

Relationship Violence

If you or someone you know has experienced relationship violence, there are on campus and community agency resources for immediate and ongoing support. Call 211 to be connected to community agencies in the Milwaukee area.

Procedures:

1. Call 911 and report the incident. Call 6911 and report the incident to a campus Safety Officer.
2. Seek medical attention if necessary.
3. Go to a safe space (family, friend's home, shelter)
4. Seek support of caring people. Tell someone you trust.
5. Talk with a professional;
6. Have a safety plan. Keep records of important documents in a safe place. Call Campus Safety for escorts to/from lots and buildings and to arrange other protective measures.
7. File for a protective order

Suspicious Behavior

If you observe criminal activity; do not attempt to apprehend the person(s) involved. Call building security and notify them. Stay on the phone if possible as you may be able to provide additional information as it changes.

Trust your instincts and notify building security of -
-What is happening?

-Where?

-Who is involved?

-Is there a vehicle? Make?
Model?

-Is anyone injured?



Internal/External Threat

Internal threat means that someone is causing harm or threatening to cause harm to people inside the college. Examples of this may include an active shooter or domestic violence situation.



Internal Threat:

Notify 911 and Building Security as soon as possible. Advise of any injured persons.

- 1. Run:** Exit the building if safe to do so,
- 2. Hide:** Be invisible, lock yourself in a room, barricade the door, turn off lights, silence phones,
- 3. Fight:** Make a plan with others, over power, throw or hit the person with objects to stop the threat

Follow directions of responding police officers. Have your hands in the air and move to a safe area as directed.

External Threat:

1. Shelter in place.
2. Business can continue as normal inside the campus buildings

Goal of communicating an external threat is to raise awareness of the situation and advise people not to go outside during the situation.



YOUR LOGO HERE



EMERGENCY PROCEDURES GUIDE



This guide contains general information on what to do in the event of an emergency. It is not intended to be a comprehensive emergency plan. Please take some time to review this material and become familiar with what you should do for yourself and others during an emergency. Preparation can assist you in being able to respond quickly and effectively. The success of this plan depends on your ability to act in a calm manner and exercise common sense. Never take risks that may endanger yourself or others. Be aware of safety signs and evacuation routes that may be posted throughout campus. In the event of an emergency, follow instructions of Building Coordinators, Safety Officers and Emergency Response Personnel. Additional copies of this guide are available from the Department of Campus Safety.

Contact Information

Building Security : 480-547-9421

Emergency Call 911

Office Manager 414-382-6259

Injury or Medical

For a **LIFE-THREATENING** situation:

1. Call 911
2. Stay on the line and give your name, location of the emergency, answer questions and provide important information

For an **EMERGENCY** situation or a **COMMON INJURY**:

Please contact the office manager at 414-382-6259.

Bomb Threat

If you find a bomb threat; do not touch, move or alter the message. Most messages are received via a phone call. In either case, notify building security immediately.

Ask and record the answers to the following questions:

1. When will the bomb explode?
2. Where is the bomb?
3. Which building is it in?
4. Who is this?
5. Note the time of the call.



Fire/Building Evacuation

Procedures:

If you discover a fire or another reason for evacuating the building,

1. Pull the fire alarm
2. Call 9-911 and give them the location, building name and room number
3. Call building security at 480-547-9421
4. Exit the building - Close the doors. Exit the building IMMEDIATELY via primary exit route. Do not use elevators for exiting
5. Wait for the "All Clear" signal when it is safe to enter the building
6. Proceed to the designated meeting area
 - a. Students and faculty will meet behind the fountain.
8. Wait for the "All Clear" signal when it is safe to enter the building
9. Disabled persons unable to evacuate should shelter in place. Tell others to notify emergency responders of your location.

