

ASSAULT/MANAGING ALLEDGED ASSAILANT

ASSAULT

- If life threatening, call 911. Notify switchboard by dialing "0" to notify campus police; then notify Dean of Student Services, VP of Instructional Services, and Director of Human Resources.
- Administer first aid utilizing trained staff.
- Unless injuries require immediate attention of a doctor or indicate transfer to hospital, keep victim at the College. If rape, ensure victim stays with counselor/college administrator until police arrive.
- Document all activities and decisions, and provide a fact sheet to Human Resources.
- Dean of Student Services, VP of Instructional Services, or a counselor will notify victim's emergency contact person.
- Vernon College counseling staff/student services staff will provide immediate crisis intervention and referrals with victims.
- Vernon College administrators will debrief staff.

MANAGING ALLEGED ASSAILANT

- If life threatening, call 911. Notify switchboard by dialing "0" to notify campus police, and then notify Dean of Student Services, VP of Instructional Services, and Director of Human Resources.
- Detain suspect if possible until police arrive, but do not attempt to use force.

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