

ASSAULT

ASSAULT IN PROGRESS:

1. Call **9-911** then Library Security (***11**) and describe the incident.
2. **Do not** restrain those involved.
3. **Do not** place yourself at risk.
4. If participants flee, concentrate on developing an accurate description of their appearance and the direction that they fled. Provide this information to police or emergency personnel.

ASSAULT AFTER THE FACT:

1. Check the individual for serious injury.
2. If the individual is **not** harmed, take the assault victim to a quiet place after the event. Ask for the victim's name and if there is anyone that you should call. Suggest that they write down what they can remember about the person(s) that assaulted them.
3. **If there appears to be a medical emergency, call 9-911** (See Medical Emergencies). If there is no obvious medical emergency, call campus police at 3-8911. Explain what happened and where.
4. Notify your unit's circulation desk personnel or the Library Duty Officer (Main Library after hours) in the unit to guide emergency/police personnel to the victim's location.
5. Encourage the victim to remain until police arrive.
6. If either the victim or the assailant is a library employee, notify that individual's supervisor immediately.

AFTER THE INCIDENT:

1. Complete a Library Incident Report.
2. Notify the University Librarian's Office at 3-0790.