

WHEN TO REFER/REPORT

	911 and/or Security (785-9191)	Student Conduct	Behavioral Intervention (BIT)
What	Emergency situations, immediate safety concerns, or significant violations of the law Security – protection orders, standby assistance, escort	Significant disruption or behavior that appears to have violated the Student Code of Conduct (including repetitive or flagrant issues of academic dishonesty)	Concern for <i>potential</i> threat of violence or significant concerns about a student experiencing extreme distress or engaging in harmful or disruptive behaviors
Who	Any person – student, staff, faculty, visitor, parent, former student, unknown, etc.	Students only	Any person – student, staff, faculty, visitor, parent, former student, unknown, etc.
When	Immediately – especially when safety is in question	Timely manner – preferably the day of the incident	Timely manner – preferably the day of the incident
Why	Mitigate immediate threats, or for support while you intervene/confront	Formal action by College to address behavior and assign sanctions	Awareness and assessment of situation and take action as needed
How	Call 911 for emergencies or security 785-9191; for non-emergencies, security@westerntc.edu	Online incident report form (https://cm.maxient.com/reportingform.php?WesternTC&layout_id=2) or email mcneelys@westerntc.edu	Online incident report form (https://cm.maxient.com/reportingform.php?WesternTC&layout_id=2) or email bit@westerntc.edu