

THREAT OF VIOLENCE

Definition:

A threatening message or action located in a campus building or the nearby area.

Procedure:



1. If you receive the threat, question the caller as much as possible to determine the following:
 - location
 - time
 - what
 - why
2. Listen for background noise and report sounds to the authorities.
3. Listen for distinguishing speech patterns, (slurred, lisp, etc).
4. Signal a co-worker or someone nearby to call **9-911**. Tell the **911 CENTER** the location (college and building, room number and directions to the site) of the threat, then notify the **CAMPUS ASSISTANCE CENTER** at extension **4444**.
5. Evacuate all people from the building.
6. Exit the building and move to the threatened building's evacuation area, assisting others whenever possible.
7. The "All Clear" will be given by designated emergency or College officials.

Remember:

Use common sense and never take risks that may endanger yourself or others.

Numbers to Know :

EMERGENCY RESPONSE: 9-911 • CAMPUS ASSISTANCE CENTER: Ext. 4444
Note – All College phones are campus phones except pay phones.

**To call the 911 Center from campus phone, you must dial 9-911.
From pay phones, dial 911. Coins are not needed for 911 calls.**