

SPECIFIC EMERGENCY PROCEDURES

VIOLENT OR CRIMINAL BEHAVIOR

IN AN EMERGENCY DIAL EXT. 5171

Campus Police is located in the General Services Building and provides you with 24-hour help and protection. This service is provided seven days a week on a year around basis.

ON CAMPUS EMERGENCIES, DIAL EXT. 5171

OFF CAMPUS EMERGENCIES, DIAL 911

(To report off campus emergencies using our phone system dial 9-911)

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them promptly.
2. If you are a witness to any on campus offense, AVOID RISKS!
3. Promptly notify Campus Police at 963-5171 as soon as possible and report the incident, including the following information:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of the person(s) involved
 - d. Description of property involved
4. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.
5. Assist the officers when they arrive by supplying them with additional information and ask others to cooperate.
6. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. What to do if taken hostage:
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don't make mistakes, which could hazard your well being.
 - c. Don't speak unless spoken to; and then only when necessary. Don't talk down to the captor who may be in an agitated state.
 - d. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
 - e. Try to rest. Avoid speculations. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
 - f. Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
 - g. Be prepared to answer the police on the phone. Be patient. Wait. Attempt to establish rapport with the captor. If medication, first aid, or restroom privileges are needed by anyone – say so. The captor, in all probability, does not want to harm persons held by him. Such direct action further implicates the captor in additional offenses.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.