

# Campus Safety Procedures And Awareness Guide

# Table of Contents

Emergency Procedures	2
Emergency Services Communications	3
Aftermath	4
College Administration/Department Heads	6
Emergency Services Law Enforcement/Fire Rescue	7
Emergency Management	8
General Safety	10
Active shooter	12
Bomb Threat	15
Crime in Progress	16
Evacuation	17
Explosion	18
Fire	18
Lockdown / Shelter in Place	19
Medical Emergency	20
Sexual Assault	21
Venomous Snake or Alligator on campus	24
Suspicious Activity or Package	25
Utility Failure	27
Weather Emergency	28
Violence Prevention/ Assessment	28

# **Emergency Procedures**

## Internal (Administration and Students)

- Each department head is responsible for notifying their personnel
- IT Services will inform staff and/or students by email and text

## External (Parents and Public)

- Closings will coincide with those of the Pasco County School systems
- Students will be directed to email *Dr. Trevor Holloway* Vice President for Student Development.
- All media relations relating to an event or emergency will be handled by the
   Vice President for Enrollment. To protect our public statements, it is
   preferable to have fewer points of contact with the press.

# **Emergency Services Communication**

## Preparation

• Critical Incident Box

## **Interaction with Emergency Services**

Primary contact for interaction with Emergency Services

Student Issue - Vice President for Student Development

Security Issue - Facilities Manager

Medical Issues - If an emergency happens call 911

## Emergency Room

Members of the Student Development staff should transport all students needing medical attention at the ER.

The Vice President for Student Development should be notified immediately so that they can notify parents.

Preparing for Emergency Services arrival

Prepping the crime/accident scene

Moving injured person

Safe Classroom procedure

# Aftermath Plan

#### Insurance

• Primary contact - Human Resources

## Student Debriefing

- Vice President for Student Development is the primary contact for both student-wide information and specific student notification
- General statements will be posted on the College website at trinitycollege.edu

## **Internal Reports**

- Criminal Reports and Incident Reports should be completed by the Vice President for Student Development.
- All internal reports should also be reviewed by the President's Cabinet

## Damage Assessment

- The Facilities Manager will evaluate all property damage
- Any damages will then be reported to the Vice President for Business and Finance

## Counseling

- Student Development staff will direct all individuals in need of counseling
- Counselors available include Leslie Tombleson-Rewald. Other counselors available upon request.

## **Evacuation**

## Preparation

- The Director of Student Life and the Brand Ambassador will direct all staff and administration in preparing for evacuation
- Electronic items placed in a centralized location
- Sandbags, food, and supplies will be provided in the event of a weather emergency
- Network shutdown and data backup will be conducted by the IT
  Department
- All records will be placed in the Records room
- The Vice President for Student Development will be in contact with the local shelter in case of weather emergency and direct all students in preparing for evacuation

#### **Evacuation Procedure**

- Student Development staff will inform students of the need for evacuation
- Daytime Emergency- Students will meet in the chapel for instruction
- Nighttime Emergency Resident Advisors will gather and inform all resident students

## Continuance of Operation

• The Senior Accountant will be responsible for all purchasing

## Lockdown

- The Facilities Manager, will be responsible for announcing lockdown and coordinating with Emergency Services (Reference Emergency Services Section)
- Staff and faculty should direct all students and office personnel to an interior room and locking all doors (Safe Classroom signs should be placed under classroom doors)

#### **Human Resources**

Medical Center of Trinity will serve as the designated hospital for work related injuries

## College Administration and Department Heads

- Director of Admissions Beau Kennedy, beau.kennedy.staff@trinitycollege.edu
- Vice President for Enrollment Services Dr. Christopher Gate, christopher.gate.staff@trinitycollege.edu
- Vice President for Student Development Dr. Trevor Holloway, trevor.holloway.staff@trinitycollege.edu
- *IT Department* 727.569.1389 or 727.376.6911, ext. 314, helpdesk@trinitycollege.edu

- College President Acting President is currently,
   Eric Bargerhuff
- Vice President for Academic Affairs Eric Bargerhuff, eric.bargerhuff.staff@trinitycollege.edu
- Facilities Manager Anthony Triana, anthony.triana.staff@trinitycollege.edu
- Registrar James Synder,
   james.synder.staff@trinitycollege.edu
- Senior Accountant Raphael Agyemang, raphael.agyemang@trinitycollege.edu

## Law Enforcement - Pasco Sheriff's Office

Emergency - 911

Non-emergency- 727.847.5878

## Fire - Pasco Emergency Services

Emergency - 911

Non-emergency - 813.929.2750

## Medical/Ambulance - Pasco Emergency Services

- Emergency 911
- Non-emergency 813.929.2750

## **Emergency Management**

## Pasco County Emergency Management

- Phone 727.847.8137
- Andrew Fossa, Director 717.847.8137

## American Red Cross - West Pasco Chapter

- Phone 727.848.8354
- Poison Information Center 800.282.3171

## Hospitals

- Medical Center at Trinity 9330 FL-54 Trinity, FL 34655
   727.834.4000
- Mease Countryside Hospital 3231 McMullen Booth Road, Safety Harbor FL 34695,
   727.725.6111

## Health Department

- Pasco County Public Health Unit 727.869.3900
- Environmental Health 727.841.4221
- National Weather Service Ruskin Office 813.645.2323
- Weather Information 813.645.2323

## Utilities

Pasco County Utilities - 727.847.8144 After
 Hours - 727.848.8105

## Animal Control

- Pasco County Animal Control 727.834.3216
- Florida Fish and Wildlife Conservation Commission (Law Enforcement) -813.272.2516

# General Safety

## Safety

Be situationally aware to ensure your safety. Look around and observe behaviors.
 Lock your vehicle. After dark, be sure to walk with a friend.

## **Crime Prevention Strategies**

• Prevention and preparedness begins with awareness. Be aware of your surroundings. This is called, "situational awareness." If someone makes you uneasy or you see someone who doesn't belong on campus, immediately contact Anthony Triana, a member of the Safety Team. or the Head of a Department.

#### REPORT UNUSUAL BEHAVIOR BEFORE IT IS A PROBLEM

#### Plan Ahead

- Avoid and report persons who make you feel uncomfortable and avoid secluded places where you are put in a vulnerable position.
- Trust your intuition. If it makes you uneasy, report it immediately.
- If someone or something appears suspicious, leave the area and contact law enforcement.

## When Walking

- Stay in well-lighted areas, away from alleys, bushes, and entryways.
- Minimize distractions. Avoid walking with earbuds which can keep you from
  hearing potential danger. Look up from your cell phone and know what is around
  you. Keep your head up and always walk with purpose to avoid a "victim posture."
  Attackers look for easy looking victims.

- Always try to let someone know where you are going and when you expect to return.
- If a driver stops to ask directions, avoid getting close to the car, and only
  accept rides from people you know well.
- If a car appears to be following you, turn and walk in the opposite direction. If you are approaching someone on a sidewalk after dark, allow extra space and listen to any uneasy feeling you may have. If necessary, ask the person not to get close. If they still approach, you have identified a threat and will have extra time to react. If attacked, yell loudly or scream which will all attract attention. Attackers don't want to get the attention of others. Never go with the attacker or get in a car even if he/she presents a weapon or makes a threat. Yell, fight back, run. After you have safely cleared the area, contact law enforcement.

## Traveling in Your Car

- Have your keys ready when you approach your vehicle and check inside before entering, including the back seat. Always lock your doors.
- Avoid isolated roads and shortcuts and park in well-lighted areas.
- If you are followed, drive to the nearest open business for help, or go to a police or fire station.

# Active Shooter

Because campus is usually a safe sanctuary, we often drop our guard. Remember colleges are publically accessed buildings with many visitors. Be aware of who belongs and who doesn't. Note unusually large bags, unusual clothing, fixated or unusual behavior. Those with ill intentions or mental illness will usually not respond normally to greetings or look directly at you. Shooters often seem to prefer dark colors, combat wear, and will often walk with clenched fists or other visible physical tension. Most active shooter situations are often over within 4-10 minutes. The average response time to our location in Trinity is only 4 minutes. So, take these important precautions to survive those crucial 4 minutes.

## **RUN**

- If you know where the shooter is located and have a clear open route to escape, choose this as your first important option. Be aware there may be a second shooter inside or outside. Escape quietly and warn others.
- If you are in the open, run in the opposite direction of sounds. Do not go to check out
  what is going on. Assume the worst and escape.
- Help others to escape but don't allow anyone else's hesitation to hinder your escape.

#### **HIDE**

- Close and lock doors. Turn off lights and remain quiet. Silence all cell phones.
- Seek shelter low and behind tables, etc to avoid being hit by bullets.
- Stay away from all windows and do not exit the classroom until PSO Officers extract you. Remain quiet and still.

• Equip yourself with items you can throw at the attacker if he should enter the room.

#### **FIGHT**

- If escape is not possible, use natural weapons, those objects found around you, to assist you in creating an initial distraction as you attack. Chairs, books, backpacks, fire extinguishers, papers, staplers, etc work well if thrown at the face and chest as you charge and overpower the attacker. Fight works best as a coordinated attack by several students and staff.
- Most guns discharge when touched so always direct the nozzle away from you before attempting to control. Clear - Control - Disarm - Disable.
- Use knees, elbows, head butts and fists as necessary to eliminate the attacker.
- Don't stop fighting until the threat is eliminated and you are in control of the weapon or the attacker has left your area.
- If you do have control of the weapon, please notify law enforcement who has it or
  where it can be found to avoid any potential for threat misidentification.

#### If taken hostage by Active Shooter

- Stay calm and follow directions.
- Stay quiet unless spoken to and then only as necessary.
- Try to establish a positive rapport with the attacker. Be cooperative, non argumentative.
- Be observant without being obvious. This may enable you to escape. Information you gather might be helpful to get other hostages released.

Does he have more than one weapon, bag, explosives? What is he wearing? What age, height, clothing? Try not to look directly at the attacker.

• Expect to speak with law enforcement immediately following the incident.

What to expect when Law Enforcement initially clears the building Specially trained officers will move to the area where shots were last heard or assailant was last reported to be. As few as two or an entire team of officers may initially arrive. These officers will not be tending to the wounded as their initial duty will be to eliminate the possible threats. Then, to look for possible improvised explosive devices (IED) that may further endanger students. Each one must be cleared before personnel can move to the next potential threat. Law enforcement may be dressed in standard uniforms or they may be in military style fatigues. The special response unit will wear kevlar vests, helmets, shields, tactical gear, and carry military style weapons but will have identifiable law enforcement logos. They may look very intimidating. Remain calm putting down any items you may have and keep your hands visible. If instructed to lay down, please comply immediately as this is for your safety. If you know where the assailant is, please calmly tell them. You may be instructed to leave the building but do not leave the area as all witnesses will need to be identified and questioned.

# **Bomb Threat**

All bomb threats must be approached as an immediate potentially life threatening situation. We must address this threat as real until proven otherwise.

- Remain calm on the phone and gather information from the caller.
- Suspicious packages should not be touched.
- Call 911 and secure the area.
- **Do not** use a cell phone.
- Do not turn light switches on or off.
- **Do not** turn the fire alarm on.
- Evacuate the building immediately.
- Secure all entrances to the building so that nobody re-enters other than emergency personnel.
- If a note is found, avoid touching. Save envelope and letter.

  When was it found? Where? Who gave it to you?

# **Crime in Progress**

- First, call 911.
- Second, call the Facilities Manager, Brand Ambassador and/or Director of Student Development.
- Remain calm and remain on the line with emergency services
- Do not approach or attempt to stop the violator. Stuff isn't worth getting injured for
- Move far away to avoid possible injury
- Note description of the person & vehicle including make, model,
   color, plate number, and any distinctive features of the vehicle

# Evacuation (non-active shooter situation)

- In the possible event of a fire, gas explosion, or bomb threat) calmly proceed
  to the nearest safe exit and do not return to the building until instructed by
  emergency personnel.
- Help disabled students and faculty to exit safely. Several students may be necessary to help those in wheelchairs safely evacuate.
- Do *not* use the elevator.
- Take a count of all students in your class and recount as your class assembles outside in your designated area.
- Do not enter the building until emergency personnel have given the okay.
- Bring a first aid kit with you to provide aid to those injured.

# **Explosions**

- There may be many reasons for explosions. Not all are threat related, but all
  pose some risk to safety.
- First, call 911 and remain on the line until emergency services arrive.
- Remain calm and exit the building immediately.
- Move away from doors and windows to take cover if necessary.
- Provide first aid as necessary.

## Fire

- Activate fire alarm and remain calm
- Evacuate the building if unsafe to remain, and CALL 911
- If fire is small use extinguisher firing at the base of the flame
- Take a count of those in your class
- Smoke is highly flammable and toxic. Avoid breathing in. Stay low and cover your mouth. Crawl along outside walls and exit as quickly as possible.
- · Confirm count in safe location to assure everyone has exited the building
- If trapped in the building, open a window and hang a shirt, bag, or jacket out
  the window to get attention or rescuers. Remain near the floor and shout to
  gain attention.

# Lock-Down / Shelter-In-Place

In the event of an active shooter or other potential violence involving a weapon, a lock-down may be put into effect. At this time, all doors will be locked to assure the assailant does not enter buildings. If an assailant is already in one of the buildings, all other buildings will be locked down to prevent further access.

If the intruder is potentially violent or mentally unstable, please immediately call 911. Then, if possible contact the Facilities Manager and/or the Vice President of Student Development. They are able to respond to most physical threats and medical emergencies.

- Stay in your classroom or office
- Stay away from windows or doors, out of sight
- Stay low and be quiet
- Do not open door unless directed to do so by emergency personnel
- Barricade door and take shelter low behind cover
- If the door does not lock, close it and prop objects against the door handle.

  Prepare to throw objects and fight if the assailant should push his way in.
- Shelter in-place assures your safety. If it is impossible to escape safely, find a place to hide. If a hiding place is found, immediately fight back, don't remain still.
- Turn off air conditioners that might transfer chemicals or biological agents.
- Avoiding running as many shooting victims attract the attention of the shooter by rapid movement. Stay low.

# **Medical Emergency**

- Remain calm and call 911 then ask the closest person for help.
- Do not move the victim.
- Make sure that there is no possibility of electric shock before touching the victim.
- If choking, do not smack on the back, as items may become lodged deeper.
   Perform Heimlich maneuver if possible.
- Apply consistent pressure to wounds to avoid blood loss.
- Stay with the victim until help arrives and call for help to get a first aid kit and assistance. Do not attempt to move.
- Check for breathing, pulse.
- For burns apply **only** cold water, never ice or any ointment.

# Sexual Assault

## Dating Violence & Intimate Partner Violence

Any unwanted sexual violence or abuse must be reported immediately. Sexual assault is a serious crime. Eighty percent of sexual assaults involve a weapon. The weapon may be a fist, knife, gun, threat of bodily harm or death.

## Rape

Rapists look for victims they can overpower. Most victims know their attacker.

Always walk with purpose and head up. Look around and be aware. Do not wear ear buds in public, turn volume down, wear in only one ear, and do not walk looking at cell phones. Go places on and off campus with friends. Always have keys out and ready when going to your car.

## Grooming

Grooming is another type of sexual predatory behavior that works to first gain a relationship through gifts and/or by establishing a close relationship. A groomer is often a mentor and uses his or her influence to manipulate a younger or naive victim. A groomer will then begin to seek alone time with the victim. The groomer may offer a ride, overnight stay, or private study time. He or she may then wrestle or establish other physical contact that will slowly lead to inappropriate touching or sexual acts. Victims often feel that the trust they originally gave their mentor has now been violated but they do not know how to address the issue.

## Special safeguards

Staff are never to leave campus alone with a student of the same or opposite sex. For your protection and the student's, always have a second person present. An accusation can and will hurt the college reputation as much as an actual crime.

Take precautions to never be alone with a student. Don't leave an opportunity for a crime or accusation.

## Stalking

Stalking is a serious crime. Stalkers can look and act like everyone else. They may not seem frightening to anyone but to the victim however a stalker is a serious threat. A stalker will follow and harass a victim on campus, home, shopping, dining, etc. To avoid stalkers, adjust photo settings on your smartphone not to GPS tag photos, adjust social media to "only friends," and be situationally aware. A stalker may willfully, maliciously and repeatedly follow or show up to harass a victim or their immediate family. Report this behavior immediately.

## Situational Awareness

- 1) Always encourage group activities in the initial stages of dating a new person.
- 2) Always walk with friends on or off campus.
- 3) Keep your doors locked and your keys secured.
- 4) Never hold the door open for anyone you don't know to enter a secured building. Those who should have access have access cards or keys.
- 5) Let people know where you are going and when you will be back.
- 6) Stay away from dark or wooded areas on the outskirts of campus.

- 7) Walk briskly with purpose. Look alert and confident. Avoid filling both hands with objects that might impede your ability to fight back.
- 8) Self-defense programs discuss potential scenarios and provide skills such as releases, restraints, and strikes that can help prevent or ward off an attacker.
- 9) Remain situationally aware and listen to your intuition. If something doesn't seem right, it probably isn't.
- 10) Maintain additional space between you and strangers at night.
- 11) If necessary strike vulnerable spots on the attacker including eyes, throat, and groin.

  Attackers like easy victims that are rarely prepared to defend themselves.
- 12) Make a lot of noise. Yell STOP! RAPE! Attackers don't want noise. Gain the attention of others.

Note: To review or look up information regarding sex offenders for the state of Florida please visit this website: <a href="https://offender.fdle.state.fl.us/offender/sops/home.jsf">https://offender.fdle.state.fl.us/offender/sops/home.jsf</a>.

# Venomous Snakes or Alligator on Campus

#### Venomous Snakes

The most common and dangerous poisonous snakes in Trinity, Florida are the cotton mouth moccasin, North American rattle snake, pygmy rattle snake, and Florida coral snake. There are a considerable number of cotton mouth moccasins on or near campus due to the availability to water. Snakes generally hide in high grass, along down trees, and in thick brush.

## Here's how to stay safe around snakes

- If you see a snake contact the Facilities Manager immediately to safely remove it.
- Never assume a snake is safe. Arrow headed vipers are poisonous but leave classification to professionals. Always assume a snake is poisonous.
- Stay far away from snakes. When coiled they can strike outward the length of their body.
- Never molest a snake. Cotton mouth moccasins are one of rare snakes that will attack if agitated and move extremely fast across grass as they attack.
- All breeds of poisonous snakes can be potentially life threatening. If bitten, it is
  extremely important to remain calm and call 911 immediately. Always take a bite
  seriously and seek medical attention and contact poison control.
- Never suck, cut, or tourniquet a bite. All of these may cause additional complications.

## American Alliqutor or Crocodile

- If you see an alligator, call the Facilities Manager or the Safety Team immediately to safely remove it.
- We have had alligators walk across our campus before. Be aware they are in the area.
   Alligators can be found anywhere there is water shallow or deep.
- Never walk dogs or small children near a lake or swamp.
- Do not swim or wade in water on campus.
- Alligators are generally afraid of humans but those that have been fed may associate humans with food. Never feed alligators.
- Alligators can run very fast for short distances. Zig Zagging as you run is a common misconception that does not work. Run as fast and far away as possible. Never get close to an alligator.

# Suspicious Activity or Package

In everyday duties such as checking our mail and picking up packages we often let our guard down. If something seems unusual about a package, always approach it with extreme caution. Explosive or biohazardous material has been sent to corporate buildings, churches, etc. Better safe than sorry. The same advice applies to people. If the person seems "out of place," he or she likely is. They may or may not be harmless. With terrorism, drug abuse, and mental illness are common in our society, so it is good to take precautions to stay safe and report anyone suspicious.

## Suspicious Person

• Do not confront the person. *First call 911*. Then, alert Campus Safety trained in ways to decelerate a potential situation or take additional steps.

- Do not let anyone you don't know into a locked building. They should have their own key if they belong in that area.
- Do not attempt to block a person exiting the building. Let law enforcement subdue them at a later time.
- Do not detain suspects as you must have probable cause for citizen's arrest and read Miranda rights. In detaining, suspects may become agitated and dangerous putting those not properly trained in physical danger. Avoid issues and allow them to leave the building. We don't need anyone to get hurt or to lose students while handling an issue. Handle issues quietly and discretely.
- A law enforcement officer can trespass a suspect if he is on or reasonably close to campus. A trespass will prevent their return. Any return will result in arrest.

## **Unattended Packages or Backpacks**

- DO NOT TOUCH SUSPICIOUS PACKAGES. DO NOT OPEN. DO NOT MOVE.
   Call 911 immediately. Prepare to evacuate.
- Clear the area and do not allow anyone to return to the building until it is clear. This may take 2 people as one will stay close by to alert others not to go near the package.

  The other will clear the building before police arrive. Any other packages or unattended backpacks in the building should not be touched.
- Notify the Vice President of Student Development, or Facilities Manager, or Brand Ambassador immediately.
- Please note what seemed suspicious about the package. Is it wrapped in an odd way?
   is it from an unusual location? Is it making sounds or wires visible? Did the package arrive unexpected?

# **Utility Failure**

In a utility failure, listed below, immediately notify the appropriate department.

Electrical/ Light Failure: Facilities Manager

Telecommunications/ Network Failure: IT Services

Elevator Failure: Facilities Manager

• Use the emergency phone located in the elevator.

## Plumbing Failure/ Flooding: Facilities Manager

- Cease the use of all electronic equipment
- Turn off source of water immediately.

## Natural Gas Leak or Ruptured Gas Line

Evacuate the building if necessary

## Air Conditioning/ Heating Failure

Open doors and windows to provide adequate ventilation

## **Suspected Water Contamination**

 Do not drink water. Notify others of possible contamination. Contact administration immediately.

## Weather Emergency

## **Thunderstorms**

- Stay away from all windows
- Close shades, blinds, verticals to reduce injury from flying glass.
- Minimize use of electrical equipment.

## **Tornados**

- Close outside doors and windows.
- Close shades, blinds, verticals to reduce injury from flying glass.
- Keep away from windows and seek shelter in a solid inner room on the 1st floor if
  possible. Small interior rooms such as bathrooms and hallways on the 1st floor are
  preferable.
- If not able to move to shelter, take cover under desks covering your head with your arms.
- Wait for instructions from administration.

## Violence Prevention / Assessment

- Disruptive behavior is any behavior that disrupts classes, activities, or the normal
  work function of the college. Yelling, profanity, physical gestures, fists, verbal abuse,
  threats, delusional behavior, and refusal to provide identification.
- Threatening behavior can include written, verbal, or physical gestures or
  intimidation. (move at another person aggressively, "watch your back", "I'll get you",
  "This isn't over") In this age of internet and social media, these threats may be online
  as well.

## What are the warning signs?

Below is a list of signs and behaviors that may be indicators of potential violence. If you observe any one of these signs or a change in behavior, please contact Campus Safety.

- Challenging or resisting authority
- Upset over recent events or a personal crisis
- Withdrawing from activities, family, friends, co-workers, etc. Is this student or employee a "loner"?
- Sudden changes in lifestyle, demeanor, or appearance
- Possible substance abuse behavior
- Blame shifting to others for life, work, studies, relationships, etc. suspicious
  of others, holding grudges, paranoia
- Expressing feeling of superiority, self-righteousness
- Entitled to special rights, rules don't apply to them
- Fascination for weapons
- History of violence or aggression

## What Behaviors should I report immediately?

- Persistent, obsessive attention to others and/or stalking.
- Intimidating words or behavior, harassing or mistreating others.
- Threatening references to or fascination with incidents of violence.
- Threats to harm self or others.
- Proposing disruption or violence.
- Strong feelings of need for revenge, being wronged, humiliated, or degraded.

## What should I do if I am confronted with this disturbing behavior?

- Decelerate by using calm, soothing, non-confrontational approaches that defuse the situation and mindset. Become a good listener and ask for him or her to describe the problem.
- You may be the target but do not take the behavior personally. It has little to do
  with you. You are just the recipient.
- Control the situation with behavioral limits. "Please lower your voice" and "Please stop shouting." If you talk slowly and softly, they will often match you.
- Ask respectful caring questions with interest. This may cause the individual to believe that physical or verbal outbursts are not necessary.
- Offer an apology even if you haven't done anything wrong. It's not about who is at
  fault. It is about decelerating the current situation. This may calm the person and
  create cooperation. "How can I solve the problem," "Is there something that I can do to
  help?"
- Summarize what the person is saying to show understanding. A person in crisis wants respect and feels humiliated and on edge. Focus on commonality, areas of agreement then work toward peaceful resolution of the problem.

## What should I do if I feel threatened or in danger?

- Try to find a way to leave the room or area. Excuse yourself to get a supervisor to help
  with the situation, etc. "You've raised some tough questions. I'll need to speak with my
  supervisor to see what we can do to help." Seek immediate assistance from Campus
  Safety.
- Signal for help, assistance. Let others know what your sign will be so that the
  individual is not aware you are signaling. Have your co-worker or

- student assist you. A special department safety code is a great way to alert others safely.
- Do not step out of the class or isolate in an office as this individual may suddenly become violent. At all times in an accelerated situation seek to maintain a safe distance and keep hands near chest or head without putting out open palms or defensive fist as these both may be seen as a symbol of aggression. Do not turn your back. Note what they have in their hands. Leave the door to the office or classroom open so that others can hear and respond.
- Never attempt to restrain an individual or remove them from the building. A defensive
  hand position, push, or grab can be interpreted as aggression by an already agitated
  individual. He or she may respond with violence or a lawsuit later.
- You should defend yourself by blocking strikes or objects thrown at you. Attempt to
  decelerate the situation so that it never gets to this point. All mental states may not
  allow for deceleration but it should always be attempted. In most cases, it is highly
  effective.

Always report threats on or *off* campus to Campus Safety. Personal relationships can spill over to work or campus environments. Please notify those who are trained to prevent and protect. Staying silent in this situation can potentially result in a potentially life-threatening situation for everyone on campus.

# Clery Act Crime Statistics

# Criminal Offenses - On Campus

Offense	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

# Criminal Offenses - On Campus Student Housing Facilities

Offense	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

# $Criminal\ Of fenses-Noncampus$

Offense	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

# Criminal Offenses - Public Property

Offense	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0