

THREAT & VIOLENCE PREVENTION



EDGEWOOD COLLEGE

Remain calm

- Speaking calmly and confidently, without anger or defensiveness may de-escalate a violent or threatening situation. A majority of your message is communicated by tone of voice and body language.
- Never approach an armed individual or one exhibiting violent behavior. Do not invade their physical space.
- Treat the individual with respect and dignity. Acknowledge the distress. For example, you might say, “I understand that you are angry.”
- Never challenge or bargain with a threatening person. Do not make promises you cannot keep.
- Always be aware of your physical surroundings. Keep a barrier – a desk or counter – between yourself and the individual.
- If you become upset or angry remove yourself from the situation.

Seek assistance

- Each situation is unique. Use your best judgment to determine if outside help is required.
- Depending on the situation get assistance from a co-worker, supervisor, security, or 9-911
- If you believe using the phone will escalate the situation, speak with the first person in the area
- If the aggressor is not in the immediate area, call Security (4444) or 9-911 depending on your evaluation of the crisis
- Give direct, concise information about the situation: Your name, building and room location and ask for immediate help
- If the call is made to Security in the presence of the aggressor, do not give details. Say, “This is [your name]. Please come to my office now.” The word NOW will trigger an emergency response from Security. If it is possible to answer questions without jeopardizing your safety, do so to clarify the situation.
- Whenever working during non-office hours, notify Security you are in the building, how long you intend to be working, and keep doors locked. Be prepared to call 9-911 directly.

Clear the affected area

- If you notice a threatening or violent individual in the area, quietly and calmly ask others to leave with you
- Try to prevent other people from entering the area
- If you are asked to leave, do so quickly and quietly
- If conditions permit, check offices, conference rooms, rest rooms, and any storage rooms as you leave the area

Notify Security

- Alert Security about the situation as soon as possible
- Security may ask for assistance from staff in safe areas to help notify people in the building about the situation
- You may be required to leave the area or shelter in place
- Follow instructions from Security or 9-911 responders quickly and quietly

Wait for the all clear

- Do not return to the area until authorities have given an all-clear message
- All incidents will be investigated and appropriate action will be taken
- Reports of incidents involving employees will be placed on file in the Human Resources office. Reports of incidents involving students will be filed in the Dean of Students office.
- Contact the Personal Counseling Center for further support or resources (663-2281)

Emergency Contacts:

Security

ext. 4321 (608 663-4321 from cell)

Campus Assistance

ext. 4444 (608 663-4444 from cell)

911

9-911 (from campus extension)

Non-Emergency

Dean of Students 2212

Human Resources 3317

Personal Counseling 2281

Academic Dean 2200

Health Services 8334

Health & Safety 6709

Policy

These guidelines are part of Edgewood College's commitment to provide a safe environment for all members of the College Community. Prepared communities respond in a deliberate, thoughtful and safe manner in the face of violence.

Edgewood College expects that all members of the community will observe personal integrity in their relationships, comply with all laws and regulations applicable to the College, treat others with dignity and respect, and accept responsibility for the appropriateness of their own conduct.

Edgewood College has zero tolerance for violence. Weapons are expressly prohibited on campus. Violation of these policies will be subject to disciplinary action, up to, and including, expulsion for students and job termination for employees.

The following guidelines have been developed in accordance with Dominican values to assist faculty, staff and students when faced with threats or acts of violence.

Definitions

Acts of aggression include verbal abuse or physical actions that intend to create fear or apprehension of bodily harm or threaten the safety of a co-worker, a student, or the public.

Acts of violence include any intentional or reckless physical act that causes injury to a co-worker, a student, or the general public or intentional or reckless damage to physical property.

Discriminatory language that is intended to threaten a person because of their race, ethnicity, national origin, sexual orientation or disability will be treated as a threat of violence.

Each situation requires that the individuals involved assess the circumstances and act accordingly – there is no formula to address every situation. If your “sixth sense” tells you something is wrong, ACT! Seek assistance from a co-worker, supervisor, or Security.