

# Campus Safety and Awareness Guide

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Department of College Safety and Security



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# GENERAL SAFETY

## **Safety**

Please be aware of your surroundings and take the proper precautions to help ensure your personal safety. Keep your personal belongings in sight or in a secure location. Park in designated areas and lock your vehicle if left unattended. In secluded areas be sure to walk with a friend.

## **Crime Prevention Strategies**

Prevention of any crime begins with awareness. Become aware of your surroundings and stay tuned in for possible danger or threats to your safety.

**\* SEE SOMETHING / SAY SOMETHING \***

## **Plan Ahead**

- Be wary and suspicious of observed behavior or activities that make you feel uncomfortable and avoid secluded places where you are put in a vulnerable position.
- Trust your instincts.
- If someone or something appears troublesome, leave the area and contact law enforcement.

## **When Walking**

- Stay in well-lighted areas, away from alleys, bushes, and entryways.
- Minimize distractions. Even if you are talking on a cell phone or listening to music, lower the volume, keep your head up, and frequently look around.
- 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. 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. 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.

# BEING PREPARED

Being prepared and informed about what you should do in case of an emergency can make a significant difference. Local Law Enforcement and Emergency Service Providers will be the first responders for all college emergencies and depending on the situation they will coordinate with outside agencies as necessary.

## What is an Emergency?

An emergency is any immediate threat to life and/or property that requires response from law enforcement or emergency services providers. If you think a situation is an emergency, then it is an emergency, and the procedures found in this booklet should be followed accordingly.

## How to Report an Emergency

For all on-campus emergencies requiring emergency services, including police, fire, and ambulance call 911 using your cellular phone or college phone. After the 911 call is complete, call the campus Emergency Response Line and report that you have called 911 and what has happened.

Location	Emergency Response Line available Mon-Thurs: until 10 pm Fri: until 4:30 pm	Campus Security
East Campus	352.518.1320	352.279.2449
North Campus	352.797.5018	352.523.4993
Porter Campus	813.527.6904	727.247.6331
Spring Hill Campus	352.340.4699	352.279.6474
West Campus	727.816.3451	727.639.5199

## When Reporting an Emergency

- Stay on the line with the dispatcher.
- Provide the location and describe what has occurred including a description of any involved individuals to ensure that the appropriate resources and equipment are dispatched.
- Provide your name and phone number and other information so that you can be contacted.
- Stay calm.
- Follow any instructions that you are given.
- Send someone to direct the emergency responders to your location, if possible.

## **PHSCAlert**

### **How to get Information in an Emergency**

Pasco-Hernando State College will send out alerts through the Automated Notification System (PHSCAlert). When this system is activated, you may receive text messages to your cell phone, email notifications and voice messages. Our automated notification system, PHSCAlert, helps PHSC provide a safer environment, enhance emergency preparedness and keep our students and employees better informed. PHSCAlert, allows us to send time-sensitive emergency and other important notifications via voice messages, emails, and text messages. In addition, PHSC will send alerts through other campus devices, such as; computer monitors, video monitors and a siren on the West Campus.

**Students:** If you have not yet done so, log in to [WISE](#) and complete the “Automated Message Agreement.” After completing the agreement, click on the PHSCAlert image on the WISE home page to enter your contact information. Following the initial agreement process, you can review and update your contact information and preferences, including the “opt in” option to receive text notifications, by clicking on the PHSCAlert image on the WISE home screen. If PHSCAlert contact information is being updated, information should also be updated in the “User Profile” section of WISE.

**Faculty and staff** can update contact information and preferences, including agreement to “opt in” by logging in to [myBenefits](#) and clicking on the PHSCAlert image.



### **Important call delivery notes**

When you receive a PHSCAlert call or text message from PHSC, your caller ID will display 727-847-2727.

For PHSCAlert emails, the sending email ID will be from [PHSCAlert@phsc.edu](mailto:PHSCAlert@phsc.edu). When listening to a message, please be aware that background noise will cause the system to “stop and start.” It is delicately calibrated to determine whether a person or an automated answering system has answered, and background noise may affect the delivery. If possible, move to a quiet area, or press the “mute” button on your phone. If you missed any part of the message, please stay on the line and press “\*” (star) to hear the message again.

## Emergency Notification Mechanisms

In addition to the PHSCAlert, PHSC has numerous other devices in place in which emergency information can be disseminated to the college community in a timely manner.

- **Public Display Monitors:** Large public display monitors that are installed at strategic locations on all campuses and can provide for emergency messages.
- **Electronic Signs:** Main entrances to the campuses are designed to include large electronic signs that are clearly visible when entering or leaving a campus. Emergency messages can be sent to these signs.
- **Warning Siren:** A Warning Siren is installed on West Campus in a strategic location to provide an audible alarm and a voice message.
- **Alertus:** Emergency Alerts and Announcements can be displayed over all College computer screens.
- **Social Media:** Information can be sent or posted to social media sites, such as Facebook and twitter.

## Campus Crime Data

### **The Jeanne Clery Act:**

A part of the Higher Education Act, the Clery Act is a consumer protection law passed in 1990 that requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. The goal of the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures. This information is made publicly accessible through the college's annual security report.

*Annual Security Report 2019*

# Response Guidelines

# ACTIVE SHOOTER

Active Shooter - An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

## Take Immediate Action

### RUN

- Do not do anything to provoke an active shooter!
- Quickly clear students, staff, and faculty from the area of the shooting. Run! Try to warn others to seek shelter.
- If you are in the open, run in the opposite direction from the sound of gunfire and get out of the area.
- Attempts to rescue people should only be made if that can be accomplished without further endangering the persons inside the secured area.

### HIDE

- If you are in a building and cannot run, close and lock all doors and windows to offices and classrooms; turn off the lights, close blinds and hide.
- If your door cannot be locked from the inside (and it swings into the room), stack desks, tables, and chairs to form a barricade.
- Have everyone get down on the floor or up against a solid interior wall.
- Turn off cell phones or any devices that emit sound.
- Depending on circumstances, consideration may be given to exiting ground floor windows as safely as possible.

### FIGHT

- If there is no possibility of escape or hiding, and only as a last resort should you make an attempt to negotiate or fight to overpower the assailant(s).



## Active Shooter (continued)

### **What to Do If Taken Hostage**

- Be patient. Avoid drastic action. The first 45 minutes are the most dangerous. Be alert and follow the hostage taker's instructions.
- Don't speak unless spoken to and then only when necessary.
- Avoid arguments or appearing hostile towards the captor. Try to develop a rapport with the captor. It is probable that the captor(s) do not want to harm anyone.
- Be observant; you may be released, or you may be able to escape.
- You may be able to help others with your observations by providing law enforcement officers with valuable information.
- Be prepared to speak to law enforcement personnel regarding the situation.

### **What to Expect from first responding Law Enforcement Officers**

The objectives of responding law enforcement officers are to:

- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
- Identify threats such as improvised explosive devices (IED).

Law enforcement officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in normal patrol uniforms or they may be wearing external ballistic vests, Kevlar helmets, and other tactical gear. The officers may be armed with rifles, shotguns, or handguns. Regardless of how the officers appear or sound, do not be afraid of them. Do exactly as the officers instruct. Put down any bags or packages you may be carrying and keep your hands visible at all times. If instructed to lie down, do so.

If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people. The first responding officers will focus on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; officers will usually not let anyone leave until the situation is fully under control, and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

# BOMB THREAT

All bomb threats must be treated as a serious matter. To ensure the safety of Pasco-Hernando State College students, faculty, staff and guests, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

- Remain calm.
- Use the questionnaire on the following page to obtain as much information as possible from the caller.
- Do not touch or move any suspicious package.
- Call 911 and the campus Emergency Response Line.
- Do not use a cell phone or two way radio.
- Do not turn any lights on or off.
- Do not activate the Fire Alarm for evacuation.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
- Evacuate to the designated Campus Evacuation Area. (See evacuation procedure page).

## **If You Find a Note or Letter**

- Try not to touch the document.
- If enclosed in an envelope, save the envelope.
- Immediately call 911 and the campus Emergency Response Line and give specific information.
  - Where was the note found?
  - Who gave you the note?
  - What time did you find it or receive it?

**BOMB THREAT CHECKLIST**

Be courteous, listen and do not interrupt the caller's message. Try to keep the caller talking and obtain as much information as possible.

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**CALLER'S VOICE**

- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> Male  |  | <input type="checkbox"/> Female    |
| <input type="checkbox"/> Calm  | <input type="checkbox"/> Angry           | <input type="checkbox"/> Nasal     |
| <input type="checkbox"/> Stutter   | <input type="checkbox"/> Soft            | <input type="checkbox"/> Loud      |
| <input type="checkbox"/> Excited   | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Laughter  |
| <input type="checkbox"/> Slow  | <input type="checkbox"/> Rasp            | <input type="checkbox"/> Crying    |
| <input type="checkbox"/> Distinct  | <input type="checkbox"/> Slurred         | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged  | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Accent    |
| <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Cracking Voice  | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) |  |                                    |

Bomb Threat Language:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated)       | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul                         | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Message read by threat maker | <input type="checkbox"/> Taped      |

**EXACT WORDING OF BOMB THREAT**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BACKGROUND SOUNDS**

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Street noises    | <input type="checkbox"/> Voices                 | <input type="checkbox"/> Machinery    |
| <input type="checkbox"/> Clear            | <input type="checkbox"/> Animal noises          | <input type="checkbox"/> PA System    |
| <input type="checkbox"/> Static           | <input type="checkbox"/> Music                  | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Local            | <input type="checkbox"/> Long Distance          | <input type="checkbox"/> Motor        |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Other (please specify) |                                       |

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Telephone number of caller: \_\_\_\_\_

Telephone number for call received: \_\_\_\_\_

Time call was received: \_\_\_\_\_

Date call was received: \_\_\_\_\_

Your name: \_\_\_\_\_

Your position: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Date checklist completed: \_\_\_\_\_

When the call is complete, report the call to the Campus Emergency Response Line. Get this form to Administration as soon as possible.

Campus	Emergency Response Line
East	(352) 518-1320
North	(352) 797-5018
Porter	(813) 527-6904
Spring Hill	(352) 340-4699
West	(727) 816-3451

# CRIME IN PROGRESS

## **IN THE EVENT THAT YOU ARE INSIDE WHEN THIS EVENT OCCURS**

- Remain calm.
- Call 911 and the campus Emergency Response Line.
- All College students, faculty, and staff should refrain from attempting to negotiate with the violator(s).
- Keep all students/employees in the room until you are notified by the proper authority that it is safe to leave.

## **IN THE EVENT THAT YOU ARE OUTSIDE WHEN THIS EVENT OCCURS**

- Remain calm.
- Move away from the danger area.
- Call 911 and the campus Emergency Response Line.
- All College students, faculty, and staff should refrain from attempting to negotiate with the violator(s).

Get a good description of the suspect if it is safe. This provides vital information to responding and investigating officers. If a suspect attempts to get away in a vehicle, note the make, model, license plate number, color, specialized features, and any outstanding characteristics of the vehicle.

# EVACUATION

(Not to be used during an Active Shooter situation)

- Remain calm.
- Building / General Evacuation: (fire, explosion, bomb threat) Proceed quietly to the designated Campus Evacuation Area.
- Assist disabled persons with limited mobility by guiding them to a stairwell, waiting until a clear passage is established, and helping them down the stairs to the designated evacuation area.
- Non-ambulatory individuals are those that require the use of a wheelchair. Call the Campus Emergency Response Line and provide the person's location and as much information as possible. Move the individual near the stairwell, out of the traffic path, and await/request assistance. If you are able to evacuate the person, call the Emergency Response Line immediately to report, and proceed to the designated Campus Evacuation Area.
- DO NOT use elevators.
- If possible, all instructors will take a roll count of students in their class at the designated Campus Evacuation Area.
- Follow all emergency instructions.
- DO NOT, for any reason, re-enter the building until instructed to do so by emergency personnel or administration.
- Render first aid to the injured.
- Report the names and locations of injured persons to the emergency personnel.

# EXPLOSIONS

- Remain calm.
- Call 911 and the campus Emergency Response Line. Provide all available information regarding the explosion.
- Refrain from using cell phones or any portable radios.
- Move away from doors and windows and take cover.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
- Evacuate to the designated Campus Evacuation Area. (see evacuation procedure page).
- Render first aid to the injured.
- Report the names and locations of injured persons to the emergency personnel.

# FIRE

- Remain calm.
- Call 911 and the Campus Emergency Response Line and report that you have called 911 and what has happened.
- If the fire alarm was not automatically activated, go to the nearest pull station and activate the alarm.
- If the fire is small and you have been trained to use a fire extinguisher, you may attempt to put out the fire.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
- Evacuate to the designated Campus Evacuation Area. (See evacuation procedure page).
- Smoke is the greatest danger in a fire. Stay low where there is more visibility and less toxic air. Crawl along an outside wall where the smoke is usually less heavy.
- Render first aid to the injured.
- Report the names and locations of injured persons and any missing persons to the emergency personnel.

## **If you become trapped**

- If a phone is available, call 911 to report your location and situation.
- After the 911 call is complete, call the campus Emergency Response Line and report that you have called 911 and what has happened.
- If a window is available, place an article of clothing outside the window as a marker for rescue crews.
- Stay near the floor and shout at regular intervals.
- Stay calm

# HAZARDOUS MATERIAL SPILL

- Remain calm
- If persons are injured or there is an immediate threat to life, evacuate the area and call 911.
- After the 911 call is complete, call the Campus Emergency Response Line and report that you have called 911 and what has happened.
- Treat unidentified substances or vapors as hazardous until it can be determined they are not hazardous.
- Evacuate all persons from the spill area to the designated Campus Evacuation Area (see evacuation procedure page).
- Close doors and secure the area. Do not re-enter the area and prohibit entry by others not involved in handling the emergency.
- Stand by to provide information to PHSC staff and emergency service personnel.
- Do not attempt to initiate spill clean-up or decontamination actions. These actions are to be performed by trained HAZMAT responders.



# LOCK-DOWN / SHELTER-IN-PLACE

Lock-down and shelter-in-place announcements are provided over the College's automated notification system.

## **Lock-Down**

A lock-down condition may be required for a number of different types of emergencies, such as a hostile intruder, a chemical spill / plume, or civil unrest.

If you see a hostile intruder, call 911 and the campus Emergency Response Line and if you can, report what is happening.

- Stay in your classroom or office.
- Immediately secure the classroom or office door(s).
- Turn off the lights if appropriate.
- If possible, stay out of sight of windows and doors.
- Stay put until emergency personnel give an "All Clear".

## **Shelter-in-Place**

One of the instructions you may be given in an emergency is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

Shelter-In-Place is a process designed to protect students, faculty, staff, and guests during outdoor occurrences such as chemical or biological releases, protests, natural gas leaks, as well as other man-made or natural disturbances. This includes response measures such as turning off air conditioners and ventilation systems along with closing all windows and doors. Shelter-In-Place is used when there is limited time to react to an incident and when it is declared more dangerous to be outside trying to evacuate than to stay in your current location.

# MEDICAL EMERGENCY

- Remain calm.
- Call 911 and the campus Emergency Response Line and report that you have called 911 and what has happened.
- Do not attempt to move an ill or injured person unless there are unsafe conditions. If so, move the person away from the danger area.
- If a victim is not in a life-threatening condition, provide basic first aid and reassurance as needed.
- If the victim is in a life threatening condition and you are trained in emergency first aid, provide immediate care (e.g. rescue breathing, CPR, AED, etc.), if possible.
- AED's are located on each campus as indicated on the room evacuation maps. Retrieve the AED from its storage box and follow the directions on the unit to operate.
- Stay with the victim until help arrives.

# SEXUAL ASSAULT

Sexual violence or physical abuse, whether committed by students, employees, volunteers, or visitors occurring on college-owned or controlled property, immediately adjacent to such property, at college sponsored or supervised functions, or related to or arising from college attendance or activity, is a violation of policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

Sexual assault is a crime of violence. It is estimated that more than 80 percent of all sexual assaults involve the use of weapons, or the threat of violence or death. Rapists often look for potential victims who appear weak or vulnerable; however, anyone can be a victim of a sexual assault, regardless of behavior or appearance. Rape can happen to any person, anywhere or any time. In a significant number of cases, the rapist is known to the victim.

Rape is not just an act committed in a dark alley by an assailant the victim has never met. Most rapes occur in the victim's home and about 60 percent of the victims who report their rape know their assailants. You can be aware without being afraid.

Some people believe that rapists are overcome with sexual desire or that women "ask for it" by the way they dress or act. Some people even believe that women want to be raped. These ideas assume that rape is motivated by sexual desire. IT IS NOT! Rape is a crime of violence - a hostile act - and it is motivated by the assailant's need to hurt and humiliate the victim. It is about power. Any form of sexual conduct carried out upon a person, against that person's will, is a crime. Any sexual penetration, however slight, is sufficient to complete the crime of rape.

## **Specific Forms of Sexual Violence**

### **Dating Violence**

Dating violence is abuse or mistreatment that occurs in either a heterosexual or in same-sex relationship. It may take place at any time during the dating process- when two people first meet and become interested in one another, on their first date, during their courtship, once they have been involved with each other for some time, or after the relationship has ended.

### **Intimate Partner (Domestic) Violence**

Intimate partner violence is physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.

## Sexual Assault (continued)

### **Rape**

Rape is unwanted, coerced and/or forced sexual penetration. The perpetrator may penetrate the victim's vagina, mouth, or anus, with either a body part or another object. The victim may also be forced to penetrate the perpetrator's vagina, mouth, or anus.

Any sexual contact against the wishes and without the consent of the violated person, whether by a stranger or by an acquaintance, whether against a woman or a man, is a violation of the law.

Consent cannot be given if the person is asleep, intoxicated, unconscious, mentally disordered, under threat of force, or for any other reason unable to communicate willingness to participate in sexual activity. Intercourse under any of these circumstances is rape.

### **Sexual Harassment**

Sexual Harassment is unwanted verbal sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature. Sexual harassment can also include stalking, voyeurism ("peeping Toms"), exhibitionism/exposing, and obscene comments and phone calls. Sexual harassment can occur in the workplace, school, and other settings (such as public transportation, shopping malls, community events, social gatherings, places of worship, or health care facilities) and can create an intimidating or hostile environment for the victim. The perception of the victim, not the intent of the harasser, determines whether particular words or actions are harassing.

### **Sexual Violation**

Sexual violation is use of sexual contact behaviors that are unwanted by and/or harmful to another person, but do not involve penetration. This can include touching or rubbing against a non-consenting person in public ("frottage"), forced masturbation, and non-consensual touching of the breasts, buttocks, genitals, and other sexualized body parts by another person.

### **Stalking**

While legal definitions of stalking vary from one jurisdiction to another, a good working definition of stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A stalker is someone who willfully, maliciously and repeatedly follows or harasses another (victim) and who makes a credible threat with the intent to place the victim or victim's immediate family in fear for their safety.

Any person who has been the victim of sexual violence is strongly urged to report the situation as soon as possible to a College official and the local Law Enforcement agency. Any person with information regarding sexual violence on campus should contact a College official and the local Law Enforcement agency as soon as possible.

## Sexual Assault (continued)

### **ADDITIONAL FACTS ABOUT SEXUAL ASSAULT**

#### **Eight Ways to Avoid Rape**

1. Always walk briskly. Look alert and confident. Avoid carrying objects requiring the use of both arms.
2. Stay away from isolated areas, day or night.
3. Never walk alone when it is dark.
4. If you are being followed, get away fast, change directions, and walk/run to a crowded area.
5. Keep all doors to your car and residence locked at all times.
6. Before you drive home, call your family, a friend, or a roommate so they will expect you and are aware if you are excessively late.
7. Encourage group activities in the early stages of a relationship.
8. Take a self-defense course.

#### **What You Can Do in a Risky Situation**

- Stay calm and think out what your options are and how safe it would be to resist.
- Say "NO" strongly. Do not smile. Do not act polite or friendly.
- Say something like "STOP IT! THIS IS RAPE!"
- If the attacker is unarmed, fight back physically. Attack the most vulnerable parts of the body.
- Shout FIRE and escape as soon as possible.
- If the attacker is armed, try to talk him out of continuing the assault or try passive resistance such as pretending to faint, or vomit.

## Sexual Assault (continued)

### **INTERVENTION REFERRAL SERVICES**

Pasco-Hernando State College shall offer the following intervention referral services to every person who reports an alleged sexual assault to a College official:

- A College representative shall contact the victim's advocate office of the local law enforcement agency and shall encourage the apparent victim to speak to a representative of that office and to take advantage of the services provided by that office. In the event that the local law enforcement agency has no victim's advocate office, then the College representative shall contact the victim's assistance agency that is recommended or utilized by the local law enforcement agency.
- The College shall provide the apparent victim with information about local counseling and crisis assistance agencies and shall encourage the apparent victim to take advantage of the services provided by those agencies. The College shall designate a College employee to serve as the victim advocate for the apparent victim. The victim advocate shall be responsible for maintaining regular contact with the apparent victim and shall assist with the coordination of the services to be provided to the apparent victim.
- The College shall encourage the apparent victim to obtain all appropriate medical evaluation and treatment as soon as possible.
- The College shall encourage the apparent victim to report the incident to the local law enforcement agency for criminal investigation and prosecution and shall offer to assist the apparent victim with making contact with the local law enforcement agency.
- If the apparent victim is a student, the College shall assist the student with making class or campus changes, notifying the student's instructors of any special needs of the student, or assisting with the withdrawal of the student from classes, as may be appropriate under the circumstances.
- If the apparent victim is an employee, the College shall assist the employee with processing a leave of absence request, as appropriate.
- In all cases, the College shall treat all of the information received from the apparent victim as strictly confidential and shall make the information available on only a strict need-to-know basis.

# SUSPICIOUS ACTIVITY OR PACKAGE

## Suspicious Person

- Do not physically confront the person.
- Do not let anyone into a locked building or office.
- Do not block the person's access to an exit.
- Call 911 and the campus Emergency Response Line.
- Provide as much information as possible about the person and his / her location.

## Unattended Package or Backpack

- If you find, receive, or discover a suspicious package, letter or object:
- DO NOT TOUCH IT, TAMPER WITH IT, or MOVE IT.
- Notify your instructor or an employee of the college so that they are aware of the situation.
- Call 911 and the campus Emergency Response Line and report its location.
- Be prepared to evacuate.

# UTILITY FAILURE

In the event of a major utility failure, as listed below; **Immediately notify the Campus Emergency Response Line and Campus Facilities / Plant Management.**

## **Electrical/Light Failure:** Entire area or building

- Contact Campus Facilities.

## **Telecommunications / Network Failure**

- Notify Institutional Technology

## **Elevator Failure**

- Use the Emergency Phone located within the elevator. It is connected to a monitoring company. Advise them of your situation.

## **Plumbing Failure / Flooding**

- Cease using all electrical equipment.
- Turn source off immediately if able.

## **Natural Gas Leak or Ruptured Gas Line**

- Be prepared to evacuate the building or area if necessary.

## **Air conditioning / Heating**

- Open doors and/or windows for ventilation if need be.

## **Suspected Water Contamination**

- DO NOT consume. Notify others in your area about possible contamination. Wait to hear from Administration for further information.



# WEATHER EMERGENCY

## Thunderstorms

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

## Tornados

If alerted that a tornado is threatening the campus, take the following steps.

- Close outside doors and windows.
- Close shades and blinds to reduce injury from flying glass.
- Keep away from windows.
- If the storm is eminent, take shelter in the smallest, most interior rooms and hallways on the lowest floor.
- Take cover under tables, crouch down and cover your head with your arms.
- Wait for instructions from administration.

# **VIOLENCE PREVENTION / ASSESSMENT**

## **Guideline for Faculty and Staff**

Disruptive behavior disturbs, interferes with or prevents normal work functions and activities of the college. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.

Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property, ("You'd better watch your back" or "I'll get you") as well as implicit threats ("You'll be sorry" or "This isn't over").

Violent behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual).

### **What are the Warning Signs?**

Below is a list of signs and attitudes that may be indicators of disruptive, threatening, or violent behavior. If you observe a pattern or change in behavior and attitude that causes you concern, please notify your supervisor or department chair.

- Challenging or resisting authority.
- Becoming unusually upset over recent event(s) (work or personal crisis).
- Withdrawing from normal activities, family, friends, and co-workers.
- Making a major change in lifestyle, demeanor, or appearance.
- Exhibiting signs of substance abuse.
- Blaming others for problems in life or work; being suspicious, holding grudges.
- Expressing feelings of being morally superior, self-righteous.
- Feeling entitled to special rights; rules don't apply to her/him.
- Exhibiting a recent fascination with weapons.
- Having a known history of violence.

### **What Behaviors Should I Report Immediately?**

The following behaviors should be immediately reported to your supervisor and Campus Security.

- Engaging in persistent, obsessive attention to others and/or stalking.
- Intimidating, verbally abusing, harassing or mistreating others.
- Making threatening references to other incidents of violence.
- Making threats to harm self, others, or property.
- Detailing specific proposed act(s) of disruption or violence.
- Expressing strong feelings of wanting, needing to get revenge, being wronged, humiliated, or degraded.

**What Should I do if Confronted by Disruptive, Threatening or Violent Behavior?**

- Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the individual to describe the problem.
- Do not take the behavior personally. Usually, the behavior has little to do with you, but you are used as a target in the situation.
- Set limits to indicate the behavior needed to deal with the concern. "Please lower your voice." "Please stop shouting (or using profanity) or I'll have to ask you to leave."
- Ask questions. Respectful concern and interest may demonstrate that aggression is not necessary.
- Consider offering an apology. Even if you've done nothing wrong, an apology may calm the individual and encourage cooperation. "I'm sorry that happened. What can we do now to solve the problem?"
- Summarize what you hear the individual saying. Make sure you are communicating clearly. In crisis, a person feels humiliated and wants respect as well as attention. Your summary of the individual's concerns reflects your attention. Focus on areas of agreement to help resolve the concern.

**What Should I do if I Feel Threatened or in Danger?**

- Find a way to excuse yourself, leave the room/area and get help. "You've raised some tough questions. I'll consult with my supervisor/department chair to see what we can do."
- Do not mention discipline or calling Security / Law Enforcement if you fear an angry or violent response.
- Signal for assistance. The individual may be antagonized if you call for assistance, so use a prearranged "distress" signal with a co-worker to check on you to determine how you are. If you need help, the co-worker should alert your supervisor and/or the Campus Security.
- Do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated if possible. Leave the door open or open a closed door, and sit near the door. Be sure a co-worker is near to help if needed.
- NEVER try to remove an individual from the area. Even a gentle push or grabbing an arm may be interpreted as an assault by an agitated individual who may respond with violence towards you or file a lawsuit later.

**How do I Report Threats or Acts of violence?**

Report all acts or threats of violence to your supervisor/department chair who shall immediately inform the Dean, Vice President, and the Director of Human Resources.

Please include when possible:

- WHO - Name, description, address, phone, staff member, student, or visitor.
- WHAT - The circumstances and sequence of events leading up to the incident.
- WHEN - Time of day.
- WHERE - Location of the incident.
- HOW - Describe how the offense or violation of conduct was committed.
- WHY – Why do you believe this incident occurred?

Guideline for Faculty and Staff (continued)

**What are Some Preventive Actions we can take in our Department?**

- Developing a secret code word within your department for calling 911.
- Discussing campus safety issues with co-workers.
- Reporting promptly and accurately all threats or acts of violence.
- Arranging furniture to prevent entrapment.
- Attend training sessions offered by the college.

Department of College Safety and Security

10230 Ridge Road  
New Port Richey, Florida 34654  
727.816.3475