



## Responding to Immediate Threats

### **Definition of Immediate Threat:**

An “immediate threat” involves a direct threat of physical harm to self or others, which endangers any member of the Collin College community (e.g., assault, brandishing a weapon, sexual assault).

### **Off-Campus Reporting Procedures:**

The procedures listed below should be followed when responding to an immediate threat that occurs while attending an off-campus Collin College-sponsored activity. ***This information is not intended to encourage you to interfere with or stop the behavior, unless doing so aids in self-defense or self-preservation.***

**Step One:** Dial **911** and report the incident.

**Step Two:** Notify your immediate supervisor.

**Step Three:** If a Collin College student is involved, notify the student’s emergency contact.

### **On-Campus Reporting Procedures:**

The procedures listed below should be followed when responding to an immediate threat that occurs on Collin College property, in an online environment, or while attending an on-campus Collin College-sponsored activity. ***This information is not intended to encourage you to interfere with or stop the behavior, unless doing so aids in self-defense or self-preservation.***

**Step One:** Call the Collin College Police Department\* at **972.578.5555** or **x5555** (from a campus phone) and provide the following information:

1. Your full name.
2. The location of the incident (e.g., campus, building, room number, etc.).
3. A description of the incident including when it occurred, what happened, and who was involved.
4. A phone number where you can be reached if additional information is needed.

*\*The Collin College Police Department is available by phone 24 hours a day, 365 days a year.*

**Step Two:** If instructed by the Collin College Police Department, dial **911** and report the incident.

**Step Three:** If the incident involves a direct threat of **harm to others**, submit a *Student Incident Report* to the Dean of Students Office once the situation has stabilized. The *Student Incident Report* form is located at <https://bit.ly/2Rs60jT>.

If the incident involves a direct threat of **harm to self**, contact Counseling Services at 972.881.5126. You can also submit a *SOBI Care Team Referral* once the situation has stabilized. The *SOBI Care Team Referral* form is located at <https://bit.ly/2uhYeyc>.

### **Important Contact Information:**

Collin College Police Department	<b>972.578.5555</b> or <b>x5555</b> (from a campus phone)
Off-campus Emergencies	<b>911</b>
Dean of Students Office	<b>972.881.5604</b> or <a href="mailto:dos@collin.edu">dos@collin.edu</a>
Counseling Services	<b>972.881.5126</b> or <a href="mailto:personalcounseling@collin.edu">personalcounseling@collin.edu</a>
SOBI Care Team	<a href="mailto:sobi@collin.edu">sobi@collin.edu</a>