



Security:

- Each office/member of the staff is provided an updated VPSA staff directory. *
- Any staff member may walk away from a disturbing or difficult situation at any time. Report the situation to your supervisor, another staff person or Public Safety as soon as possible.
- The office is issued a panic button that alerts Public Safety of an emergency situation.
- Staff are encouraged to let other staff know if they have a meeting scheduled after office hours; and to arrange the meeting in the front part of the office, either in the reception area or the conference room.
- Staff are encouraged to contact Public Safety if they are working after their office hours or weekends.
- Staff are encouraged to let other members know if there is discomfort or a persistent disruption of their work.

Safety:

Individual response

- Advise other staff members and/or Public Safety for standby assistance if a difficult meeting is anticipated. Plan to seat yourself close to the door.
- Send student worker[s] away from the office for the duration of the meeting.
- Leave the office door ajar if a difficult meeting is anticipated.
- Monitor escalating anger and work toward defusing potentially violent behavior. If the person continues to be threatening, use the panic button and/or call Public Safety (2-5555).
- If you ask a student to leave and the request is not heeded; exit the room, and call Public Safety, or have another staff person call.
- Each staff member is encouraged to create an office furniture design, if possible, that allows easy access to an exit if necessary.
- If it is necessary to evacuate the office/building in case of emergency, leave the building by the stairway at the west end of the building. Meet other office staff at the turn-around on the west side of the building (Cretin Avenue).

Request support from colleagues

- Request that someone be ready on call, seated outside your office, or standing next to you, if need be, to create a safe environment.
- Use the panic button to get someone to assist you immediately.
- Request that other Student Affairs or Public Safety professionals be available to assist.
- If another staff member is not available to call for assistance, call the Dean of Students office (2-6050).

In case of violent or potentially violent behaviors

- Use the panic button and have someone else call Public Safety.
- Do not try to detain an escalating student/client.
- Evacuate the office/building.
- If you cannot leave the office suite, go to the storage room and **lock the door**, move away from the door and if possible duck in a lower shelf out of the direct sight line from the doorway.
- Duck under furniture and/or below window sight-lines.
- If possible, wait for Public Safety in a safe place
- As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter. Act with physical aggression and throw items at the active shooter.

Phone calls:

If you receive a phone call from anyone which becomes abusive or offensive in language, you can end the call. Inform the caller that you cannot help them and you are going to hang up and then just hang up.

** Staff telephone directory information will be updated as needed.
This plan will be reviewed on an annual basis during a staff meeting for efficiency.
Last Reviewed: October 2015*

Office numbers Karen – 2-6121 Mary Ann – 2-6133 Vern – 2-6464 Rachel – 2-6043
