

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**

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**WHAT YOU DO MAKES A DIFFERENCE,
AND YOU HAVE TO DECIDE WHAT KIND
OF DIFFERENCE YOU WANT TO MAKE**

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JANE GOODALL