

## Violent Threat Management Plan (VTMP)

### Violent Threat Team

Responding Police Office/Quick Action Deployment Squad

Vice President of Finance and Administration/Cabinet

Safety Services

Director of Campus Planning & Facilities

Director of Human Resources

Whitman Center Administrator

President of the Faculty Association

President of the Maintenance Association

Chair of the Support Staff Advocates

Executive Assistant to the President & Board of Trustees

### 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 **Receptionist by dialing "0"** from a campus telephone or the **main line at (734) 242-7300** from a cell and inform them of the situation.
- **Notify Safety Services at Ext. 6007 or the main line at (734) 457-6007.** They may also be reached by cell at (734) 735-9401. Contact Whitman Center Safety Services/Maintenance cell (734) 770-2553. If unavailable, contact VP of Finance and Administration at (734) 384-4206 or cell (734) 735-5538.

### **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.

#### **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 Finance and Administration**

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

### **Safety Services**

- Assist emergency personnel where necessary
- Assist VP of Finance and Administration with threat management

### **Director of Campus Planning & Facilities**

- Provide drawings/blueprints and building information
- Assist emergency personnel where necessary

### **Director of Human Resources**

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

### **MCCCFA President/MCCCMA President/Chair Support Staff Advocates**

- Assist where necessary
- Serve as respect Employee Group Liaison

### **Whitman Center Administrator**

- Assist where necessary
- Communicate with Violent Threat Team from extension center

### **Executive Assistant to the President & Board of Trustees (or other representative)**

- Record all communications and actions

### **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:

- Warrick Student Building (Building S)
- Welch Health Education Building (Health Education Office)
- Founders Hall