

WORKPLACE VIOLENCE

IN CASE OF THREATS OR ACTS OF VIOLENCE

1. Maintain calm communication with the person
2. Do not restrain the suspect or force them to leave
3. Do not touch the person except to defend yourself from a direct physical assault
4. If the attacker opens fire with a gun make every attempt to escape and hide
5. Make every possible effort to assist others in leaving the immediate area
6. NEVER attempt to disarm the person and DO NOT take weapons from them, even if offered
7. DO NOT threaten the person, argue with them, or ask about their motives
8. DO NOT attempt to restrain or block the suspects' exit

WHEN THE ATTACKER LEAVES

1. Care for any injured persons and call 911
2. While the information is still fresh in your memory, write down a detailed description of the attacker, vehicle, and license plate number
3. Take action to secure the scene, and protect any potential evidence, lock doors if necessary to prevent the attackers' return until police arrive
4. Inform management, document the event, and direct any media inquiries to law enforcement authorities and district management and media spokespersons