

Monroe County Community College Violent Threat Management Plan (VTMP)

Violent Threat Team - Responding Police Officer/Quick Action Deployment Squad

President's Cabinet
Security Staff on Duty/ Night/Weekend Administrator
Director of Physical Plant
Director of Institutional Advancement
Director of Human Resources
President of the Faculty Association
Executive Assistant to the President

Emergency Operation Center – Any location on or near campus, a safe distance from threat and equipped with the essentials for communication.

Purpose

1. Assure continuing personal safety for employees, students, and visitors
2. Provide emergency response services as soon as possible
3. Provide factual information quickly and accurately
4. Minimize disruption to operations and services

Activation

Notification of a violent threat (except a bomb threat) that creates the potential for major injuries or fatality

- Call 911
 - Describe the nature of the incident
 - Give location
 - Give description of person(s) involved
 - If you cannot speak leave the line open, do not hang up
- Call the Main Campus switchboard operator -0- or 4380 from a red telephone or 734-242-7300 from a cell. Saturday after 1:00 P.M., ask the switchboard operator to contact the Weekend Administrator. Whitman Center Office- 734-847-0559.
- Notify security – cell 734-735-9401, Whitman security/maintenance - cell 734-770 2553, if unavailable contact VP of Student and Information Services - 734-735-5536/734-384-4224.

Guidance for Faculty, Staff and Students

In general, how you respond will be dictated by the specific circumstances of the threat, bearing in mind that no two situations are alike. If you find yourself in a threatening situation use these guidelines to help you plan a strategy for survival.

REMEMBER – YOUR ACTIONS WILL INFLUENCE OTHERS

If a violent threat occurs:

- Do not pull the fire alarm. The alarm would signal building occupants to evacuate and could place them in danger
- Secure the immediate area
- Close doors, windows, blinds etc.
- Lock or block the door using anything available
- Turn off all lights
- Get everyone on the floor and away from doors and windows
- After securing location, remain calm and quiet
- Do not leave secure area until directed by proper authorization
- If you find yourself in an unsecured area, seek protection in the closest safe area

If you decide to evacuate:

- Make sure you have an escape route
- Do not attempt to carry anything
- Move quickly keeping your hands visible
- Do not run in a straight line
- Keep any objects you can between you and the threat
- Follow the instructions of any police officers you may encounter
- If you know where the threat is, tell the officers
- Do not attempt to move severely injured; instead, notify authorities of their location
- Do not try to drive off campus, remain in designated assembly areas until directed by the proper authorities

Law Enforcement Response

- Campus Security will brief Police Officers and assist where needed
- Police Officers will locate, contain and stop the threat
- Secure Campus Entrances
- Police Officers will engage the assailant(s) initially – responding officers will not treat or evacuate the injured
- When the threat is contained, officers will begin treatment and evacuation
- After incident - investigation begins

Violent Threat Team Membership and Their Responsibilities

Vice President of Student and Info. Services/Cabinet

- VP of Student and Info. Services will serve as Incident Commander and will assemble the Violent Threat Team
- Liaison to law enforcement and other emergency responders and security
- President/VP's assist where necessary

Security Officer or Weekend/Night Administrator

- Assist emergency personnel where necessary
- Assist VP with threat management

Director of Physical Plant

- Provide drawings/blueprints and building information
- Assist emergency personnel where necessary
- Serve as Maintenance Liaison

Director of Institutional Advancement

- Monitor the situation
- Coordinate communication and response
- Serve as Administrative Liaison

Director of Human Resources

- Contact the Crisis Incident Stress Management Team (CISM)
- Assist CISM where necessary

MCCCFA President (or representative)

- Assist where necessary
- Serve as Faculty Liaison

Director of Whitman Center

- Assist where necessary
- Communicate with VTT from extension center

Executive Assistant to the President (or other representative)

- Record all communications and actions
- Serve as Support Staff Liaison

Emergency Operations Center (possible locations)

Assembly area organized in a safe and secure location that is equipped with essential means to communicate internally and externally – for example:

- Audrey Warrick Administration Building (Building A)
- Gerald Welch Health Education Building (Health Education Office)
- West Technology Building – RCTC Lab