



## 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 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 District Dean of Students Office once the situation has stabilized.

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.

### Important Contact Information

Collin College Police Department: **972.578.5555** or **x5555** (from a campus phone)

Off-campus Emergencies: **911**

District Dean of Students Office: **972.881.5604** or [dos@collin.edu](mailto:dos@collin.edu)

Counseling Services: **972.881.5126** or [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu)

SOBI Care Team: [sobi@collin.edu](mailto:sobi@collin.edu)