

WORKPLACE VIOLENCE RESPONSE PLAN

Department _____

Created by _____

Version _____

Date _____

I. PRE-INCIDENT PLAN

A. Handling At-Risk Indicators

The Department will address at-risk indicators through training, informal counseling, and formal discipline. Specific items that the Department will address are _____

B. Security

The following security measures are in place in the Department: _____

It could also be helpful to add the following security measures to the Department: _____

II. EVACUATION PLAN

A. Alerting Employees

Anyone in the Department who becomes aware of a workplace emergency requiring evacuation will alert other employees by _____

_____.

The Company will alert other employees by _____

_____.

Employees may respond to the alert by _____

_____.

B. Floor Captain

The Department's Floor Captain is _____
_____.

If the Floor Captain listed above is absent, the alternate Floor Captain is _____
_____.

The Floor Captain should be familiar with the building's emergency procedures, the evacuation route, and should maintain an accurate roster of Department employees.

During an evacuation, if practical without compromising his or her own safety, the Floor Captain will direct Department employees to follow the evacuation route. The Floor Captain should have an up to date roster of Department employees such as the sample roster attached as Exhibit 2, including an easily accessible electronic list (accessible via smartphone, etc.)

C. Aide for Persons with Disabilities

The Department's aide for persons who may need physical assistance is _____
_____.

The Department plan for assisting persons who may need physical assistance is _____

_____.

D. Evacuation to Assembly Location

Department employees will follow the evacuation route attached as Exhibit A and assemble at _____
_____.

E. Accounting for Employees at Assembly Location

Department employees will notify the Floor Captain that they are present and will stay in the assembly location unless they observe a continuing threat or are instructed otherwise.

F. Call 911

Any Department employee should call 911 once he or she has safely reached the assembly location. Department employees should know the building, suite, and full address of the assembly location to convey it to emergency assistance.

III. HIDE OUT PLAN

If the shooter is in the department or is known to be in the direct path of the evacuation route, Department employees should hide out.

A. Workspace Hide Outs

Potential hide outs in the Department's workspace are _____
_____.

Department employees working in _____ should look to hide _____

Department employees working in _____ should look to hide _____

B. Other Common Areas

Other areas in the workplace where Department employees often spend time are

For these spaces, potential hideouts would be:

Common Space	Potential Hide Out

IV. SHOOTER CONFRONTATION

Materials in the Department that could be used to confront an active shooter are

V. AFTERMATH LOGISTICS—IMMEDIATE

A. Post-Incident Considerations

After an evacuation, employees will assemble at _____

If employees evacuate without their belongings (such as car keys) and cannot reenter the building, they will get home by _____

The Department will communicate with employees about next steps such as office closings by _____

The Department will respond to media inquiries by _____

VI. AFTERMATH LOGISTICS—LONGER-TERM

A. Office Closings

Following the incident, if the Department workspace is closed for an extended period of time, the Department will respond by _____

_____.

B. Employee Support

If the Department reopens and some employees are reluctant to return to work, the Department will respond by _____

_____.

VII. TRAINING

A. Communicating the Plan to Department Employees

All Department employees will be trained on the Plan through the discussion, tabletop exercises, and emergency evacuation drills.

Components of the Plan that will be kept confidential are _____

_____.

The following individuals will be aware of the foregoing confidential components of the Plan: _____
_____.

VIII. OTHER CONCERNS

EXHIBIT 1 -- EVACUATION PLAN—INSERT FIREDRILL TEMPLATE

EXHIBIT 2 -- SAMPLE Department Roster

List Updated as of XX Jan 20XX

FLOOR CAPTAIN

Name	Office Room #	Mobile Phone	Office Phone
Primary			
Alternate			

EMPLOYEES

Name	Office Room #	Mobile Phone	Office Phone