

## **Procedures for Supporting a Violence Free Campus**

As part of the College's Violence Prevention Policy, the College has adopted the following procedures and resources that students, employees, and visitors may use to prevent and address acts of violence, threats, and intimidation.

### **Stop Immediate Threat or Harm – Report It**

**You should call 9-911 for emergencies.** Please do not ignore or disregard violence or threats against you or others – the College needs your assistance to make our campus safe.

If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local enforcement as soon as you are able. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

### **Other Complaints**

As a member of the College community, you are also encouraged to report other behavior that is unusual or threatening even if you do not perceive the risk as immediately dangerous or imminent. To report other concerns that may not pose immediate threats, call Methodist Security at 671-5921.

If you have concerns over the conduct of a student, employee or visitor on campus, contact one:

- Your director/dean, if the concern is about a student, employee or visitor.
- The Director of Human Resource Services, if the concern is about an employee.
- The Director of Enrollment Management if the concern is about a student or visitor.

In all cases, be sure to communicate that you feel the behavior involves violence or a violation of the College Violence Policy. You may be asked to provide your complaint in writing.

If a director/dean receives a complaint that the College Violence Policy has been violated, the director/dean is responsible for informing the College President. The director/dean should also coordinate with MC Human Resources or the Dean of Enrollment Management as appropriate to make sure the complaint is addressed. If disciplinary action against the accused is required, such action shall be taken in accordance with the applicable contract, policy, or handbook for that person's classification.

### **Preparedness: How You Can Help Prevent and Mitigate Violent Situations**

Do not ignore a potentially violent situation. On the other hand, do not unnecessarily put yourself at risk of danger – call 9-911.

### **Recovery from Violent Situation**

After a violent situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As situations are assessed, the Critical Incident Response Team can facilitate group discussions or debriefing sessions as needed for the affected area to provide some understanding of and closure to the situation. The affected students may access the MC student counselor and the affected employees may access the Employee Assistance Program.

### **Protective Orders/Restraining Orders Issued by a Court**

If you have an order of protection or restraining order that covers you while you are on campus, you should provide a copy of the order to the College President and Methodist Security.

### **Interim Measure/Restrictions**

In some cases, it may be reasonable for the College to take interim measures or impose restrictions on contact with persons who may be subject to a threat of violence. In addition, the College may also revoke permission of persons violating this policy from remaining on campus.