a lower floor. Stay away from outside walls, rooms with large ceilings (like a gym), and avoid glass windows or glass partitions.

If you have a battery radio, take it with you and listen to a local station at all times. Remain in your sheltered location until the "All Clear" signal has been given.

**If you have to leave your work space in an emergency, make sure items like the cash box, KEYS, and other valuable items and confidential information are LOCKED UP.**

If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.

After danger has passed, if there are injuries, immediately report them to Campus Safety at 44-911 from an on-campus phone or 773-508-6039 from an off-campus phone. If no one answers, hang up and call 911. See the previous page for information to provide when calling either Campus Safety or 911.
SAFETY & SECURITY

FIRE EVACUATION

When a fire alarm sounds, all buildings must be evacuated, including guests/visitors. It is your responsibility to assist in evacuating the building. Security and Facilities will be responsible for checking all areas of an affected building to ensure total evacuation of the building and to attempt preliminary fire control. Security personnel will be responsible for all traffic control; they will direct city fire fighters to the scene of the fire; they will perform crowd control functions and will announce the "All Clear" when the senior fire officer or University engineer declares the fire struck and the area safe.

ACTIVE SHOOTER

At Loyola, we believe in hoping for the best, but preparing for the worst. Therefore, it is critical that we give advance thought to how each of us should immediately respond if we ever have an 'active shooter' on campus. The prevention of an active shooter on our campuses is certainly the best possible scenario. Vigilance and the sharing of relevant information is the basis of prevention. Faculty, staff, counselors, and campus police are in the best position to identify and react to warning signs such as violent messages in papers and student projects, direct threats, and rumors about guns or other weapons on campus.

The "active shooter" situation is when the threat is not contained and there is an immediate risk of death and injury. This Campus Safety Response Plan will address two issues:

1. How students, faculty, and staff should respond in this type of situation
2. What the Loyola community can expect from our campus police officers
SAFETY & SECURITY

HOW TO RESPOND IN AN ACTIVE SHOOTER SITUATION

If you are caught in an open/common area that has no cover:
- Immediately try to place some object (file cabinet, desk, furniture) between you and the shooter.

If you are in a classroom, lab, washroom, or an office with a door, attempt all of the following:
- Lock or block the door and reinforce it with a desk, file cabinet, or any heavy furniture that is available.
- Turn off all lights, close the blinds, and cover any door or window if possible.
- Eliminate noise: computers, cell phones, radios.
- Keep quiet, out of sight, and seek the safest spot in the room. Hide behind a concrete wall or a heavy object.
- Place signs on windows that are facing outside (not on interior windows), letting emergency response personnel know about any wounded people.
- Do not respond to anyone who knocks on the door, and keep it locked.

If you are in a hallway:
- Seek out a secured room and keep the door locked.

If you are in a gym or theater with access to the outside:
- Exit the premises toward any police unit. Keep your hands on your head and follow instructions given by authorities.

If you are outside:
- Seek cover: a wall, a tree, parked vehicles, or any other object that can stop a bullet.
SAFETY & SECURITY

HOW TO RESPOND IN AN ACTIVE SHOOTER SITUATION (CONT.)

While others are securing your place of refuge, designate someone to call 911 and provide Campus Safety (773-508-6039) with the following critical information:

- Your specific building and location in that building
- The number of assailants that are involved
- The description of the assailant(s): race, gender, height, weight, clothing—with special attention to color/style (hat, jewelry, etc.)
- Kind(s) of weapon(s) that are being used: handgun, shotgun, rifle, etc.
- Amount of people at your location, number of people injured, and how severely they are injured. Comfort the injured and utilize basic first aid if you are able to.

CAMPUS SAFETY AND LAW ENFORCEMENT RESPONSE

Loyola's Campus Safety department is a recognized Police Department, and has the responsibility of first response in the event of a situation such as an active shooter on our lakeside campuses.

Notification to the Loyola community will be made as soon as possible through various channels, including:

- Loyola Alert system: register at LUC.edu/alert (those registered will get communications via voicemail to a cell/land line, text message to a cell, and/or an email message)
- Interior emergency phones located throughout campus buildings
- Digital screens located in various buildings on campus
- Public address system located in many of the main buildings

Loyola's on-duty supervisors and armed police officers will have entry responsibility. These officers are highly trained professionals, many of whom have received training that exceeds the State of Illinois requirements. While armed campus officers are entering the shooter's area, other campus officers will direct the arriving Chicago Police units to the scene and prepare for the arrival of the specialized units of the Chicago Police Department (SWAT and HBT).
SAFETY & SECURITY

CAMPUS SAFETY AND LAW ENFORCEMENT RESPONSE (CONT.)

Once the threat has been eliminated, first aid and evacuation will begin. Those being evacuated will be instructed to follow a number of procedures:

- Safe exit routes will be established. Do not exit your secure area until you are instructed to do so by police or fire personnel.
- For safety purposes, you may be instructed to keep your hands on your head.
- You may be searched.
- You will be escorted out of the building by law enforcement personnel.
- The entire area will be considered a crime scene by the police. You will not be allowed to return to the area until the crime scene has been processed.
- Everyone will be escorted to a designated area for medical treatment, counseling, and to be interviewed by investigative personnel from the Chicago Police Department.

BOMB THREATS

Bomb threats may be received by telephone, email, or letter. If you receive a bomb threat, remain calm and obtain as much information as possible.

- Exact location of the bomb
- When is it going to explode
- What kind of bomb is it
- Why was it placed there
- Who the caller is

Immediately contact Campus Safety at 44-911 from an on-campus phone, or 773-508-6039 from an off-campus phone. If there is no answer or the line is busy, hang up and dial 911. Provide them any information that you have received, specifically the location and the time the bomb is supposed to explode.

If the threat was made in writing, do not handle the letter or note any more than necessary.
SAFETY & SECURITY

BOMB THREATS (CONT.)

Do not touch of move any unfamiliar objects, move as far away from them as possible, and wait for police in a safe location.

The senior Campus Safety official on site will determine if an evacuation is warranted. If the building is evacuated, account for all building occupants at the designated meeting area.

If deemed necessary, a Loyola Alert emergency notification will be sent out alerting the Loyola Community.

The Provost or his/her designee will make all decisions regarding cancellation of classes. The Vice Present of Human Resources will make all decisions regarding continuation of the work day.

MEDICAL EMERGENCIES

If the person is unconscious, has crushing chest pain, difficulty breathing, is having a seizure or stroke, or has experienced significant trauma (hit by a car, gunshot wound, fell from a significant height), you should immediately call 911. If possible, at the same time you should have someone call Campus Safety from an on-campus phone at 44-911, or 773-508-6039 from an off-campus phone.

The caller taker at either 911 or Campus Safety is going to ask for the following information:
- Your exact location
- Sex and age of the victim
- Is the victim conscious

Provide the call taker with as much information as you can. Follow their instructions, Please note if you are on campus and do not know the exact address of where you are located, you should NOT call 911 until you do. For instance, if you are in Damen Student Center and do not know the exact address, calling 911, even from a land-line phone, will not provide them with the appropriate address. It is recommended if you do not know, or are unaware of the exact address that you call Campus Safety first who will then contact 911.
SAFETY & SECURITY

MEDICAL EMERGENCIES (CONT.)

During the regular Fall and Spring semesters, LUCEMS, a volunteer Emergency Medical Services program comprised of licensed EMTs and Paramedics will respond to medical calls on the Lake Shore Campus. These responders are state certified to provide quality pre-hospital care. For more information on LUCEMS including their free CPR training classes, please visit their website at www.luc.edu/ems

SUSPICIOUS MAIL & PACKAGES

The following characteristics may identify suspicious parcels:
- Unexpected or from someone unfamiliar to you. Addressed to someone no longer with your organization or otherwise outdated (e.g. improper title).
- No return address or one that can't be verified as legitimate.
- Has any powdery substance on the outside.
- Appears to be leaking an unknown liquid.
- Of unusual weight, given its size, or is lopsided.
- Market with restrictive endorsements, such as Personal or Confidential.
- Protruding wires, strange odors, or stains.
- Has an unusual amount of tape.
- A city or state in the postmark doesn't match the return address.

If you receive a suspicious parcel in the mail:
- Do not open the parcel.
- Isolate the piece of mail.
- Call Campus Safety at 44-911 from an on-campus phone, or 773-508-6039 from an off-campus phone.
- Do not pass the letter/parcel to others.
- Deny access to the letter to everyone except emergency responders.
- Move to an area that minimizes exposure to others and to the parcel.
- If possible, wash your hands and face with soap and water.
SUSPICIOUS MAIL & PACKAGES (CONT.)

If you open a parcel that appears to be contaminated:

- Do not move the parcel.
- Call Campus Safety at 44-911 from an on-campus phone, or 773-508-6039 from an off-campus phone.
- Turn off any fans, window air conditioners, or small/area heaters.
- Isolate the area. Evacuate the adjoining areas.
- Everyone who is evacuated should report to the building’s designated assembly area.
- Do not pass the letter/parcel to others. Deny access to the letter to everyone except emergency responders.
- The individual who opened the parcel and anyone else who has come into contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from responding emergency personnel.
- If possible, wash your hands and face with soap and water.