

Violent Acts in the Workplace

If you are threatened verbally

- Remain calm.
- Employee: Report the threat as soon as possible to your supervisor, department head, division chair and Public Safety.
- Student: Report the threat as soon as possible to Public Safety

If you are threatened with a deadly weapon

- Immediately call Public Safety at **(Ext. 6450) cell 304- 904- 2041, 911** or local law enforcement for assistance.

All GSC students and employees and visitors, with the exception of law enforcement personnel, are strictly prohibited from possessing deadly weapons while occupying any facility or vehicle owned, leased, or rented by Glenville State College. A deadly weapon is defined as any object held or controlled by an individual for the specific purpose of bringing harm to another. Deadly weapons include firearms, explosive or incendiary material, or any other device or substance which in the manner used or intended to be used is reasonably capable of producing death or serious bodily injury. Any violation of this directive will be subject to immediate disciplinary action which may include expulsion, suspension, or dismissal. Any employee, student, or visitor who communicates a threat of bodily harm to another GSC employee, student, or visitor will be subject to immediate disciplinary action which may include expulsion, suspension, dismissal, or criminal prosecution. Any known threat of this nature will be reported immediately to Public Safety or to local law enforcement authorities if danger is imminent. Public Safety will immediately conduct an investigation of the threat.

Violent Acts