

Workplace Violence Awareness - Quick Tips to Stay Safe

Workplace violence is one of the leading causes of work-related deaths. It can range from threats and verbal abuse to physical assaults and homicide. and can occur at or outside the workplace. Staying vigilant will help protect yourself and fellow co-workers. Make the following points a habit:

Warning Signs of Impending Workplace Violence:

- Individual suddenly acts in ways that are out of character and/or inherently extreme.
- Numerous conflicts with customers, vendors, drivers, co-workers or supervisors.
- Using social media to bully or harass others.
- Intimidating, belligerent or other inappropriate and aggressive behavior.
- Bringing a weapon to the workplace, or making inappropriate references to weapons.
- Videotaping the exterior or interior of a building
- Being overly interested in the building's hours of operation, layout, etc.
- Abnormally parked car(s) in the same spot for long periods of time.
- Employee wears clothing out of season, such as heavy coats in the middle of July.

In the Event of Violence:

First, it's important to know a proven fact: Employees will follow the lead of their managers during an Active Shooter situation. If you ever find yourself in that position, make sure you control your fear (you WILL be afraid), and act immediately in a reasonable way to protect your life and those of your colleagues. Memorize these three important steps: **Run, Hide, Fight**. And then:

- Be quiet (this includes silencing your mobile phones!).
- Leave your belongings.
- Evacuate the building.
- Hideout if you're unable to leave the scene (get as low as possible).
- Call 911.
- Be a good witness: observe physical descriptions, vehicle details, plate numbers, etc.



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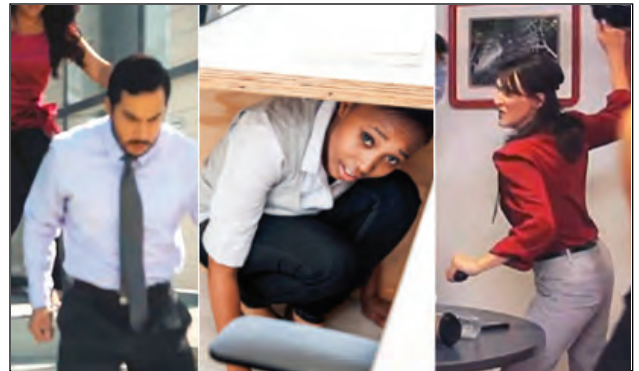
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If you're unable to leave the scene and there's no way out – your life is in imminent danger.

As a last resort:

- Attempt to incapacitate the active shooter.
- Do not hesitate – act with speed, aggression and purpose!
- Use improvised weapons and/or throw items.
- Yell, and if possible orchestrate to have multiple people approach from multiple directions.
- Be 100% committed regardless of how scared you are – your fierce actions might save your life as well as others!



For more information on workplace violence call U.S. Department of Labor, 1-866-487-2365.