



SAFETY POLICIES AND PROCEDURES

Disruptive Behavior in Classrooms

For a definition of disruptive behavior, procedures for responding to incidents, and how to report ongoing behavior to the Dean of Students, see the *Policy on Disruptive Behavior in an Instructional Setting* at: policy.arizona.edu/disruptive-behavior-instructional

Threatening Behavior by Students

For a definition of threatening behavior and the procedures for immediately reporting such behavior to the UA Police Department, the Dean of Students, and a supervisor or department head, see the *Policy on Threatening Behavior by Students* at policy.arizona.edu/threatening-behavior-students

Workplace Issues

The University's *Workplace Violence Policy* prohibits any form of violence by campus members or visitors, including acts defined as "intentionally threatening; intimidating; physically injuring; stalking; damaging property; or referencing or using a weapon or firearm, unless the individual doing so is a certified law enforcement officer acting within the course and scope of his or her duties." This policy can be found on the Division of Human Resources' website at hr.arizona.edu/policy/appointed-personnel/2.21 or hr.arizona.edu/policy/401.1.

If you experience or witness behavior that is threatening, intimidating, or bullying, report these concerns to one of the following Human Resources offices.

UA Human Resources: 520-621-8298

Arizona Health Sciences Center Human Resources: 520-626-2600

College of Medicine-Phoenix Human Resources: 602-827-2484

Human Resources personnel will review the information then seek additional information and resources as needed to support employees affected by workplace violence.

Illegal or Threatening Behavior by the Public

It is the policy of the University to exclude from University property persons who engage in illegal behavior or disrupt the University's educational mission. When appropriate, an *exclusionary order* can be issued to remove a disruptive person from specific areas or the entire campus, either temporarily or permanently.

For a definition of "illegal or disruptive behavior" and the procedures for executing an order, see the *Exclusionary Order Policy* at policy.arizona.edu/sites/default/files/ExclusionaryOrder.pdf

Response to Bomb Threats or Suspicious Packages

The UA Police Department responds to all reports of bomb threats and suspicious packages on the UA campus, Mt. Graham International Observatory, and other areas routinely patrolled by this department. Reports of bomb threats and suspicious packages on the Phoenix Biomedical Campus are handled by the Phoenix Police Department. Incidents on the UA Sierra Vista campus and any remote UA properties are handled by the law enforcement agency of jurisdiction.

See the UA Campus Emergency Response Team website cert.arizona.edu for details on how to respond to a bomb threat.

Response to an Armed Person or Active Shooter

Quickly determine the most reasonable way to protect your own life. Students, employees, and visitors should follow the directions of instructors, supervisors, and administrators during an active shooter situation.

1. EVACUATE

- Have an escape route and plan in mind.
- Leave your belongings behind (take keys and phones only if it doesn't delay your escape).
- Keep your hands visible.

2. HIDE

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors if possible.

3. TAKE ACTION

As a last resort and only when your life is in danger

- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.

CALL 9-1-1 WHEN IT IS SAFE TO DO SO

Information you should provide to law enforcement & 9-1-1

- Location of the active shooter/s
- Number of shooters, if more than one
- Physical description of the shooter(s)
- Number and type of weapons possessed by the shooter(s)
- Number of potential victims and their locations at the incident scene

Note that if you dial 9-1-1 from a land line on campus, the call goes directly to the UA Police Department. Calls from cell phones go to Tucson Police, who route the call to UAPD.

Suicide and Depression

If there is ever an immediate threat to life or property, immediately call 9-1-1 and request assistance.

Tucson Students: UA's Counseling and Psychological Services (CAPS) is available to enrolled students through Campus Health. Students in need of assistance and faculty/staff seeking advice or assistance regarding a student-related issue can call CAPS.

CAPS: 520-621-3334 (8:00 a.m.–5:00 p.m., Mon.–Fri.)

Employees: UA's Life & Work Connections, part of the Division of Human Resources, provides assistance to benefits-eligible UA employees and the managers for whom they work. Consultants are also available to advise faculty/staff who have concerns about student workers or graduate assistants.

Life & Work Connections: 520-621-2493 (8:00 a.m.–5:00 p.m., Mon.–Fri.)

Phoenix Services: Students at the College of Medicine–Phoenix may contact licensed psychologists Dr. Katy Felder or Dr. Laura Huser (both at 1702 E. Highland, Ste. 318, Phoenix) or ASU Counseling Services, (Historic Post Office, 522 N. Central Ave, Ste. 206, Phoenix), by calling 602-496-1155. Faculty may contact Stephanie Smith, Director of Student Development, with concerns about a student.

Sign up for UAlert

UAlert is a free service that delivers emergency alerts to registered UA students, faculty, and staff—as well as their friends and family—via their cell phones, mobile devices, and e-mail accounts during a campus emergency.

UAlert is often the most efficient and timely way to receive notifications about critical incidents affecting any of the UA campuses.

By signing up for UAlert, you'll receive any all-campus notifications that are sent to the UA community. If you are affiliated with the UA Sierra Vista or the Phoenix Biomedical campus, you can sign up to receive alerts specific to those campuses as well. During a critical incident, a series of messages will be sent to notify the community about the situation and to provide important information and instructions. When the situation has been resolved, a final “all clear” message will be sent. UA students, employees, and their friends and family are encouraged to check the UA website and local media reports for other critical updates.

To sign up: Go to the UA home page at arizona.edu and click on the UAlert icon on the bottom of the page.

Thank you for sharing this information and assisting in our ongoing efforts to keep the UA community updated on our emergency procedures.