
The University of Findlay

Crisis Response Plan

Campus Violence Addendum

August 1, 2009

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1. POLICY

The University of Findlay is committed to maintaining a learning and work environment free from violence or threats of violence. Therefore, current and former faculty, staff, students and administration are expected to treat each other, as well as current and former supervisors, managers, clients, vendors, visitors, family members thereof and all other contacts in the school setting and workplace (herein referred to as "University community") in a mature, safe and professional manner. Further, the University is invested in providing a safe learning and teaching environment for all who visit the campus. Acts or threats of violence against the campus will be met with all resources necessary to repel these acts or threats and insure the safety of the University community.

Violence or the threat of violence will not be tolerated under any circumstances, to include: threatening behavior, unwanted pursuit or harassment. It is considered the responsibility of every member of the University community to report any violence or threat of violence pursuant to this Policy and the Campus Violence Plan. Any violence or threat of violence directed toward any member of the University community is prohibited. This includes threats that may occur off campus premises and during non-work hours. Such acts will be thoroughly investigated and appropriate disciplinary action will be taken, including but not limited to: suspension, expulsion, termination, banning from University premises and/or the filing of criminal or civil charges.

Weapons, including but not limited to guns, knives, ammunition and explosives are prohibited anywhere on University premises, in University vehicles, while conducting University business or at University related meetings or functions including offsite venues and athletic events. The use of objects not normally considered weapons when used in a violent or threatening manner are also prohibited.

The University is committed to developing and maintaining a plan that provides it with the tools and procedures necessary to prevent, prepare for, respond to and recover from any act or threat of violence on or near campus or involving the University community.

2. SCOPE

This plan applies to all faculty, staff, employees, students, vendors and visitors. It encompasses all buildings and grounds owned and operated by the University. This plan has been developed as an addendum to the UF Crisis Response Plan. It should be assumed that all reporting, command structure, emergency notification and other response actions remain the same unless specified within this addendum.

3. DEVELOPMENT AND ADMINISTRATION

The development and administration of this Campus Violence Plan Addendum is the responsibility of the Risk Management Committee (RMC), the Campus Violence Review Committee (CVRC) and the Emergency Operations Team (EOT).

4. WHO TO CALL IN AN EMERGENCY

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. *In all life threatening emergencies dial 911 and follow up with a call to the UF Department of Safety and Security at 419-434-4799.* Campus phones do not show a location on 911 Caller ID. Always inform the 911 Call Center of the building, room, and phone number you are calling from. All other emergencies should be directed to the UF Department of Safety and Security at 419-434-4799.

If there is any question as to the intent of the person making the threat, individuals should call 911 immediately. Your personal safety is of utmost concern. Do not approach the individual making the threat or acting violently. Leave the area immediately and call for help.

5. CAMPUS PREVENTION STAFF - Organization and Responsibility

Campus Violence Review Committee (CVRC) – This committee has been formed to work toward the prevention of violence on campus and/or violence involving the University community. The committee is further dedicated to respond to any incidents of violence on campus or involving the University community in conjunction with the UF Core Emergency Operations Team (see the UF Crisis Response Plan) and any Local, State and Federal emergency service brought to bear on the incident. This Committee includes a Core Violence Team (CVT) to address the investigative stages of an act or threat of violence. Once an act or threat has been reported this group will convene to determine what has occurred and the appropriate action to take. Members of the CVRC will be asked to participate as needed.

The CVRC is also tasked with evaluating incidents to prevent future occurrences; utilizing prevention, intervention and interviewing techniques to respond to violence and develop violence awareness and prevention tools such as pamphlets, guidelines and handbooks to further assist in recognizing and preventing threats and acts of violence on campus or against the University community.

6. LEVELS OF VIOLENT BEHAVIOR

Level One - Negligible

- Insufficient information to determine if a threat was made and if the threat was/is serious.
- Reported threat maker has no history of threats or inappropriate behavior.
- Individual displays behavior outlined in Warning Sign Reporting Guidelines chart on page 5.
- The motives of the reporting person may be questionable.

Level Two – Low

- Comment was made and the recipient misconstrued it as a threat.
- Reported threat maker has no apparent intent to harm and has no history of threats or inappropriate behavior.
- Individual displays behavior outlined in Warning Sign Reporting Guidelines chart on page 5.
- Insufficient evidence to continue investigation.

Level Three - Moderate

- A threat was made and caused distress to others.
- There is reasonable belief of intent to cause harm.
- Individual displays behavior outlined in Warning Sign Reporting Guidelines chart on page 5.
- The threat maker denies or rationalizes actions.
- No history of problems but immediate behavior is inappropriate or irrational.
- Threat maker or threat violates organizational policy, but no criminal code violation or need for hospitalization.

Level Four - High

- A clear threat is made with intent to cause harm.
- Individual displays behavior outlined in Warning Sign Reporting Guidelines chart below.
- A history of problems exists between the threat maker and the recipient of the threat.
- The threat violates organizational policy but no criminal code violation.
- A need for mental health evaluation may exist.
- Threat maker owns or has access to weapon(s).

Level Five - Extreme

- A threat is made that is clear, specific and contains obvious intent to cause harm.
- A violation of a criminal code has occurred resulting in the need to arrest the threat maker. Individual displays behavior outlined in Warning Sign Reporting Guidelines chart below.
- A weapon is displayed or used.
- Hospitalization for mental health evaluation is clearly necessary.

WARNING SIGN REPORTING GUIDELINES				
Behaviors	<p>Level One The Subject May:</p> <ul style="list-style-type: none"> • Show Signs of increasing stress, perhaps involving negative changes in behavior. • Show signs of deterioration in work or school performance. • Show signs of increasingly unkempt appearance. • Show signs of alcohol or substance abuse. • Show signs of distress over personal, workplace or school problems. • Acts “strange” or “unusual” by appearing confrontational, argumentative, stressed, withdrawn or secretive. • Behavior is such to cause concern for person’s own well-being or possibly others. • Encounter ostracism and/or bullying by other students/employees. 	<p>Level Two The Subject May:</p> <ul style="list-style-type: none"> • Make veiled threats to cause harm. • Have violent themes pre-occupation (exposure or creation of violent art, writing, music, games, etc...) • Intimidate others. • Have a history of violent behavior and lose temper easily. • Be chronically disgruntled, inflexible. • Have peer group affiliations that are anti-social, negative or extreme (gangs, satanic worship, white supremacists, etc...) • Refuse to take responsibility for problems or actions. • Find fault and blame in others. • Have a deep sense of entitlement. • Have an obsession with weapons and empathy with those who resort to violence. 	<p>Level Three The Subject May:</p> <ul style="list-style-type: none"> • Make blatant threats to harm others and/or destroy property. • Carry a weapon on campus. • Engage in aggressive behavior such as verbal abuse, physical “in your face” posturing. 	<p>Level Four & Five The Subject:</p> <ul style="list-style-type: none"> • Is violent towards others or property. • Displays overt acts of violence or out-of-control behavior. • May or may not use a weapon to cause injury or death.
Witness Action Guidelines	<ul style="list-style-type: none"> • Engage subject in conversation to gain insight into behavior. • Carefully offer to help. • Report concerns, if continuing, to Security Office and seek specific outcome. • Seek consultation from Human Resources or Student Affairs. 	<ul style="list-style-type: none"> • Report concerns to Security, HR or Student Affairs before any effort to engage person. • Engage person in conversation, if appropriate and comfortable, to gain insight into potential for violent behavior. 	<ul style="list-style-type: none"> • Warn those who may be in immediate danger. • Call 911 if a weapon is present or subject is seriously acting out. • Call Security X4799. 	<ul style="list-style-type: none"> • Attempt to get yourself and others out of harm’s way. • Call 911 • Call Security X4799.

7. REPORTING RESPONSIBILITIES

It is considered the responsibility of all University employees, students or other members of the University community to report any threat or act of violence pursuant to the above stated policy and the procedures on the following page.

The University of Findlay shall document and appropriately investigate all credible reports and will document the investigation. Such documentation will be retained by the Security Office with copies residing in either the Human Resources or Student Affairs Office (depending upon those involved in the incident). The University will maintain the confidentiality of the report and the identity of the reporting person(s) during the investigation. The identity of the reporter and perpetrator may become apparent or disclosed as a result of the actions taken to resolve the investigation.

Restraining/Protective Orders – Any member of the University community who takes out a restraining or protective order against another person is required to provide their supervisor and the Security Office with a copy of the order. A current picture of the person against whom the order has been issued will also be provided (when possible). Further, any member of the University community who receives a restraining or protective order which lists University owned or leased premises as a protected area are required to provide a copy of the order to the Security Office and their supervisor. Security will then notify the CVRC.

Domestic Violence – Employees sometimes experience personal situations involving domestic violence that may adversely affect the safety and security of the University and University community. Employees who are experiencing or aware of such situations must report them to their supervisor or the Security Office.

False Reports – Any person who knowingly and intentionally files a false report shall be subject to disciplinary action that may include, but is not limited to: dismissal, expulsion, and/or any appropriate legal action. The University takes this policy seriously and will aggressively prosecute those who abuse it.

Retaliation - Any faculty, student, staff member or other member of the University community who retaliates in any way against an individual who has brought a complaint in good faith pursuant to this policy or participated in good faith in the investigation of such a complaint, is subject to disciplinary action, including dismissal. Further, any individual attempting to resolve an act or threat of violence in a like manner will be subject to the same disciplinary action defined in this policy and plan for those instigating the issue with an act or threat of violence.

Incident Stress Debriefing – Following a threat or act of violence on campus, members of the University community, their families, witnesses and others often suffer from stress related ailments such as insomnia, depression, anger and headaches or other physical and mental problems. Debriefing provides victims and others affected by the event the opportunity to express thoughts and feelings about what happened. The following resources will be made available by the University:

- Provide debriefing by trained counselors within 24 to 72 hours after an incident.
- Professional counseling through Counseling Services and/or referral to outside counseling agencies as appropriate.
- Frequent follow-up visits by a trained crime prevention officer to show support, answer questions and address concerns.
- Appropriate follow-up by Counseling Services for those University community members affected by the incident.

	Level I, II & III Response	Level IV and V Response
Witness	<p>A. <i>Subject is Known</i> – Report the incident to the subject’s administrative head or file a report with the Security Office in person or via the Silent Witness form on-line.</p> <p>B. <i>Subject is Student</i> – Report the incident to Student Affairs or file a report with the Security Office as outlined in letter A above.</p> <p>C. <i>Subject is Unknown</i> – Contact the Security Office at 419-434-4799.</p>	<p>Call 911 – Police Call X4799 – UF Security</p>
Administrative Head, Security Office, Student Affairs	<p>A. <i>Subject is Known</i> – Administrative Head or Security will notify Human Resources.</p> <p>B. <i>Subject is Student</i> – Security will notify Student Affairs.</p> <p>C. <i>Subject is Unknown</i> – Security will investigate.</p>	<p>Provide support to the Police and UF Emergency Operations Team as appropriate.</p> <p>The University of Findlay will take appropriate action including discipline or discharge. When appropriate, legal action will be pursued.</p>
Human Resources, Student Affairs, Security	<p>A. <i>Subject is Known</i> – Human Resources will take appropriate action including discipline, discharge and participation in counseling. Further, HR will notify the CVRC of the incident.</p> <p>B. <i>Subject is Student</i> – Student Affairs will take appropriate action including discipline, suspension and participating in counseling. Further, Student Affairs will notify the CVRC of the incident.</p> <p>C. <i>Subject is Unknown</i> – Security will work with Findlay Police and other agencies as necessary to identify subject if possible. Investigation will continue until no further information is available. Security will notify the CVRC of the incident.</p>	<p>Provide support to the Police and UF Emergency Operations Team as appropriate.</p>
Counseling Services	<p>A. <i>Subject is Known</i> – Assist HR in counseling the victim and subject as appropriate to deescalate the violent behavior.</p> <p>B. <i>Subject is Student</i> – Assist Student Affairs in counseling the victim and subject as appropriate to deescalate the violent behavior.</p> <p>C. <i>Subject is Unknown</i> – Counsel the victim as appropriate.</p>	<p>Provide support to the Police and UF Emergency Operations Team as appropriate.</p>
Campus Violence Review Committee (CVRC)	<p>A. <i>Subject is Known</i> – Support HR in deescalating the incident as appropriate. Use information to help prevent further violent behavior. Act as a review committee on UF’s response; follow up with subject and victim as well as any further incidents to determine if a pattern is developing.</p> <p>B. <i>Subject is Student</i> – Support Student Affairs in deescalating the incident as appropriate. Use information to help prevent further violent behavior. Act as a review committee on UF’s response; follow up with subject and victim as well as any further incidents to determine if a pattern is developing.</p> <p>C. <i>Subject is Unknown</i> – Support Security in the ensuing investigation of the incident. Follow up with victim as well as any further incidents to determine if a pattern is developing or the identity of the subject can be determined.</p>	<p>Provide support to the Police and UF Emergency Operations Team as appropriate.</p> <p>Following the incident, work with the EOT to follow up on the incident, review procedures and insure appropriate services are provided to all University community members who were involved in the incident or the UF response to it.</p>

8. POTENTIAL THREATS TO THE UNIVERSITY

The University has identified those violent threats or acts that have the highest probability of occurring on campus or within the University community. For the University response to these threats, see Section 10 Initial Response Procedures. These threats are defined as:

- A. **ACTIVE SHOOTER** – An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

Each active shooter incident is unique but the individuals tend to have similar characteristics including:

- Active shooters usually focus on assaulting persons with whom they come into contact. While they may seek certain individuals, for the most part they are indiscriminate in their violence. Their intention is usually an expression of rage or hatred rather than the commission of a crime.
- An active shooter is likely to engage more than one target. Active shooters may be intent on killing a number of people as quickly as possible.
- Generally, the first indication of the presence of an active shooter is when he or she begins to assault victims.
- Active shooters often go to locations where large numbers of potential victims are close at hand. They may act in the manner of a sniper, assaulting victims from a distance or engage multiple targets at close range while staying mobile.
- Active shooters typically continue their assault despite the arrival of emergency responders.
- Active shooters tend to be better armed than police, sometimes using explosives, booby traps and body armor. These individuals are not limited to the use of firearms; they may also employ bladed weapons, vehicles or any tool that can generate deadly physical force.
- Active shooters may have a planned attack and be prepared for a sustained confrontation with police. They typically will not attempt to hide their identity or conceal their attacks. Escape from police is usually not a priority of the active shooter.
- Active shooters may employ some type of diversion and usually have some degree of familiarity with the building or location they choose to occupy.
- Active shooters may be suicidal, deciding to die in the course of their actions either at the hand of others or by a self-inflicted wound.
- Active shooter events are dynamic and may go in and out of an “active” status; a static incident may turn into an active shooter event or an active shooter may go “inactive” by going to a barricaded status without access to victims.

- B. **DOMESTIC OR WORKPLACE VIOLENCE** – Domestic and Workplace violence have been included in the same category as the response by the University will be the same. The definitions of each, however, differ somewhat and are as follows:

- **Domestic Violence** – Any physical or verbal abuse or threat or pattern thereof, between intimately involved partners, roommates, family members or other similar current or previous relationships. Abuse or violence can take the form of physical, sexual, psychological and economic acts that are intended to cause harm or increase one individual’s power over another.

While domestic violence is considered a problem that occurs in the home, the violence can occur anywhere, including the workplace. The University also needs to be aware of the potential for these types of acts occurring in the dormitories or to students in off campus housing.

- **Workplace Violence** – Any verbal or behavioral threat or direct action in the workplace

that causes or has the intent to cause physical or psychological harm, including harassment and intimidation.

C. HATE CRIMES – Are defined as threats or acts of violence or intimidation committed against another person or group of persons due to their race, color, gender, sexual orientation, religion, culture, national origin, ethnicity or other prejudices of the perpetrator.

- International Student Security – International Students are at higher risk of threats or acts of violence occurring due to the current state of affairs nationwide and internationally. If circumstances warrant, the University will provide students who may not have any other nearby support system with a haven from threats or acts of violence that could be classified as Hate Crimes or other commonly used terms.

i. The University will evaluate threats and acts of violence against this community of students via the Campus Violence Review Committee or, in more urgent situations, via the “Initial Response Procedures” identified in Section 10 of this plan.

ii. If it is determined that the threat is credible or violence is occurring or has occurred the appropriate action will be determined based on the potential of the threat. Options include but are not limited to:

1. Assemble the International Students in Croy Gymnasium for a security briefing on the current threat. Students will be provided with guidelines on how to protect themselves and avoid violence and then sent home.

These guidelines will include advice such as traveling in groups, being aware of their surroundings and potential stalkers, being aware while driving of anyone following them, areas or businesses and activities to avoid.

2. Assemble the International Students in Croy Gymnasium, provide a security briefing and house them in the Gym until the threat has passed or violence has been controlled.
 - a. The Gym will be divided into male and female “housing units” and the locker rooms will be used for personal hygiene concerns.
 - b. The Red Cross would be asked to provide beds and personal effects such as razors, toothbrushes, etc...
 - c. Food will be provided by Marriot in the Cafeteria at a time set aside for the International Students and closed to all others.
 - d. Security will be provided by off-duty Findlay Police and Hancock County Sheriff officers or other security services available to the University.
 - e. If the level of the threat or violence remains high for a 24 hour period the University will re-evaluate the situation twice daily to determine the next best course of action. This course of action would be either to send the students to their country of origin until such time as it is safe to return, keep them housed on campus and provide a method to continue class work or return them to their local domicile.
3. Assemble International Students in Croy Gymnasium and inform them that the threat level is extreme enough to necessitate sending them to their country of origin until such time as it is safe for them to return. Housing will be provided in the Gym until such time as travel is able to be arranged and transportation to the airport occurs.

iii. The International Student population will be notified via text message to report to Croy Gymnasium immediately. This will be accomplished via the Lynx System.

- iv. It may not be necessary to house or return home all International Students based on the threat. If only a certain nationality or other segment of this student population is targeted then only those individuals will be required to remain at the Gym or return home. However, all students will be initially assembled for the purposes of a security briefing to raise their awareness of the current threat.
 - v. Any action taken by the University will be communicated to local law enforcement (Findlay Police, Hancock County Sheriff and Ohio Highway Patrol).
- D. BOMB THREATS – A threat directed towards the University or member(s) of the University community indicating severe bodily harm due to the placement of explosive devices or other similar violent act.

EMERGENCY PROCEDURES

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1. ACTIVE SHOOTER

Designated Emergency Response Number: 911
UF Department of Safety and Security: 419-434-4799

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the incident. If you find yourself involved in an active shooter incident, try to remain calm and follow these guidelines:

If an active shooter is outside your building:

1. Proceed to a room that can be locked.
2. Close and lock all the windows and doors, turn off all lights and close any blinds or other window coverings. If possible, stack several desks, credenzas or other furniture in front of the door(s) and window(s).
3. Stay away from windows and doors and get everyone down on the floor.
4. Keep quiet and act as if no one is in the room.
5. One person in the room should call 911:
 - a. Advise the dispatcher of what is taking place.
 - b. Inform the dispatcher of your location.
 - c. If possible, remain on the line with the dispatcher until the incident comes to a close.
6. Remain in place until the police or a campus administrator known to you gives the "all clear".
7. DO NOT – respond to any voice commands unless you can verify with certainty that they are being issued by a police officer. Unfamiliar voices may be the shooter attempting to lure victims from their refuges.

If an active shooter is inside your building:

1. Determine if you are in a room that can be locked and if so, follow the procedures listed above.
2. If your room cannot be locked, determine if there is a nearby location that can be reached safely and secured. If you can safely move to the secured location, do so and follow the procedures listed above.
3. If you can safely exit the building:
 - a. Identify an escape route – try to put as many objects between you and the location of the shooter as possible to obscure his/her view and potential for a shot.
 - b. Have a plan in mind and act on it.
 - c. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
 - d. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Moving these victims may aggravate their wounds and cause more harm.
 - e. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

If an active shooter enters your office or classroom:

1. Try to remain calm.
2. Dial 911 if possible and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what is taking place.
3. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter.
4. Attempting to overpower the shooter with force should be considered a last resort unless otherwise trained.
5. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns or handguns and may also be using pepper spray or tear gas to control the situation.

Regardless of how they appear, remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers.

The first officers to arrive will not stop to aid injured people; rescue teams comprised of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

2. DOMESTIC OR WORKPLACE VIOLENCE

Designated Emergency Response Number: 911
UF Department of Safety and Security: 419-434-4799

1. Any person experiencing a personal situation involving domestic or workplace violence that may adversely affect the safety and security of the University and University community is required to report the situation to their manager or immediate supervisor, the human resources department or campus security.
 2. All employees are responsible for helping to maintain a safe work and educational environment and are required to take the following precautions to avoid domestic violence from affecting the workplace:
 - a. Do not release information about co-worker's schedules, home telephone numbers or other personal information in response to telephone or any other inquiries.
 - b. Request the credentials of any suspicious stranger who enters your office. If necessary, verify their identity or reason for being there with your manager, immediate supervisor or person/group/vendor the stranger claims to be representing.
 - c. Never leave money, credit card, travel documents or any thing else of value in an unlocked desk or cabinet.
 - d. If something is stolen, report it immediately to campus security.
 3. All University community members are asked to watch for indicators of domestic or workplace violence:
 - a. Direct or veiled threats of harm.
 - b. Intimidating, belligerent, harassing, bullying or other inappropriate and aggressive behavior.
 - c. Numerous conflicts with supervisors and other employees/students/vendors or others.
 - d. Bringing a weapon to campus, brandishing a weapon on campus, making inappropriate references to weapons and/or firearms or an unusual fascination with weapons.
 - e. Statements showing fascination with incidents of domestic or workplace violence, statements indicating approval of the use of violence to resolve a problem or statements indicating identification with perpetrators of violence.
 - f. Statements indicating desperation (over family, financial and personal or work related problems) to the point of contemplating suicide.
 - g. Drug/alcohol abuse.
 - h. Extreme changes in behavior.
 4. Any individual witnessing an act of domestic or workplace violence that is causing physical harm to another person or group of person(s) is required to escape from the area as quickly as possible and call 911 and campus security.
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3. HATE CRIMES

Designated Emergency Response Number: 911
UF Department of Safety and Security: 419-434-4799

1. Any individual witnessing a hate crime in progress should follow these procedures:
 - a. If medical attention is needed, CALL 911 immediately.
 - b. Contact Campus Security and notify them of the incident.
 - c. If no medical attention is necessary, contact Campus Security.
 2. Threats of violence that meet the definition of a hate crime must be reported to campus security as soon as possible.
 3. Keep calm. Resistance may only increase the destruction of property and risk of bodily harm. Do not confront the individual(s) committing the offense.
 4. Remove yourself and others from the area in which a hate crime is being perpetrated and seek shelter in a room that can be locked from the inside or evacuate the building or area to a safe location.
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4. BOMB THREAT

Designated Emergency Response Number: 911

UF Department of Safety and Security: 419-434-4799

1. If you observe a suspicious object on campus *DO NOT HANDLE THE OBJECT!* Clear the area and immediately call the UF Department of Safety and Security at the designated emergency response number 419-434-4799. They will then contact the Findlay Police Department.
 2. Any person receiving a threat via the telephone should ask the caller:
 3. Exact location of device (building, floor, room, etc.).
 4. Time device is set to explode
 5. Kind of device, timing device, etc.
 6. Keep talking to the caller as long as possible and record the following:
 - a. Date and time of call
 - b. Location of alleged device
 - c. Detonation time of alleged device
 - d. Type of device
 - e. Speech pattern, accent, distinguishing characteristics, etc.
 - f. Background noise
 - g. Critical statements made by caller
 7. Using another telephone, immediately notify the UF Department of Safety and Security at the designated emergency response number, 419-434-4799.
 8. A decision to evacuate the building will be made by the Director of Safety and Security or local law enforcement personnel.
 9. If instructed, evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the threat. Alert emergency personnel of their location.
 10. *DO NOT PANIC.*
 11. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
 12. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the UF Department of Safety and Security.
 13. If a device is detonated, the Campus Emergency Operations Team will be notified immediately by the Director of Safety and Security.
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