

Violent Acts in the Workplace

If you are threatened **verbally**

- x Remain calm.
- x Employee: Report the threat as soon as possible to your supervisor, department head, division chair and Public Safety.
- x Student: Report the threat as soon as possible to Public Safety

If you are threatened **with a deadly weapon**

- x Immediately call Public Safety at (Ext. 6450) cell 304- 904- 2041 , 911 or local law enforcement for assistance.