**On-Call Action PLan**

**Alcohol**

1. Call Public Safety only if you need assistance (i.e. very intoxicated student, lack of cooperation)
2. If resident is transported, contact the Administrator On-Call
3. Compose a report in Advocate

**Alcohol (If residents are cooperative/ responsive)**

\*Ask residents to place all Alcohol in the center of the room

1. At the end of the incident before leaving, ask the resident(s) of the given room to pour the alcohol in the closest location (bathroom/kitchen). They *cannot* simply throw a full bottle of liquor in the trash.
2. If the resident refuses, you as an RA can dump the alcohol in the closest location.
3. If students wish to keep the empty bottles, they are able to do so.
4. Compose a report in Advocate

**Drugs**

1. Call Public Safety before addressing the incident
2. If room needs to be searched, contact the Administrator On-Call
3. If resident is transported, contact the Administrator On-Call
4. Compose a report in Advocate

**Mental Health (Harm to Self or Others)**

1. Call Public Safety before addressing the incident
2. If resident is transported, contact the Administrator On-Call
3. Compose a report in Advocate

**Mental Health (Depressed/Anxious, but No Concern for Harm to Self or Others)**

1. Speak with the resident and offer resources
2. Email the Area Coordinator for Res Life and submit a CARE report

-OR-

1. If during the conversation, you believe there may be concerns regarding harm to self or others, contract Public Safety
2. If resident is transported, contact the Administrator On-Call
3. Compose a report in Advocate

**Physical/Verbal Altercation**

1. Call Public Safety before addressing the incident if necessary (do not put yourself in danger)
2. If resident is transported, contact the Administrator On-Call
3. Compose a report in Advocate

**Physical Injury/Illness**

1. Speak with the resident first to assess the severity and/or offer resources
   1. If during the conversation, you believe there is a serious medical concern, call Public Safety
   2. If the resident’s injury is due to a facilities related issue, contact Public Safety
2. If resident is transported, contact the Administrator On-Call
3. Compose a report in Advocate

**Weapons**

1. Call Public Safety to address the incident
2. If resident is transported, contact the Administrator On-Call
3. Compose a report in Advocate

**Sexual Assault/Misconduct**

1. Do not ask any specifics, but let the student you must notify the Title IX Coordinator
2. Contact the Administrator On-Call
3. Compose a very basic report in Advocate; mark it as “Sensitive”

**Fire ALARM (if there is an actual fire)**

1. Pull the fire alarm then exit the building
2. Contact the Administrator On-Call
3. Compose a report in Advocate

**Fire ALARM (if YOU DO NOT WITNESS A FIRE)**

1. Send an email to the Assistant Dean of Student Affairs and Area Coordinator for Res Life

**Stranger Danger**

1. Call Public Safety

**Minor Policy Violation**

1. Confront the Resident
2. Compose a report in Advocate

* Practicing
* Noise
* Incense/Candles/Cigarettes
* Items Not Permitted by Fire Code
* Pets
* Guest Policy Violation

**General Notes**

* Only the Assistant Dean of Student Affairs may search rooms.
* Videotaping or recording residents during an incident is not permitted for any reason.
* If Students refuse to open the door and you have reasonable suspicion that they are present after completing your RA knocks, contact Public Safety to join you. Once a Public Safety Officer has arrived, you may key into the room after completing your RA knocks again.
* For students who are transported to the hospital, try to find a friend to go with them (friend cannot be intoxicated). If a friend cannot be found, they can go alone.
* Anytime you contact the Administrator On-Call, please email the Area Coordinator of Residential Life a summary of the incident. You do not need to email me about incidents involving Title IX because they are sensitive.
* If you are unsure what to do, it is safer to ask questions.