

Reporting a Potential Threat

To report a threat or seek assistance regarding violence, call any of these resources who are members of the UCLA Violence Prevention and Response Team:

UCLA Police Department

Emergency (campus phone) 911
Non-Emergency 5-1491
Program non-emergency number into your cell phone and use for campus-area emergencies.

Students & Residents

Student Counseling & Psychological Services 5-0768
Dean of Students Office 5-3871
Medical Student Affairs 5-6774
Dental Student Affairs 5-2615

Campus Staff

Employee Relations 4-0860
Staff & Faculty Counseling Center 4-0245

Campus Faculty

Academic Personnel Office 5-3841
Staff & Faculty Counseling Center 4-0245

HEALTH SYSTEM

Westwood Staff

Employee Relations 4-0500
Staff & Faculty Counseling Center 4-0245
Security Department 7-7100

Santa Monica Staff

Human Resources (310) 828-0242
Staff & Faculty Counseling Center 4-0245
Security Department (310) 319-4883

Medical Faculty

Academic Personnel Office 5-3841
Staff & Faculty Counseling Center 4-0245

Learn More

Check out the resources, services and training classes below. Also visit the Campus Human Resources website at: www.chr.ucla.edu.

[UCLA Violence Prevention & Response Policy](#)

Provides information about prohibited behavior in the UCLA work environment and how to report acts or threats of violent behavior.

[UCLA Police Department Programs & Prevention](#)

Details appropriate action to take if you experience a threat of violence.

[Staff & Faculty Counseling Center](#)

Offers counseling, management consultation, coaching, training, retreat facilitation, work-life programs and support groups.

[Student Counseling & Psychological Services](#)

Designed to help students address the psychological, relational and intellectual challenges of University life.

[Training Classes](#): Workshops include “Preventing Violence in the Workplace,” “Dealing with Troubled Employees,” “Dealing Effectively with Anger in the Workplace,” “Conflict Resolution” and “Dealing with Distressed Students.”

[OSHA Fact Sheet](#): Provides practical suggestions on workplace safety and violence prevention.

UCLA

Preventing and Responding to Violence in the UCLA Community

A Guide for Faculty, Staff and Students



UCLA Campus Human Resources
Staff & Faculty Counseling Center

Awareness & Prevention

UCLA is committed to providing a safe work environment for all faculty, staff and students—one that is free from violence or threats of harm. Physical violence and any reported threats of physical violence will be taken seriously and investigated.

VIOLENT OR THREATENING BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:

- Weapons in the UCLA Community
- Physically aggressive acts towards others
- Stalking
- Communicated threats of harm
- Intimidating behavior raising concern for personal safety
- Willful or intentional behavior which causes damage to property
- Suicide threats

Individuals who engage in violent behavior are in violation of the *UCLA Violence Prevention & Response Policy* and will be subject to disciplinary action and may be prosecuted. This policy applies to all UCLA locations including offices, residences, classrooms, work sites, vehicles and off-campus locations.

Seek Assistance

The UCLA Violence Prevention & Response Team includes the UCLA Police Department, Staff & Faculty Counseling Center, Human Resources, Academic Personnel, Dean of Students, and Student Counseling & Psychological Services.

For questions regarding potential violence in the workplace, contact any member of the Violence Prevention and Response Team. (See back panel for phone numbers.)

Managing a Threat

Staff and Faculty Responsibilities

UCLA employees should report suspected violations of this policy to their supervisor or another official who is not a party to the violation, or to Employee Relations (4-0860) or Academic Personnel (5-3841). No employee will be subject to disciplinary action for acting in good faith to report acts that violate the *UCLA Violence Prevention & Response Policy*.

Supervisory Responsibilities

It is the responsibility of all supervisors to encourage their employees to report any suspected violation of this policy. Supervisors who have knowledge of a suspected violation of this policy should promptly contact and consult with the UCLA Violence Prevention & Response Team. (See back panel for phone numbers.)

Student Responsibilities

Students play a critical role in ensuring that facilities, residence halls, classrooms and places of employment are free from violence. Any student who suspects that a member of the UCLA community is in violation of the *UCLA Violence Prevention & Response Policy* should contact the Dean of Students Office (5-3871). Students living in University housing should contact their residential staff.

Taking Action

Emergencies

The first priority is to ensure your safety.

- Call 911 immediately. Do not attempt to intervene or deal with the situation yourself.
- Be prepared to answer the dispatcher's questions such as: What is occurring? What does the subject look like? Does the subject have any weapons? When did this occur?
- The dispatcher may keep you on the phone. Otherwise, hold a phone line open until police arrive.
- Isolate or evacuate other people if there is immediate danger.

Non-Emergencies

Document, evaluate, determine next steps and develop a plan of action.

- Promptly inform the appropriate campus administrator.
- Call a member of the UCLA Violence Prevention & Response Team. (See back panel for phone numbers.)

On-going Support

UCLA's *Staff & Faculty Counseling Center* conducts counseling sessions to help employees and departments cope with traumatic events. Contact 4-0245. *Student Counseling & Psychological Services* has counselors available 24 hours a day by phone. Students may contact 5-0768.