



Workplace Violence and Emergency Preparedness Plan

Developing a Plan

1. Form Planning Team

- Cross-section of Employees (executives, managers, workers)
- Partner with first responders
- Human Resources
- Legal
- Maintenance and facilities
- Landlord
- Safety and risk management

2. Develop Plan/Assess the Threat/Risk

- Describe how the elements of an active shooter prevention plan could be implemented (existing emergency preparedness plan or stand-alone plan)
 - Training on how to recognize risk
 - Reporting
 - Intervention resources
 - Background checks
 - Training on impact of workplace violence
 - Policy regarding workplace violence
 - Culture of caring for employees
- Threat, Vulnerability, Consequence
 - Prior threats
 - Prior violent incidents
 - Threat scenarios
 - Likelihood
 - Deceased victims and severe injuries affect the long-term viability of the organization
- Facility assessment, including, but not limited to:
 - Employees and other personnel
 - Facility characteristics
 - First responder access
 - Shooter's perspective
 - Cameras
 - Sound system
 - Alerts
 - Maximum number of people, employees, customers, quests, etc.

3. Goals (broad statements of what we wish to achieve) and Objectives (how are we going to achieve the goals?)

- Notification of an active shooter situation and RUN HIDE FIGHT notice
- Training
- Aftercare
- First responder engagement
- Mitigation training
- Etc.

4. Courses of Action

- Create a timeline with decision points, describe operational tasks, assign roles and responsibilities

5. Draft Plan and Approve

6. Training and Exercise

- New employee orientation
- "All Hands" meetings
- Conferences and workshops
- Newsletters and internal broadcasts
- Online courses
- Include part-time employees and volunteers

The Way Ahead



DHS Active Shooter Preparedness Workshop



Workplace Violence Prevention Policy

- Stated management commitment to protecting employees against workplace violence including verbal as well as physical threats
- A statement that the employer will take all appropriate action towards threats of violence and acts of violence in the workplace, and will take appropriate disciplinary action up to, and including, termination against employees who engage in such action
- Identify the means and methods for employees to notify the employer of perceived threats in a confidential manner
- Establish means to investigate all such threats and acts of violence
- Develop consistent and firm discipline for violations of the policy
- Provide training to managers and employees to identify signs and symptoms of workplace violence
 - Erratic behavior
 - Comments regarding homicide or suicide
 - Provocative communications
 - Disobedience of policy and procedures without remorse or correction
 - Presence of drugs and/or alcohol
 - Abuse of alcohol or drugs
 - Unsolicited focus on dangerous weapons
- Non-retaliation policy for those who report verbal or physical conduct to employer which they reasonably believe pose a threat
- Establish a team of qualified individuals to respond to potential or actual incidents
- Employee Assistance Program

Develop Active Shooter Policy

- An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on company premises. Active shooters use firearms or incendiary devices and typically have no pattern or method of selection for their victims
- Establish policy for first responder to identify an active shooter
 - Call emergency number, email, text, etc.
 - Provide location and description
- Emergency operator will provide public notification via email, text, loudspeaker, etc. "i.e. Active Shooter located _____, RUN HIDE FIGHT"
- The 911 call should provide the following information
 - Description of suspect and possible location
 - Number and types of weapons
 - Suspects direction of travel
 - Location and condition of victims
- Responses
 - RUN/EVACUATE
 - Have an escape route pre-planned
 - Evacuate whether others agree to follow
 - Leave your belongings behind

- Help others if possible
- Ensure individuals with disabilities have a plan of escape and take volunteers who will assist
- Do not enter the area where the active shooter is located
- Keep your hands visible
- Follow instructions of policy and first responders
- Do not move wounded people unless absolutely necessary
- Call 911 when you are safe
- HIDE
 - Be inconspicuous
 - Be out of the shooter's view
 - Lock the door, if possible
 - Stay low
 - Look for barriers
 - Do not trap yourself and restrict options for movement
 - Blockade the door, if possible
 - Silence cell phone and other phones
 - Turn off TV, radios, etc.
 - Remain quiet and do not move
- FIGHT
 - Dial 911 and leave a line open
 - Throw items
 - Sneak attack
 - Yell
 - Act aggressively
 - Coordinate attack
 - Commit yourself to acting

 Law Enforcement Response

- Listen to instruction
- Provide information
- Go Bag
- Maps
- Floor Plan
- Master Keys
- Sharpies
- Tourniquets
- "All Clear" Announcement
- Assist police with investigation
- Medical assistance
- Notify relatives of injuries, etc.
- OSHA
 - If there is a fatality, OSHA must be notified (within 8 hours) or employee hospitalized for treatment (within 24 hours) OSHA must be notified
 - Report on OSHA 300 log within 7 days
- Designate employees to respond to media
- After-care partners provided to employees

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