

# EMERGENCY PROCEDURES

FOR

SLCC PERSONNEL

December 2008

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# ANTHRAX

## EMPLOYEE PROCEDURES TO FOLLOW IN THE EVENT OF POSSIBLE EXPOSURE TO ANTHRAX

*Please remember that it is very unlikely that the College would be targeted for any type of adverse action such as this. However, it is always helpful to know what to do in case of a possible exposure.*

If you open an envelope or package containing a message indicating that you have been exposed to anthrax (a crystalline or powdery substance may not be seen or noticed), or if you open an envelope or package with the unexplained presence of a white powdery or crystalline substance, do the following:

1. Remain calm.
2. Immediately close all doors and windows in the room. Turn off any area fans.
3. Move away from the envelope or package and any suspected substance but do not leave the room.
4. Call the College Environmental Health & Safety Office:
  - a. Rand Webb at 801-957-4902 (office); 801-856-6458 (cell)  
OR
  - b. Nancy Sanchez at 801-957-4041 (office); 801-815-7555 (cell)  
OR, if they can't be reached,
  - c. Police Services (see phone numbers listed on page 12 of this book). They will give you further instructions.
5. Notify your supervisor by phone.
6. Other employees should remain in the building.
7. If you have been exposed to a powder or other substance, do not touch your face or attempt to clean up the desk or counter top. If a sink is available in your work area, wash your hands, arms, and face with soap and water.
8. Wait for further instructions from responders.

## **INFORMATION ABOUT ANTHRAX EXPOSURES**

- If you follow the procedures above, along with directions of responders, your chance of illness is extremely low.
- Maintenance may shut down building air handling units. Security may restrict access into the area and may evacuate surrounding areas to minimize the possibility of contamination.
- You may be decontaminated at the scene by professionals or given an opportunity to shower. You will be given clean clothing after the shower or decontamination.
- You may be sent to a designated hospital for evaluation. Antibiotics may be recommended until laboratory tests are completed (normally 24-72 hours).
- For more information, contact the College Environmental Health and Safety Office at 801-957-4902 or 801-957-4041.

## **BOMB THREAT**

There are three ways you could become involved in a bomb threat.

1. You could receive a threatening phone call.
2. You could see a suspicious package or other object. If you are concerned, contact Police Services (see phone numbers listed on page 12 of this book).
3. We could ask you to evacuate the building because of a bomb threat. Please leave immediately and move *away* from the building.

### **IF YOU RECEIVE A TELEPHONE CALL**

If you receive a bomb threat call, be calm and courteous. Let the caller talk and listen carefully to what is said. Don't interrupt, but when the caller has finished stating the threat, try to get as much additional information as possible. Do not say anything that will offend or antagonize the caller. Use the form on the following page to record as much information as possible:

## BOMB THREAT INFORMATION

Location of the bomb: Building: Room: Location in room:	Time of call:
What does the bomb look like:	
What time will the bomb go off:	
What kind of bomb is it:	
How do you know about the bomb:	
Why was the bomb placed here:	
Why are you calling:	
What is your name:	
Where are you now:	
<b><u>Voice Characteristics:</u></b> loud          deep          raspy          nasal soft          high          pleasant          intoxicated	<b><u>Speech:</u></b> fast          distinct          stutter          slurred slow          distorted          lisp
<b><u>Language:</u></b> poor                          obscene fair                          profane good                          abusive	<b><u>Accent:</u></b> local                          foreign racial                          present but unknown
<b><u>Manner:</u></b> calm                          angry rational                          irrational coherent                          incoherent deliberate emotional laughing serious	<b><u>Background Noise:</u></b> office machines          trains factory machines          airplanes music                          voices animals                          quiet party noises                  traffic undetermined

**DETAILS OF MESSAGE**

As quickly as possible, write out the caller's message completely and accurately, being sure to include all available details:

**CONTACT POLICE SERVICES (SEE PHONE NUMBERS LISTED ON PAGE 12 OF THIS BOOK) AND THEN CONTACT YOUR SUPERVISOR**

Your Name:	Date:	Time:
Department:	Phone #:	Bldg/Room

## **BUILDING EVACUATION**

The building must be evacuated if the fire alarm sounds or if you are instructed to evacuate by an authorized Police Services, Facilities, administrative representative, or Building Marshal. The fire alarm is the fastest way to signal a full building evacuation and could be used in the event of fire, chemical spill, bomb threat, or any other emergency. **Never ignore the fire alarm.**

### **WHEN INSTRUCTED TO EVACUATE THE BUILDING**

1. Always leave the building immediately. Turn off equipment and lights and close the door behind you. (A closed door will limit the spread of heat and smoke and will also act as a fire barrier, and can serve as a theft deterrent in case of other evacuations.)
2. Use stairways to exit. Never use an elevator as an emergency exit.
3. Assist disabled or injured persons in evacuating the building. **DO NOT USE THE ELEVATOR. IN CASE OF FIRE NO ONE SHOULD USE AN ELEVATOR.** For assistance in evacuating an individual with a disability, call the Office of Risk Management at 801-957-4041, 801-957-4533, or 801-815-7555. If at Taylorsville Redwood or South City Campuses, call Police Services (see phone numbers listed on page 12 of this book).
4. If you encounter individuals who are ignoring the fire alarm or the request to evacuate, instruct them to leave the building immediately. If they do not respond, report their location to Building Marshal, police, or fire fighters when you have left the building.
5. Once outside, move to a predetermined area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
6. Do not reenter the building until directed to do so by an authorized Police Services, Facilities, administrative representative, Building Marshal, or CERT team member.

# **CHEMICAL SPILL**

## **PRECAUTIONS BEFORE WORKING WITH CHEMICALS**

1. Always be familiar with the chemicals you are using and the MSDS (Material Safety Data Sheet) that accompanies them. Before authorizing use of a chemical, make sure anyone requesting to use the chemical has been trained on the use of the chemical, understands the MSDS, and is familiar with the emergency procedures and cleanup requirements specified on the MSDS for that chemical.
2. Always make sure the MSDS is readily available while you are working with the chemical.
3. Spill kits with instructions, absorbents, reactants, and protective equipment should be readily available to clean up minor spills.
4. In laboratory or workshop areas, staff should be trained and capable of handling minor chemical spills safely without the assistance of safety and emergency personnel.

## **MINOR CHEMICAL SPILL**

1. Alert people in the immediate area of the spill and evacuate the room if necessary.
2. Wear protective equipment, including safety goggles, gloves, and long-sleeve clothing before attempting to clean up the spill.
3. Avoid breathing vapors from the spill.
4. Confine the spill to a small area.
5. Use the appropriate kit to neutralize and absorb the spill, collect the residue, and place it in the appropriate container.
6. Call Environmental Health and Safety (Rand Webb, 801-957-4902 or 801-856-6458 or Nancy Sanchez, 801-957- 4041 or 801-815-7555) to dispose of chemical waste.

## **MAJOR CHEMICAL SPILL**

1. Attend to injured or contaminated persons and remove them from exposure IF IT IS SAFE TO DO SO. Alert people to evacuate the area. Close all doors.
2. Bring the MSDS for the spilled chemical(s) with you.

3. Make the following phone calls as quickly as possible:
  - a. Call the Environmental Health and Safety office (Rand Webb, 801-957-4902 or 801-856-6458 or Nancy Sanchez, 801-957- 4041 or 801-815-7555) to assess the severity of the spill and arrange cleanup.
4. Have a person knowledgeable of the incident and the area assist emergency responders.

# EARTHQUAKE

## COMMON SENSE PREPAREDNESS BEFORE AN EARTHQUAKE

1. The flashlight in your work area is located: \_\_\_\_\_  
(Please check batteries periodically. Do not use a flashlight if there is a gas leak.)
2. To increase stability, place heavier files in bottom drawers of file cabinets and place heavier books on lower shelves of book cases.
3. Have the Facilities Department brace, anchor, or fasten high or top-heavy objects to the wall.
4. Arrange desks and furniture so that you are not sitting under open book shelves, or where tall furniture could fall on you.
5. Have a 72-hour kit and comfortable walking shoes at your work site or in the trunk of your car.

## IF YOU ARE INDOORS DURING AN EARTHQUAKE

1. Stay inside. (Debris falling from the outside of buildings can cause serious injury.)
2. Take cover under a sturdy desk, table, or other furniture, in a supported doorway, or along an inside wall. (Protect your head, your neck, and your spine.)
3. Stay away from glass.
4. Extinguish any open flame (candles, matches) and do not use lighters, flashlights, etc., because of possible gas leaks.
5. Do not run for exits that may be jammed with people, stairways that may be broken, or elevators, since power may fail.
6. When tremors stop, leave the building until structural safety can be assessed. Follow the instructions of campus emergency officials.

### **IF YOU ARE OUTSIDE DURING AN EARTHQUAKE**

1. Move away from buildings and utility wires. Once in the open stay there until the tremors stop.
2. Do not enter buildings until structural safety can be assessed.

### **IF YOU ARE IN A MOVING VEHICLE DURING AN EARTHQUAKE**

1. Stop as quickly as safety permits. Turn off the motor.
2. Remain in the vehicle.
3. When tremors stop, drive on carefully watching for falling objects, downed electrical wires, and broken or undermined roadways.
4. Do not enter buildings until structural safety can be assessed.

### **AFTER AN EARTHQUAKE**

1. Be prepared for additional aftershocks. They are usually smaller, but can cause additional damage or bring weakened structures down.
2. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Report the location of the injured person to emergency personnel.
3. A campus emergency team will assess the damage as quickly as possible and provide further instructions. The CERT team members will be recognizable in green vests and hard hats and wear emergency response picture ID's.

## **ELEVATOR FAILURE**

### **IF YOU ARE IN AN ELEVATOR THAT FAILS**

1. Use the in-elevator emergency panel to report the failure. Pushing the button will automatically call the elevator company.
2. If the emergency panel is disabled, push the alarm button.

### **IN CASE OF ELEVATOR FAILURE**

1. Any time you hear an elevator alarm sound, investigate the problem.
2. If it is determined that there is a failure or problem, contact the Facilities Department at 801-957-5911, 801-898-4910 or Police Services (see phone numbers listed on page 12 of this book).

### **IN CASE OF MISUSE, VANDALISM, OR OTHER PROBLEM**

1. Call Police Services (see phone numbers listed on page 12 of this book) and report the problem immediately.

## **EMERGENCY TELEPHONES**

*For College emergencies, dial the appropriate number for your campus for Police Services, or 9-911 for outside emergency assistance. For all medical emergencies dial 9-911. (Dialing 911 will also connect.)*

<b>Salt Lake Community College Police Services</b>		
<b>Salt Lake Community College has contracted police services with Utah Department of Public Safety (UHP) at the Taylorsville Redwood and South City Campuses. All other campuses are serviced by local municipalities. See the list below:</b>		
<b>Emergency Calls 911</b>		
<b>Campus</b>	<b>Non-Emergency Call Number</b>	<b>Law Enforcement Agency</b>
Airport	801-575-2401	Airport Operations
Community Writing Center	801-799-3000	Salt Lake City Police
Jordan Campus	801-840-4000	West Jordan City Police
Larry H. Miller Campus	801-840-4000	Sandy City Police
Library Square	801-799-3000	Salt Lake City Police
Meadowbrook Campus	801-840-4000	South Salt Lake Police
Taylorsville Redwood Campus	801-957-3800	Department of Public Safety – UHP
Sandy Campus	801-840-4000	Sandy City Police
South City Campus	801-957-3800	Department of Public Safety – UHP
Unity Center	801-799-3000	Salt Lake City Police

### **CELL PHONES**

Many individuals now carry cell phones. Please become familiar with who those individuals are in your work area or in areas where you hold classes or attend meetings so that you can call on them for assistance with emergency communications if necessary.

### **EMERGENCY PHONES**

Emergency phones are located in each SLCC building. If you do not have access to another telephone or cell phone, the emergency phone, when activated by pushing a button, will automatically call 911. Please become familiar with the location of the emergency phones in each building.

## **FIRE**

The **FIRE EXTINGUISHER** in your work area is located: \_\_\_\_\_  
(Please become familiar with its use; the Office of Risk Management or the Fire Marshal will train you if requested)

\_\_\_\_\_

The **FIRE ALARM** closest to your work area is located: \_\_\_\_\_

### **IF IT IS A SMALL, EXTINGUISHABLE FIRE**

1. Report the fire and initiate building evacuation by activating the nearest fire alarm.
2. Use the fire extinguisher in your work area to extinguish the fire.
3. Call the Facilities Department at 801-957-5911 or 801-898-4910 to report the incident.

### **IF THE FIRE CANNOT BE EXTINGUISHED WITH A FIRE EXTINGUISHER**

1. Report the fire by activating the nearest fire alarm.

(Activating the alarm will automatically report the fire to both the Facilities Department on campus and the local fire department.)

### **WHEN A FIRE ALARM SOUNDS**

1. Always leave the building immediately. Close the door behind you. (A closed door will limit the spread of heat and smoke and will also act as a fire barrier, and can serve as a theft deterrent in case of other evacuations.)
2. Use stairways to exit. Never use an elevator as an emergency exit during a fire.
3. As you evacuate the building:
  - a. Please be aware of individuals with disabilities who are also trying to leave the building and offer whatever assistance you can. For assistance in evacuating an individual with a disability, call the Office of Risk Management at 801-957-4533, 801-957-4041, or 801-815-7555.
  - b. If you encounter individuals who are ignoring the fire alarm or the request to evacuate, instruct them to leave the building immediately. If they do not respond, report their location to Building Marshal, police, or fire fighters when you have left the building.

4. Do not re-enter the building until directed to do so by an authorized Police Services, Facilities, administrative representative, Building Marshal, or CERT team member.

## FLOOD

*Flood* is defined as any appreciable quantity of water in or around any of the Salt Lake Community College sites with the potential of causing damage to the buildings, building contents, or grounds. Floods can be caused by a variety of conditions, such as heavy rain, snow, or broken plumbing. Any time water enters through roof areas, seeps down walls, runs in through entrances or exits, or is detected where it should not be present, please call 801-898-4910 for attention **immediately**.

If no one can be reached at the above number, call Police Services (see phone numbers listed on page 12 of this book) and dispatch will make radio contact with the appropriate Facilities personnel.

## **MEDICAL EMERGENCY**

*Limited student accident insurance is provided when students register and pay fees. The insurance functions as a secondary carrier only and has limited benefits. Questions should be referred to the Office of Risk Management at 801-957-4533. This does NOT replace other insurance coverages.*

*College employees are covered by Workers Compensation and immediate notification of injuries should be made to the Office of Risk Management at the numbers identified below.*

### **IF THE EMERGENCY APPEARS TO BE LIFE-THREATENING**

**NOTE:** Although seizures are normally not a life threatening medical emergency, College policy is to follow the procedures for life threatening emergencies UNLESS the individual responding has a specific, individualized medical protocol from the victim's doctor outlining medical steps to be taken in the event of a seizure.

(Examples: unconsciousness, inability to move, potential spinal injuries, seriously broken bones, uncontrollable bleeding, heart attack, stroke, inability to breathe, etc.)

1. Do not move the victim.
2. Call 911 for emergency assistance. (Campus phones should dial 9 to get an outside line and then dial 911.)
3. Send someone to meet emergency personnel at building entrance and guide them to the emergency location.
4. After dialing 9-911:
  - a. Call College the Office of Risk Management, 801-957-4533, 801-957-4041 or 801-815-7555.
  - b. If at Taylorsville Redwood or South City Campuses, call Police Services (see phone numbers listed on page 12 of this book).
  - c. Call the College Health Center at 801-957-4347 (Redwood) or 801-957-3323 (SCC) during their hours of operation.
5. If the medical emergency occurs at another college location or when Police Services cannot respond, get names of witnesses and information necessary for an accident report:
  - Name of injured person
  - Injured person's address and telephone number
  - Date and time of injury

- Description of what happened
- Brief summary of action taken
- Names of any witnesses
- Conditions at site of accident (wet/dry, lights on/off, apparent hazards or absence of such, etc.)

Report this information to the Office of Risk Management (801-957-4533, 801-957-4041, or 801-815-7555) immediately. Follow up written information and accident reports may be e-mailed to [nancy.sanchez@slcc.edu](mailto:nancy.sanchez@slcc.edu); and [annette.palmer@slcc.edu](mailto:annette.palmer@slcc.edu) or sent via campus mail, using mail stop code ADM.

### **IF THE EMERGENCY REQUIRES MEDICAL ATTENTION BUT APPEARS NOT TO BE LIFE-THREATENING**

(Examples: cuts, abrasions, sprains, fainting spells, simple fractures, etc.)

1. Call Police Services (see phone numbers listed on page 12 of this book).
2. Call the College Health Center at 801-957-4347 (Redwood) or 801-957-3323 (SCC) during their hours of operation.
3. Call College the Office of Risk Management at 801-957-4533, 801-957-4041, or 801-815-7555.
4. If injured person is able to walk, encourage them to go to the Health Center if they are on the Taylorsville Redwood or South City campuses. If they choose to go, please have someone accompany them to the Health Center.
5. If Police Services or College Health Center personnel are not available to make a determination as to whether the injured person should be transported to a medical facility, allow the injured person to make that determination. Provide as much help and support as possible until transportation arrangements have been made. (Do not volunteer to transport the injured person as this would increase college and personal liability.)

**NOTE:** If the injured person chooses not to be transported to a medical facility and you disagree with that determination, you may insist that a trained person be called to the scene to assist in making the determination; then call 911.

6. If the emergency occurs on a satellite campus or when Police Services cannot respond, get names of witnesses and information necessary for accident report:
  - Name of injured person
  - Injured person's address and telephone number
  - Date and time of injury

- Description of what happened
- Brief summary of action taken
- Names of any witnesses
- Conditions at site of accident (wet/dry, lights on/off, apparent hazards or absence of such, etc.)

Report this information immediately to the Office of Risk Management (801-957-4533, 801-957-4041, or 801-815-7555).

### **IF ACCIDENT OR INJURY APPEARS TO REQUIRE NO FIRST AID OR MEDICAL ATTENTION**

Occasionally accidents will occur where individuals, including the accident victim, will assume that no injury has occurred and that no medical attention is required. However, symptoms may become evident later, and an accident report should still be filed with the Office of Risk Management as soon as possible and always within 24 hours. (e-mail: [nancy.sanchez@slcc.edu](mailto:nancy.sanchez@slcc.edu); and [annette.palmer@slcc.edu](mailto:annette.palmer@slcc.edu)) If the accident victim is unwilling to provide his/her name and other information, please report time of day, incident location details and physical description of individual involved.

# POWER FAILURE

Every employee should have a flashlight in their work area. My flashlight is located:

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(Supervisors are responsible to provide a flashlight to each employee and to replace batteries annually. Please check batteries periodically.)

## IN CASE OF POWER FAILURE

1. Shut off any equipment you are working with.
2. Turn any other equipment or switches off to help prevent possible damage to equipment from power surges when power is restored.
3. Leave dark areas as quickly as possible, taking care to assist any individuals with disabilities as they exit.
4. Never dismiss classes or close offices unless instructed to do so on 801-957-INFO (801-957-4636) or by a College administrator.
5. Information about the failure and its expected duration will be available as quickly as possible on the information hotline, 801-957-INFO (801-957-4636).

## AFTER A POWER FAILURE

1. Check your area and report any equipment or other damage to the proper instructor, supervisor, or department personnel.
2. Facilities personnel will restore all building-wide systems, such as heat, air conditioning, etc., as quickly as possible.
3. Department Instructions:

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## **SNOW STORM OR OTHER SEVERE STORM**

In cases of severe snow storms or other severe storms, it is possible that the College schedule may change: one or more campuses may open late, classes may be canceled, staff offices may be closed, or evening classes may be let out early.

### **MORNING SCHEDULE CHANGE**

If serious overnight storms cause a change in the College schedule, the information hotline, 801-957-INFO (801-957-4636) will provide periodic updates beginning at 5:00 a.m. Information will be broadcast on local TV and radio stations.

### **EVENING SCHEDULE CHANGE**

Changes to evening class schedules will be available on the information hotline at 801-957-INFO (801-957-4636).

When severe storms begin in the evening hours, classes in session will be contacted and informed about early closings. Information will also be available on the information hotline.

### **COLLEGE CLOSURE MESSAGES**

If one or more of the College sites are required to close because of severe weather or any other emergency condition, one of the following messages may be broadcast and will apply to either the College as a whole or the specific site identified in the message:

- College is closed - means that classes are canceled until indicated time and that offices are closed as well. No one is expected to report to work except “critical service providers” such as essential Facilities crews, campus police, and others whose supervisors have designated them as “critical service providers.”
- Classes are canceled - indicates only that classes are canceled, all staff are requested to report to work for their regular work day, or as soon as they can safely arrive on campus. Faculty and students should arrive at the time indicated in the announcement.

## **VIOLENT INTRUDER**

The College's goal is to maintain a teaching and learning environment that is safe for students, employees, and visitors to our College sites. The information presented below is intended to serve as a guide and is based on recommendations from law enforcement experts nationwide.

No single response is best for every possible occurrence, but if you are faced with deciding what to do in the event of a violent attack, take the following information into consideration and, combined with the information available at the time, make a personal decision as to which response to choose.

Being prepared for emergency situations and understanding your personal skills and limitations will help you respond in the best manner possible.

### **EMERGENCY NOTIFICATIONS**

If there is a violent intruder at any College site, accurate information will be made available as quickly as possible by one or more of the following means:

- 801-957-INFO (801-957-4636) (College emergency information hotline)
- Intra-building communication via battery-powered megaphone
- Public Announcement type communications through building emergency phone speaker system
- SLCC emergency web page
- Mass notification technology, such as text message, e-mail, and/or phone call. (You may sign up for this free service. Call 801-957-4533 for information)

These emergency communications are one-way. If you have pertinent information, call 911 or use the contact numbers provided elsewhere in the emergency procedures rather than attempting to "reply" to any mass notification message.

- Be sure to follow any directions given in the emergency communications
- Do not make statements to the media; instead, refer them to the Institutional Marketing Director

### **HOW TO LOCK DOWN A CLASSROOM OR OFFICE**

1. Lock the door separating the classroom or office from the hallway or internal foyers.
2. If the door doesn't lock, barricade the door opening with desks, chairs, bookcases, or any other available furniture that would prevent someone from entering the room.

3. Cover windows or openings that would allow the individual to see into the room and turn off the lights.
4. Keep everyone calm and quiet; turn off audio equipment and set cell phones to “silent.” The goal is to make the room appear unoccupied.
5. Remain in the locked down location until emergency responders indicate that it is safe to leave. (Do not respond to requests such as “Police, open up!” as they may be from the intruder(s).)

### **IF CONFRONTED BY A VIOLENT INTRUDER**

1. Do not panic.
2. Do not attempt to disarm or subdue the individual(s).
3. Do not make eye contact with the individual.
4. Do not activate the fire alarm.

### **IF YOU ARE IN THE SAME BUILDING AS THE INTRUDER**

1. Exit the area immediately if it is safe to do so, letting others you encounter know that they should leave also.
2. Lock down your area, classroom, or office.
3. If you are not in an area that can be locked down, proceed immediately to an area that is away from the incident site and that can be locked down.
4. If you are close to an exit, you must decide whether to take shelter in an area that can be locked down to or to exit the building. If you exit, go to a safe indoor location if possible.
5. If you are running from an area (either in the building or outside), do not run in a straight line; take cover behind any available objects as you run.
6. Once you are away from the incident, call 911 immediately and report:
  - a. Location of incident
  - b. Number of intruders (if known)
  - c. Number of persons involved

## **IF YOU ARE IN A DIFFERENT BUILDING THAN THE INTRUDER**

Follow all authorized requests immediately; many requests may be the same as if you were in the affected building.

1. Lock down your area.
2. Evacuate the building using specific exit routes.

## **IF YOU ARE OUTDOORS**

1. Quickly leave the incident area using whatever objects are available for cover (parked cars, landscaping, signs, etc.)
2. Do not run in a straight line.
3. Call 911 immediately and report:
  - a. Location of incident
  - b. Number of intruders (if known)
  - c. Number of persons involved
4. If you see responding police officers, follow their instructions exactly and as quickly as possible. (Because intruders often pose as victims, police may detain you, ask you to get on the ground, put your hands behind your head, etc. Once it is determined that you are not an intruder, they will give you directions on moving to another safe location.)

## **COUNSELING SERVICES**

Health & Wellness Services will make available counseling services for individuals involved in or affected by a violent intruder incident. Information will be provided through the SLCC emergency web site and other notification methods identified above.

## WORKPLACE VIOLENCE

### THREAT OF IMMINENT INJURY

1. Call 911. (From campus phones, dial 9-911.)
2. If possible, evacuate the area around the violent individual.

**NOTE:** The threat of imminent injury is present if any of these or similar conditions exist:

- Weapon is present
- Individual is threatening to harm self or others
- Physical assault is occurring (minor--spitting, hitting, fighting, etc.; major--attempt to murder, rape, etc.)
- Major destruction of property is occurring or threatened (arson, explosives, etc.)

### INCIDENT WHERE A MILD OR STRONG THREAT OF VIOLENCE OCCURS

1. Report incident immediately to
  - Your supervisor
  - The Employment Manager at 801-957-4212
  - The Parking and Security Services Director at 801-957-4571

**NOTE:** The following behaviors, when viewed as an isolated incident, do not necessarily constitute a threat of violence. However, if patterns of behavior which include one or a combination of the conditions listed below emerge, they may be one indicator that a person's behavior could become violent. Where such behavior patterns develop, they should always be reported.

#### *Mild Threat*

- Verbal abuse
- Excessive use of profanity
- Consistently argumentative interactions
- Failure to cooperate with supervisor/co-worker or faculty member/other students
- Inappropriate sexual comments
- Negative attitude towards policies/procedures
- Instigating harmful rumors
- Expressing suicidal thoughts
- Frequent displays of anger, such as clenched fists, red face, tight jaw

#### *Strong Threat*

- Expressing a desire/intent to harm others
- Open disobedience of policies/procedures
- Vandalizing/stealing property for revenge
- Expressing feelings of persecution by others
- Sending sexual/violent notes or other communications to others
- Making suicidal threats/gestures
- Consistently acting out anger, such as slamming doors, punching walls, instigating fights

