There is no policy.

**PROCEDURE**

**Definitions**
- **Coercion** – Impelling another person to do an act by physical or moral force or threat of force.
- **Extortion** – Obtaining property from another without his/her consent, induced by wrongful use of force or fear.
- **Blackmail** – Extortion by threat of public disclosure

1. Report incident to supervisor/building administrator as soon as practical
2. Administrator and/or designee reports incident to Campus Security

**Assault**
- **Defuse the situation** – Protect others, avoid escalation. Staff member may use reasonable force as warranted.
- **Report assault** – Report to the immediate supervisor immediately by phone or messenger.
- **Deal with medical emergency** – Apply first aid and/or summon aid car.
- **Take names of witness at the scene** – delegate as needed.
- **Report to appropriate law enforcement agency** (9-911) and campus security (ext. 5682).

In cases where a weapon is present, an injury requires medical attention or there is a threat of future violence.
- **Document action taken** – Take written report from witness.