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*This booklet was prepared by the Community Service
Organization of Greenville College for the college
community.*

*This booklet provides helpful suggestions for maintaining a
safe environment, protecting one's safety and the safety of
one's belongings. Please take time to read and put to
memory these helpful hints.*

EMERGENCY PHONE NUMBERS

Police.....664-2131
Fire664-2121
Ambulance.....664-4711
Hospital664-1230
Poison Control Center..... 1-800-252-2022
CRE on Duty..... **On-Campus extension 7777**
.....**Off-Campus 664-7777**
CSO (9:00pm-6:00am) **On-Campus ext. 7777**
.....**Off-Campus 664-7777**

RESIDENCE LIFE STAFF

Leah Christian, Burritt Hall.....664-6696
Brandon Hill, Joy Hall.....664-6694
Joy Wrigglesworth, Kinny/Tenny.....664-6693
Tony Grace, Holtwick Hall664-6695
Jansen Hall.....664-6697
Kelly Condron, Tower Apt.....664-7867
Nathan Milner, College Ave664-7394

STUDENT DEVELOPMENT STAFF

Dr. Norman Hall, Dean of students.....664-7119
Pedro Valentin, Director of Res. life.....664-7115
Chris Smith, Director of Exp. Learning ...664-7128
Lori Gaffner, Religious Life Director664-7120
Chris Smith, Asst. to the Dean664-7128
Nancy Gaines, Campus Counselor.....664-6810
George Smith, Campus counselor664-6810

CAMPUS SAFETY

For the sake of security most buildings are locked before 11:00 pm and are reopened by 6:00 am. Women's residence halls are kept locked at all times, except during open house hours. All residence halls are restricted to the opposite sex at all times except during open house hours which are listed in the student handbook. Several student lounges exist on campus for the purpose of studying and socializing with friends. They are open to the opposite sex during specified times listed in the College handbook.

The college's Community Service Organization (CSO) does maintain a security patrol between the hours of 9:00 pm and 6:00 am. CSO locks campus buildings and patrols the campus including residence halls. They report disturbances and suspicious activity to Student Development and to the police when necessary.

CAMPUS EMERGENCY ASSISTANCE

Of all the persons involved in the Greenville College community, students have the most opportunity to prevent crime on campus. You can help by doing several things:

- Reporting suspicious persons or activity to a CSO, Resident Chaplain, or CRE,
- Abiding by campus regulations
- Being safety conscious.

For emergencies you may contact your CRE, or any member of the Residence Life staff. Emergencies occurring before 6:00 pm can receive assistance by dialing the switchboard at extension 0 or by contacting members of the Residence Life staff personally. After 5:00 pm and on weekends residents can contact a CRE by using the emergency cell number:

On-Campus Extension 7777

Off-Campus (618) 664-7777



FIRE EVACUATION PROCEDURES

1. Follow the evacuation procedures outlined for your building.
2. Remember to stay low and crawl under the smoke. More people die from smoke inhalation during a fire than any other reason.
3. Close the door as you leave the room and feel closed doors before you enter an area. A hot door means the area on the other side is in flames.
4. Remember if your clothing catches on fire to stop, drop, and roll.
5. Get out quickly.
6. When a fire alarm sounds:
 - * Close room windows.
 - * Leave room lights on.
 - * Grab a towel or article of clothing to place over your face.
 - * Stay low to the floor and calmly proceed to the nearest exit,
 - * Residence Life staff will check rooms to ensure everyone has evacuated.

COLLEGE FIRE SAFETY POLICIES

1. The burning of candles and incense (*i.e. any open flame*) is prohibited in student rooms.
2. Electrical appliances must be UL approved. Only small appliances are permitted in student
3. Each residence hall! floor is equipped with a smoke detector.
4. State law requires periodic fire drills in the residence halls. Failure to evacuate the building during a fire alarm is a violation of college policy.
5. Misuse of fire safety equipment, including transmittal of a false fire alarm and tampering with smoke/heat detection devices, or with extinguishing equipment is prohibited. The College will take necessary disciplinary action against violators, including possible criminal prosecution.

FIRE PREVENTION

1. Do your housekeeping- Keep your room and hallway clean. Do not pile items on radiators and keep trash away from heat. Dispose of garbage properly.
2. Do not overload electrical outlets, use a UL approved power strip if you use more than two appliances per wall receptacle.
3. Do not use appliances with frayed cords.
4. Do not run cords under rugs or carpets. Avoid using extension cords.
5. When decorating for special holidays or events, use flame retardant and noncombustible materials. Do not hang things from the ceiling which pose a potential fire hazard.
6. Do not store combustible materials (i.e., *gasoline or paint*) in your room or building. Store in areas designated by Residence Life staff only.
7. Immediately report fire hazards to Residence Life staff

SAFETY TIPS FOR TRAVELERS

1. Always lock your car door even if you will only be gone a short period of time.
2. Never leave valuables in plain view. It is best to lock valuables in the trunk of your car.
3. Always try to park in well lighted, highly visible areas, and in an area close to your destination.
4. Have your car keys out and ready to use when you approach your car.
5. Always let someone know where you are going.
6. When traveling in your car remember the following:
 - a. Never pick up hitchhikers.
 - b. Always use your seat belt.
 - c. Do not drive under the influence of alcohol or other drugs.
 - d. If your car stalls or breaks down, remain in your locked car and post a sign for help. Do not unlock your door or roll the window down for anyone except a close friend or law enforcement personnel (*with proper identification*).

SAFETY GUIDELINES

1. Always lock your room door *(even if you will only be gone for a few seconds/minutes or are in your room sleeping)*.
2. Do not prop open exterior doors. This is how unwanted visitors get into the building. If you see a door propped open, close it!
3. Do not walk on or off campus alone after dark. Take someone with you.
4. Do not place yourself in a dangerous situation, or in a situation where you can be taken advantage of.
5. Being under the influence of alcohol or drugs not only compromises the College's Lifestyle Statement, but is unhealthy. Alcohol lowers your ability to reason and be rational and could possibly jeopardize your personal well being.
6. Take the time to know and follow emergency procedures *(i.e. fire, tornado, and earthquakes)*. Decide ahead of time how you would respond in an emergency. Ask the Residence Life staff if you have questions,
7. Always report unusual circumstances or suspicious people to your residence life staff, the student development office, or local authorities.

SEXUAL HARASSMENT

Greenville College is committed to providing a quality education in an educational and employment environment free from sexual harassment. The College thus prohibits any form of sexual harassment. It is a violation of this policy for any student, employee or other representative of Greenville College to harass a student, employee or other representative through conduct or communication in a sexual manner. Sexual harassment is defined as any sexual conduct or communication which may effect a student's or employee's job or education or participation in an activity.

Any person who believes that he or she has been the victim of sexual harassment or any person with knowledge or belief of conduct that may constitute sexual harassment, should report the alleged acts. This is done by using the incident report forms available in the Student Development, Business, or Academic offices. These report forms should be given immediately to the compliance officer designated by the College President.

DATE RAPE

What Women Should Know About Date Rape Research indicates that one out of six college females will be a victim of date rape. You can avoid being a date rape victim by. . .

- Clearly expressing what you want in a dating situation.
- being aware of alcohol and other drug use. It is hard to be in control of the situation if you are under the influence of these substances.
- avoid going to secluded places.
- have your own transportation. Do not rely on your date for transportation especially if you do not know him well.

You have the responsibility to ...

- talk openly and honestly about your expectations.
- assert yourself.
- take an equal role in the relationship.

You have the right to be treated with respect at all times.

What Men Should Know About Date Rape

As a male you do not have the right to pressure or force a female to have sex even if...

- you paid for her dinner or night out.
- she dresses in a provocative manner.
- you have had sex with her before. The bottom line is that you have the **responsibility** to "Respect the Wishes of Your Date". Date rape is legally rape and can be prosecuted as such.

TORNADO EMERGENCY PROCEDURES

A three minute long blast on the Civil Defense horns located throughout the City of Greenville indicates a tornado alert. Several short blasts on the internal residence hall fire alarm system signals a tornado alert.

Upon being alerted;

1. Close drapes to prevent flying glass.
2. Inform your neighbor of the warning.
3. Take cover in designated areas in the basement, or an interior hallway or stairway on the first floor.
4. Stay away from windows.
5. Do not leave shelter until College personnel have given an all-clear.

EARTHQUAKE SAFETY PROCEDURES

During an Earthquake

1. Keep Calm. Don't run or panic. If you take the proper precautions, you will decrease your chances of being injured.
2. Stay where you are. Most injuries occur as people are entering or leaving buildings.
3. If the earthquake strikes when you are indoors, take cover under a desk, heavy table, bench or against inside walls or doorways. Stay away from glass, windows, and overhead light fixtures. If you are in a laboratory stay away from hazardous materials that could spill.
4. Do not use matches either during or after the tremor.
5. If the earthquake catches you outside, move away from buildings and utility wires. Move to an open area and stay there until the shaking stops.

After the Earthquake

1. Check for injuries. Do not attempt to move persons who have been seriously injured unless they are in danger of further injury.
2. If you detect a gas leak, exit building immediately, call 664-2800 ext. 6736. (Physical Plant) and/or report problem to Residence Life staff.
3. If you detect problems with other utilities, call 664-2800 ext. 6736. Or contact the emergency operation team at Scott Field immediately.
4. Evacuation of buildings is not automatic. evacuation will depend on surrounding circumstances — i.e. gas leak, fire, or sever structural damage. Building evacuations should be conducted at the direction of Hall staff.
5. If buildings are evacuated, stay out of them until directed to re-enter by college personnel. If evacuation of buildings is necessary, be prepared to locate and assist disabled individuals.

WINTER STORM TRAVELING TIPS

1. Avoid traveling in your car during a winter storm. Emergency housing is available in the residence halls if you contact the Student Development Office or a Coordinator of Residence Education.

2. If you are traveling in a car while there is a winter storm:
 - a. have emergency supplies in the trunk including: blankets, extra set of dry clothes, shovel, sand, tire chains, jumper cables, first aid kit, flashlight with extra batteries and a brightly colored cloth to attach to the antenna.

 - b. always keep the gas tank full to prevent the fuel line from freezing.

 - c. let someone else know your travel plans

3. If you get stuck;
 - a. stay with your car.

 - b. tie a brightly colored cloth (*preferably red*) to your car antenna for rescuers to see.

 - c. start the car and heater for about 10 minutes every hour. Make sure the exhaust pipe is cleared so that fumes will not back up into the car.

 - d. leave the overhead light and emergency lights on when the engine is running so you can be seen.

 - e. as you sit, keep moving your arms and legs to keep the blood circulating and to stay warm.

 - f. for proper ventilation, keep one window open, away from the direction of the wind.

ABOUT DRUG & ALCOHOL USE

In the state of Illinois it is illegal for anyone under the age of 21 years to consume or be in the possession of alcohol. Researchers estimate that alcohol is responsible for 10% of all deaths in the United States each year. Illicit drug use is responsible for another 25,000 deaths each year. Alcohol related automobile accidents are the leading cause of death among 15-24 year olds. Studies have also shown that alcohol is involved in as much as 80% of the incidents of violence occurring on college campuses.

Substance abuse produces some particularly negative consequences in an academic community. These consequences include the lessening of academic performance, difficulty in managing emotions, damage to personal relationships, damage to property, the potential for injury or illness and infringement on the rights of others. For these reasons and because Greenville College is dedicated to providing an environment that is conducive to academic and spiritual growth, it prohibits the use or possession of alcohol or empty alcohol containers. Greenville College also prohibits the use, possession, distribution, or sale of illegal drugs.

HATE CRIMES

Unfortunately Hate Crimes continue to be a major source of concern for students on campuses across the nation. While Greenville College is a Christian college and considered a safe environment, it is still located in a residential community and is susceptible to crimes motivated by hate or race.

While we cannot guarantee complete elimination of such horrible acts, we still maintain that Greenville College is a safe environment where you are always free to share and talk out issues that concern you.

If you are, or have been a victim of Hate Crime:

1. It is not your fault and you do not need to hide.
2. Talk with your CRE or one of the Campus Counselors.
3. Please report an immediate act of Hate Crime to your CRE or to CSO by calling the 24 hour emergency number (**On-Campus x-7777; Off-Campus (618) 664-7777**).
4. If you are injured call 911 for an ambulance.

5. ***WHAT TO DO WHEN CRIME OCCURS***

1. Notify your Resident Chaplain, Coordinator of Residence Education, or Student Development Office immediately. In the event of theft, it is the student's responsibility to file a report with the police.
2. Fill out an incident report while the events are still clear in your mind. This report should include a complete description of the event, possible time frame, suspect(s) and any other pertinent information.
3. If you are a victim of rape, see a doctor immediately for treatment of any injuries and for other tests which can provide important medical evidence. This can be done at the emergency room at Utlaut Memorial Hospital in Greenville.