

Classroom Security

A UCF Primer

Revised 2012

Threat of immediate violence

▶ Inside the classroom

- Dismiss the class if possible
- Maintain your safety and that of your students
- Isolate the threat if possible
- Put something between you and your assailant
- Call 911 with as much specific information about the assailant as possible

Threat of immediate violence

▶ Outside the classroom

- Determine the nature of the threat
- Dismiss the class if possible
- Otherwise, secure the area
 - Lock or barricade the door
 - Keep away from windows, close blinds, stay out of sight
 - Silence cell phones, computers, radios, tv's
- Maintain the safety of yourself and your students as best you can
- Remain calm
- Call 911 with as much specific information about the assailant as possible

Threat of violence to themselves

- ▶ If a student threatens violence in the future to himself or herself
 - Speak to the student in private
 - Inform the student of the services available at the UCF Counseling Center
 - Consult the UCF Counseling Center, if you wish
 - File an Incident Report Form
 - Monitor the student's behavior
 - QPR (Question, Persuade, Refer) Suicide Prevention Training is available thru the UCF Counseling Center

Threat of violence to others

- ▶ **If a student threatens violence in the future to you or other people**
 - Take all suitable precautions for your own safety
 - “When in doubt, Call us out!” UCF Police Department
 - Speak to the student privately outside the classroom
 - If you ask the student to come by your office
 - Inform the office staff of your action
 - Keep the door open
 - Ask someone to join you or be close by (UCF Police Department provides this service)
 - Inform the student of UCF Counseling Center services
 - Notify the UCF Police at 407-823-5555 (**not 911**)
 - File an Incident Report Form
 - Monitor the student’s behavior

Other threats

- ▶ **If there is a weather-related threat, a fire alarm, or a bomb threat**
 - Follow the siren instructions
 - Monitor the situation
 - If action is warranted
 - Dismiss the class and evacuate the building
 - OR
 - Move the students away from windows

Illness because of disease, medication imbalance, drugs, or alcohol

- ▶ In case of a seizure or vomiting
 - Dismiss the class
 - Call 911
 - File an Incident Report Form

Disruptive or abusive student

- If a student is disruptive or personally abusive
 - Take all suitable precautions for your own safety
 - Call 911 if warranted
- ▶ Speak to the student privately outside the classroom
- ▶ Do not allow the student to return to class that day

- ▶ If you ask the student to come by your office
 - Inform the office staff of your action
 - Keep the door open
 - Ask someone to join you or be close by (UCF Police Department provides this service)

- ▶ Inform the student of the services at the Counseling Center
- ▶ Explain progressive disciplinary action (p. 12) and implement
- ▶ Keep a written record of the incident for yourself
- ▶ File an Incident Report Form
- ▶ Monitor the student's behavior

Aberrant behavior

- ▶ If a student's behavior is aberrant, but not sufficient to be disruptive
 - Speak to the student after class
 - Inform the student of the services available at the Counseling Center
 - Keep a written record of the incident for yourself
 - File an Incident Report Form
 - Monitor the student's behavior

Unusual emotional behavior

- ▶ If a student is unusually emotional
 - Speak to the student in private
 - Inform the student of the services available at the Counseling Center
 - Consult with the Counseling Center if you wish
 - File an Incident Report Form
 - Monitor the student's behavior

Distress because of a disability

- ▶ If a student is in distress because of a disability
 - Determine the severity of the student's situation
 - Dismiss the class or remove the student from the class, if warranted
 - Call 911, if warranted
 - Refer the student to Student Disability Services
 - File an Incident Report Form

Typical steps taken in progressive disciplinary action

- ▶ 1st Incident: Speak to the student in private and inform the student of progressive disciplinary action. Keep a written record of the event for yourself. (faculty member)
- ▶ 2nd Incident: Notify the student in writing of your action, file an Incident Report, and inform your supervisor. (faculty member)
- ▶ 3rd Incident. Speak to your supervisor and someone in your college or in the Office of Student Rights and Responsibilities. Determine penalties or other accommodation and notify the student. (faculty member or other university official)
- ▶ 4th Incident: University-level sanctions, including possible suspension from the university. (Office of Student Conduct)

Faculty members should not:

- ▶ Touch students
- ▶ Confiscate student property
- ▶ Tell students they have a mental or a physical problem
- ▶ Use foul language
- ▶ Discuss the student situation over email
- ▶ Gossip about the student's situation

Resources available to support classroom security

▶ Academic Services	MH 210	undergrad.ucf.edu/as
▶ Counseling and Psychological Services (CAPS)	CAPS	counseling.sdes.ucf.edu
▶ Office of Institutional Equity	CMMS 101	eeo.ucf.edu
▶ Faculty Center	CB1 207	fctl.ucf.edu
▶ Health Services	HC 10	studenthealth.ucf.edu
▶ Student Conduct	FC 227	osc.sdes.ucf.edu
▶ Student Accessibility Services	FC 185	sas.sdes.ucf.edu
▶ Student Rights & Responsibilities	FC 227	osrr.sdes.ucf.edu
▶ Ombuds Office	MH 243	ombuds.ucf.edu
▶ UCF Police Department	UPD	police.ucf.edu
▶ Victim Services	UTWR 450	victimservices.ucf.edu