I. **Title**  
*Threatening Situations*

II. **Policy**  
All UTMB employees, students, patients, visitors, family members, and volunteers are expected to immediately notify the University Police Department (UPD) of any threatening situation or any suspicious individuals or activities on campus.

III. **University Police Responsibility and Authority**  
**On Campus:** UPD personnel who are on duty will respond to on campus threatening situations. The ranking, on-duty University Police supervisor is the incident commander of the response, unless otherwise relieved by a superior officer.

- The ranking University Police supervisor is responsible for notifying the appropriate UTMB department heads.
- The UPD is responsible for contacting outside public safety agencies for assistance as needed.
- The UPD will coordinate through the Office of Public Affairs the timely release of information concerning serious crimes considered a threat to students and employees.

**Off Campus:** Threatening situations or any suspicious individuals or activities observed in UTMB buildings and facilities that are located off campus are to be reported immediately to the local law enforcement agency respective to the location.

IV. **Decision for Evacuation and Re-occupation**  
The leader of the affected area, in consultation with the Police Chief or designee, will make the decision to evacuate if a suspected explosive device is discovered. Evacuation may be of the entire complex, a certain building, or a particular section of a suspected area.

The decision to reoccupy a building or area shall be made by the President, the Executive Vice President/Chief Business Officer, the Vice President for Business Operations and Facilities, or leader of the affected area.

V. **Media**  
News releases to the public are made only by the Office of Marketing and Communications.

VI. **Related UTMB Policies and Procedures**  
- IHOP - 08.02.02 - Campus Security Report  
- IHOP - 08.01.04 - Violence in the Work Place
VII. Dates Approved or Amended

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<td>07/07/2011</td>
<td>06/21/2016</td>
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VIII. Contact Information

UTMB Police Department
(409) 772-1503