CALL 911 for any emergency or life-threatening situation.

### UC Police:
- UC Clifton: (513) 556-1111
- UC Blue Ash: (513) 745-5707
- UC Clermont: (513) 732-5295

### Municipal Police:
- Cincinnati: (513) 765-1212
- Blue Ash: (513) 745-8555
- Clermont County Sheriff: (513) 732-7500
- Batavia Police: (513) 732-5692

### External Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Suicide Prevention Hotline*</td>
<td>(800) 784-2433, (800) 273-TALK</td>
</tr>
<tr>
<td>Mental Health Crisis Hotline*</td>
<td>Hamilton Co. (513) 584-8577, Clermont Co. (513) 528-SAVE</td>
</tr>
<tr>
<td>YWCA Domestic Violence Shelter*</td>
<td>Hamilton Co. (888) 872-9259, Clermont Co. (800) 540-4764</td>
</tr>
<tr>
<td>Women Helping Women*</td>
<td>(513) 381-5610</td>
</tr>
<tr>
<td>Bravo (LGBTQ-specific violence, assault, &amp; stalking)</td>
<td>(866) 86 BRAVO</td>
</tr>
<tr>
<td>Domestic Violence and Protective Order Clinic</td>
<td>(513) 241-9400</td>
</tr>
<tr>
<td>Recovery Health Access Center* (substance disorder)</td>
<td>(513) 281-7880</td>
</tr>
<tr>
<td>Poison Control*</td>
<td>(800) 222-1222</td>
</tr>
</tbody>
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### University Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>African American Cultural and Resource Center</td>
<td>(513) 556-1177</td>
</tr>
<tr>
<td>Anonymous Reporting Hotline* (EthicsPoint)</td>
<td>(800) 889-1547</td>
</tr>
<tr>
<td>On-Campus Confidential Counseling/CAPS</td>
<td>Clifton* (513) 556-0648, Blue Ash (513) 745-5670, Clermont (513) 732-5263</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>(513) 556-4119</td>
</tr>
<tr>
<td>Accessibility Resources</td>
<td>Clifton (513) 556-6823, Blue Ash (513) 792-8625, Clermont (513) 732-5327</td>
</tr>
<tr>
<td>Equity &amp; Inclusion, Office of</td>
<td>(513) 556-8463</td>
</tr>
<tr>
<td>Employee Assistance Plan (EAP)*</td>
<td>(800) 227-6007</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>(513) 556-4968</td>
</tr>
<tr>
<td>Equal Opportunity &amp; Access, Office of</td>
<td>(513) 556-5503</td>
</tr>
<tr>
<td>Ethnic Programs/Multicultural Services</td>
<td>Clifton (513) 556-6008, Blue Ash (513) 745-5691</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>Clifton (513) 558-2500, Blue Ash (513) 745-5708, Clermont (513) 732-5230</td>
</tr>
<tr>
<td>International Programs</td>
<td>(513) 556-4278</td>
</tr>
<tr>
<td>LGBTQ Center</td>
<td>(513) 556-6814</td>
</tr>
<tr>
<td>NightRide</td>
<td>(513) 556-RIDE</td>
</tr>
<tr>
<td>Ombuds, Office of</td>
<td>(513) 556-5956</td>
</tr>
<tr>
<td>Provost, Office of</td>
<td>(513) 556-2588</td>
</tr>
<tr>
<td>Student Wellness Center</td>
<td>(513) 556-6124</td>
</tr>
<tr>
<td>Title IX</td>
<td>(513) 556-3349</td>
</tr>
<tr>
<td>University Health Services</td>
<td>Main campus (513) 556-2564, Medical Campus (513) 584-4457</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>Clifton (513) 556-6811, Blue Ash (513) 745-5787, Clermont (513) 732-8964</td>
</tr>
<tr>
<td>Victim Services (UCPD)</td>
<td>(513) 556-4905</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>(513) 556-4401</td>
</tr>
</tbody>
</table>

*indicates 24 hour services are available
THE STUDENT CODE OF CONDUCT

The Student Code of Conduct is intended to provide broad guidance in identifying and discouraging inappropriate behavior and misconduct. It explains student rights and responsibilities and the processes that will be followed by University Judicial Affairs when misconduct is alleged. Examples of behavior prohibited by the Code include:

- Conduct that threatens the safety or health of any person (incl. self)
- Obstruction/disruption of teaching, research, administration, etc.
- Harassment based on sexual, racial/ethnic, religious, disability, etc.

WHAT ABOUT PRIVACY LAWS AND CONFIDENTIALITY?

The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern under the following circumstances:

- UC may disclose personal identifiable information from an “educational record” to appropriate individuals in connection with a health and safety emergency. Information may be released to parents, police, or others, if knowledge of the information is necessary to protect the health and safety of the individual and the UC community. UC may not disclose FERPA protected medical records.
- Information can be shared with University personnel when there is specific need to know and should be limited to the essentials of University business.
- Observations of an individual’s conduct or statements made by an individual are not “educational records” and are therefore not protected by FERPA. Such information may be shared with appropriate consideration for privacy.

BECOME A PARTNER IN A TIMELY, COORDINATED RESPONSE.
Being aware of distress signals, ways to intervene, and resources will help you respond effectively to an individual who needs help. Take the signs of distress seriously, particularly if it is not normally characteristic of the person. You might be the one saving a life by being available at the right place and right time with the right resources.

**How to Bring it Up...**

It's often a relief to students having difficulties to know that people at the University notice and care.

- Broach the subject in a caring, supportive way
- Clearly express your concerns in non-disparaging, non-confrontational terms
- Remind the student of their personal responsibility as a member of the community
- Respect the student's privacy, but do not promise confidentiality
- Report to Crisis Assessment Referral Evaluation (CARE) Team (See “More Resources” page)

**How to Talk about it...**

Whether you or a student broaches the topic, it is important to have privacy and some time without interruption.

- Do not promise confidentiality
- Listen! Don’t minimize the problem or solve it too quickly with advice
- Let the student express emotion (often it has been building/bottled up)
- Ask if the student has found anything that helps with the problem
- Inquire about the student’s support network

**How to Refer...**

The student’s situation may be beyond what you can address, but your support is still critical.

- Recommend appropriate resources and services (see folder cover), or call counseling resources for assistance
- Reassure student the decision to seek/accept help is a wise choice and s/he is not alone
- Offer to meet with the student again to ensure s/he follows through

**ACADEMIC INDICATORS**
- Decline in grades
- Repeated absences
- Not doing homework
- Multiple requests for extensions
- Considering leaving school
- Disruption to learning environment
- Inappropriate or concerning content in assignments/presentations

**PSYCHOSOCIAL INDICATORS**
- Depression: crying spells, feeling sad more often than not (could include bereavement)
- Anxiety: feeling tense, nervous, worried, panic attacks (could include PTSD)
- Antagonistic to others, unprovoked anger
- Impulsiveness, loss of self control
- Confused speech or behavior
- Hallucinations, delusions, paranoia
- Overwhelming concern about finances, relationships, balancing multiple demands, etc.

**PHYSICAL INDICATORS**
- Changes in physical appearance, poor hygiene
- Excessive fatigue, low energy
- Agitated expression or movements
- Excessive weight loss/gain
- Bruises, cuts, or other injury
- Physical or verbal outbursts
- Withdrawing socially, avoiding eye contact

**SAFETY RISK INDICATORS**
- Statements about death, dying, suicide, homicide, etc.
- Physical violence
- Sexual assault
- Stalking and harassment of any kind
- Intoxicated or under the influence
- Threatening communication

LISTEN SENSITIVELY AND CAREFULLY.
EMERGENCY SITUATIONS

CALL 911 for any emergency, then as needed...

FIRE
Do not attempt to extinguish a fire. Instruct employees and students to exit the building immediately via the nearest stairwell. Pull the fire alarm (located near stairwells and main entrances). Once outside, call 9-1-1 and report the exact location of the fire.

SEVERE WEATHER
If a severe weather WARNING is issued, instruct employees and students to move to the severe weather shelter area. This is typically the lower levels or corridors of the building where there are no exterior windows.

BOMB THREAT
If you receive a bomb threat, a suspicious package or locate a suspicious item, contact UC Police immediately by calling 9-1-1 from a campus phone. DO NOT USE A CELL PHONE!! Clear employees and students away from the immediate area and lock the area. Write down details about the threat or package ASAP.

ACTIVE Shooter OR VIOLENCE
RUN
If there is an accessible escape path, attempt to evacuate the premises, leaving your belongings behind. Alert others on the way out and do not attempt to move any wounded. Keep your hands visible on exiting the area and follow the instructions of any police officers.

HIDE
If evacuation is not possible, lock the door and blockade with heavy items, then find a place to hide (out of view and behind something that will protect you if shots are fired). Silence your cell phone or any other source of noise. Remain calm and quiet. Dial 9-1-1, if possible, to alert police of your location. If you cannot speak, leave the line open for dispatcher to listen.

FIGHT
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter (throwing items, seize weapons, yell). Commit to your actions and follow through.

SEX & GENDER BASED VIOLENCE, HARRASSMENT OR DISCRIMINATION
Do not try to investigate, but ask three basic questions:

Are you safe?
Are you hurt?
How can I help you?

Refer individual to appropriate resources.

- If safety is a concern, encourage individual to contact police, advocates or Title IX office to create a safety plan, including civil protection order and/or other interim measures.

- If sexual assault has occurred, encourage individual to seek care as soon as possible at a hospital where evidence can be collected. Concerns about sexually transmitted infections and pregnancy will be addressed, as well as a discussion of resources and a plan for follow up care.

Report the issue promptly to the Title IX office (required of all faculty/staff except Counseling & Health Services).

EMERGENCY COMMUNICATIONS
Appropriate personnel will communicate via voice notification system, text, email, electronic signage boards, website, Twitter, and Campus Safety Network (Rave Alert).

HELPING PEOPLE WITH DISABILITIES
Assist disabled individuals to safety, if possible, or to an Area of Rescue Assistance. For buildings with unknown or undesignated areas, individuals with disabilities should seek a safe place (preferably a room with an exterior window, a telephone and a solid door), call 9-1-1 and report their exact location to the dispatcher.

Be proactive. De-escalate and support.