STANDARD OPERATING PROCEDURES

WHAT DO I DO?!?!
GENERAL PROCEDURES

• GENERAL RESPONSE
  • CONTACT YOUR AC FIRST WHEN
    • THERE IS NO IMMEDIATE THREAT OR EMERGENCY, DURING BUSINESS HOURS AT THE OFFICE
  • CONTACT AC ON DUTY FIRST WHEN
    • THERE IS NO IMMEDIATE THREAT OR EMERGENCY AFTER BUSINESS HOURS
  • CONTACT CAMPUS POLICE FIRST WHEN
    • THERE IS A THREAT OR DANGER, WEAPONS, ALCOHOL, OR DRUGS PRESENT
  • CONTACT 911 FIRST WHEN
    • THERE IS A STUDENT WHO IS UNRESPONSIVE OR IN NEED OF IMMEDIATE MEDICAL ASSISTANCE
COMPLETING DOCUMENTATION

• ONLINE FORM

• WHEN DO I DOCUMENT?
  • POLICY VIOLATIONS
  • INJURIES AND HOSPITAL TRANSPORT
  • FACILITY EMERGENCIES/ISSUES
  • ONGOING ISSUES WITH EMOTIONAL/MENTAL WELL-BEING
ALCOHOL AND DRUGS

• CONTACT CAMPUS POLICE
• CONTACT PROFESSIONAL STAFF
• GATHER INFORMATION FOR DOCUMENTATION
• HAVE STUDENTS DISPOSE OF ALCOHOL AFTER CAMPUS POLICE ARRIVES
• COMPLETE INCIDENT REPORT
• NEVER TOUCH DRUGS OR PARAPHERNALIA; UNDER 18 DO NOT TOUCH ALCOHOL; OVER 18 ONLY TOUCH ALCOHOL IF INSTRUCTED TO DO SO BY THE PROFESSIONAL HOUSING STAFF RESPONDING TO CALL
ALCOHOL POISONING

• NOT RESPONSIVE – CALL 911 IMMEDIATELY
• RESPONSIVE AND ALCOHOL PRESENT – CALL CAMPUS POLICE THEN AC
• RESPONSIVE AND NO ALCOHOL PRESENT – CALL AC
• DO NOT LEAVE STUDENT ALONE
• PLACE THE STUDENT ON HIS/HER SIDE TO REDUCE RISK OF CHOKING
• IF BREATHING BECOMES SLOWER THAN SIX BREATHS PER MINUTE, PERFORM CPR
• WORRY ABOUT DOCUMENTATION AFTER ALL PARTIES ARE SAFE
WEAPONS AND VIOLENCE

• **WEAPONS**
  - CONTACT CAMPUS POLICE
  - CONTACT PROFESSIONAL STAFF ON DUTY
  - DO NOT CONFISCATE OR TOUCH THE ITEM. REMOVE YOURSELF FROM THE SCENE IMMEDIATELY

• **DOMESTIC VIOLENCE**
  - IF YOU SEE OR SUSPECT PHYSICAL ALTERCATION, CONTACT CAMPUS POLICE IMMEDIATELY AND **DO NOT** APPROACH THE SCENE
  - IF YOU DO NOT WITNESS OR SUSPECT PHYSICAL ALTERCATION BUT HAVE SUSPICION OF ONGOING ISSUE, CONTACT YOUR SUPERVISOR FOR FOLLOW UP

• **AGGRESSIVE/VIOLENT BEHAVIOR**
  - IF YOU WITNESS A STUDENT DISPLAYING AGGRESSIVE, VIOLENT, OR UNUSUAL BEHAVIOR:
    - REMOVE YOURSELF FROM THE SCENE IMMEDIATELY
    - CONTACT CAMPUS POLICE
    - CONTACT PROFESSIONAL STAFF MEMBER ON DUTY
    - WORRY ABOUT DOCUMENTATION AFTER SCENE IS SAFE
EMERGENCY SERVICES

- AMBULANCE
  - CALL 911
  - GIVE AS MUCH INFORMATION AS POSSIBLE
  - CONTACT CAMPUS POLICE
  - CONTACT PROFESSIONAL STAFF
  - AC WILL CONTACT DIRECTOR
  - COMPLETE INCIDENT REPORT
EMERGENCY SERVICES

• FIRE
  • PULL ALARM IF YOU SEE SMOKE OR FLAMES
  • CALL 911
  • CONTACT CAMPUS POLICE
  • CONTACT PROFESSIONAL STAFF
  • KNOCK ON DOORS AS EXITING THE BUILDING
  • ASSEMBLE RESIDENTS AT DESIGNATED AREAS
  • KEEP RESIDENTS AWAY FROM ROAD
  • COMPLETE EMERGENCY EVACUATION FORM
  • COMPLETE INCIDENT REPORT
SUICIDE AND SEXUAL ASSAULT

- IF THERE IS DANGER TO YOU, REMOVE YOURSELF IMMEDIATELY
- CONTACT PROFESSIONAL STAFF IMMEDIATELY
- DO NOT HAVE PHYSICAL CONTACT WITH RESIDENT
- DO NOT MAKE ANY JUDGMENTAL STATEMENTS
“WHAT YOU DO MAKES A DIFFERENCE, AND YOU HAVE TO DECIDE WHAT KIND OF DIFFERENCE YOU WANT TO MAKE”

JANE GOODALL