

WORKPLACE SAFETY AND SECURITY

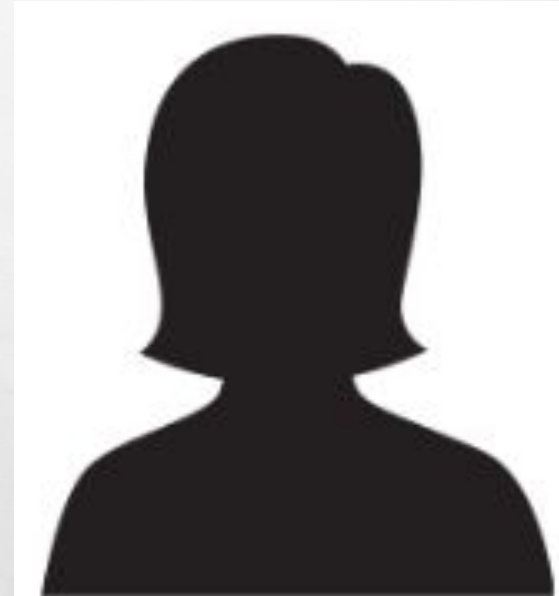
SAFE WORK ENVIRONMENT



INTRODUCTIONS

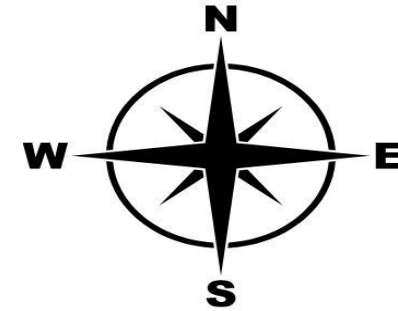
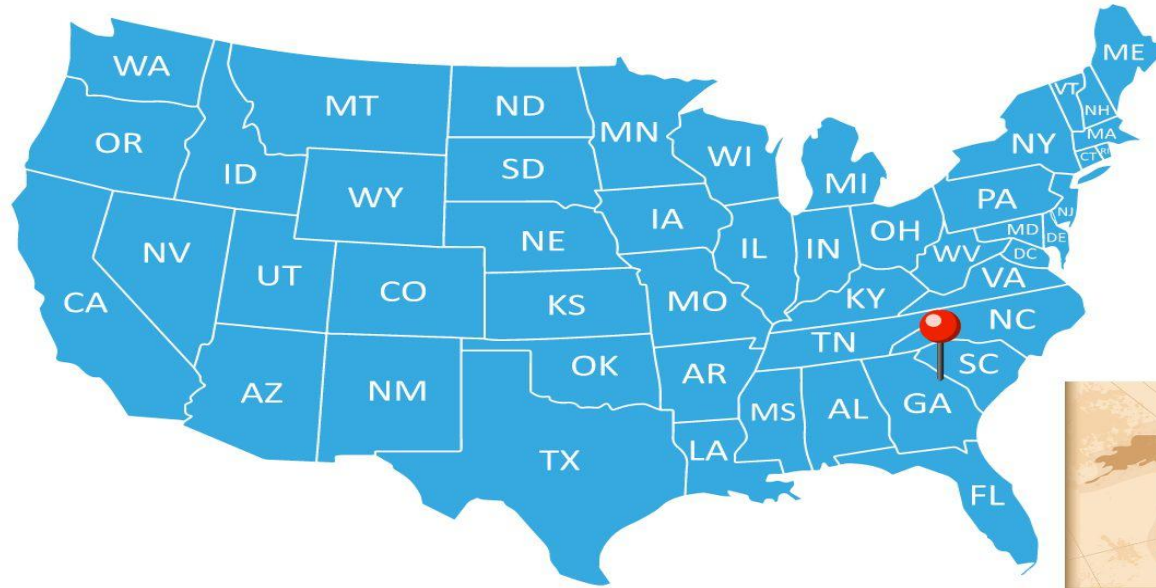


Kami Houk
Facilitator



Name
Producer

ICE BREAKER



**Where in the
world are you?**



DROP YOUR LOCATION IN THE CHAT!

OVERVIEW

SESSION AGENDA

- Introductions
- Workplace Violence Behaviors
- Topics:
 - Escalating Situation
 - Active Shooter
- Break: 10 minutes
- Topics:
 - Action Steps for Violent Situations
 - Ensuring your Safety
- Session Wrap-Up



GROUND RULES

- Be present and respectful
- Stay muted unless speaking
- Actively participate in activities and team discussions
- Use Chat for technical difficulties
- Keep camera on



LEARNING OBJECTIVES

Identify violent workplace behaviors

Learn how to respond to an escalating situation

Learn how to respond to an Active Shooter

Learn how to prepare for violent situations

WORKPLACE VIOLENT BEHAVIORS

IDENTIFY THE WARNING SIGNS



WORKPLACE VIOLENT BEHAVIORS



- Threatens the safety of the workplace to include all individuals present
- Affects the health, life, or well-being of all individuals present
- Results in damage to property

What to look for?

Verbal Cues	Physical Cues
<ul style="list-style-type: none">• Raised voice• Angry tone• Unreasonable demands and statements• Confused thinking	<ul style="list-style-type: none">• Finger tapping• Frequent changing positions• Watching the clock• Clenching fists

ESCALATING BEHAVIOR

Irritation

Frustration

Defensive

Anger

Aggression

Violence



**DE-ESCALATING
STEPS**

Listen

Stay Calm

**Reflective
Comments**

**Respect
Space**

**Make
Connections**

EMPLOYEE RESPONSIBILITY

Security is everyone's responsibility



Employees are responsible to report any potentially violent situation in an effort to prevent a violent act from occurring.



BREAK-OUT ACTIVITY

Breakout Room Roles:

1. Team Speaker
2. Time Manager
3. Note Taker (can be all participants)

10:00

Scenario:

Two team members are having conflicting ideas on how to approach a project. The disagreement becomes heated and leads to an intense work environment.

- Think about what signs you are looking for with violent workplace behaviors?
- What steps can your team make to de-escalate the situation to prevent violence?

BREAK TIME



5:00

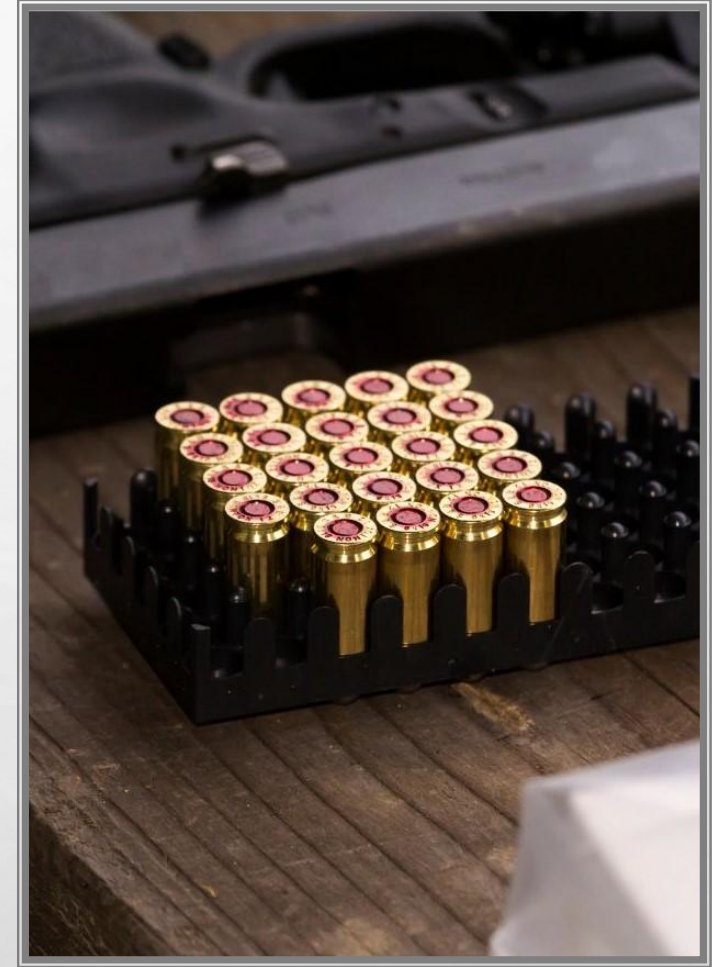
ACTIVE SHOOTER

REACTION PLAN



ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.



ACTIVE SHOOTER RESPONSE PLAN

- Issue a security alert
- Create distance between you and the threat
- Find barriers to prevent or slow down the shooter from getting to you
- Turn off lights and silence your phones
- Remain out of sight
- Leave your belongings behind
- Observe your surroundings and evacuate if possible



REACTION PLAN WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands
- Keep hands visible at all times
- Avoid quick movements towards officers
- Do not stop to ask questions
- Avoid yelling or screaming



VIOLENT SITUATIONS

HOW DO YOU MENTALLY PREPARE?



HOW TO MENTALLY PREPARE

EVACUATE

- Have an escape route and plan in mind
- Leave all your belongings
- Keep your hands visible

HIDE OUT

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or other devices

TAKE ACTION

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression such as throwing items at the active shooter

WORKPLACE SAFETY AND SECURITY

To ensure your safety when confronted with an active shooter, remember the following guidelines

- Be aware of your environment and possible dangers
- Take note of the two nearest exits
- If you are in your office, stay there and secure the door
- As a last resort, attempt to take the active shooter down



BREAK-OUT ACTIVITY

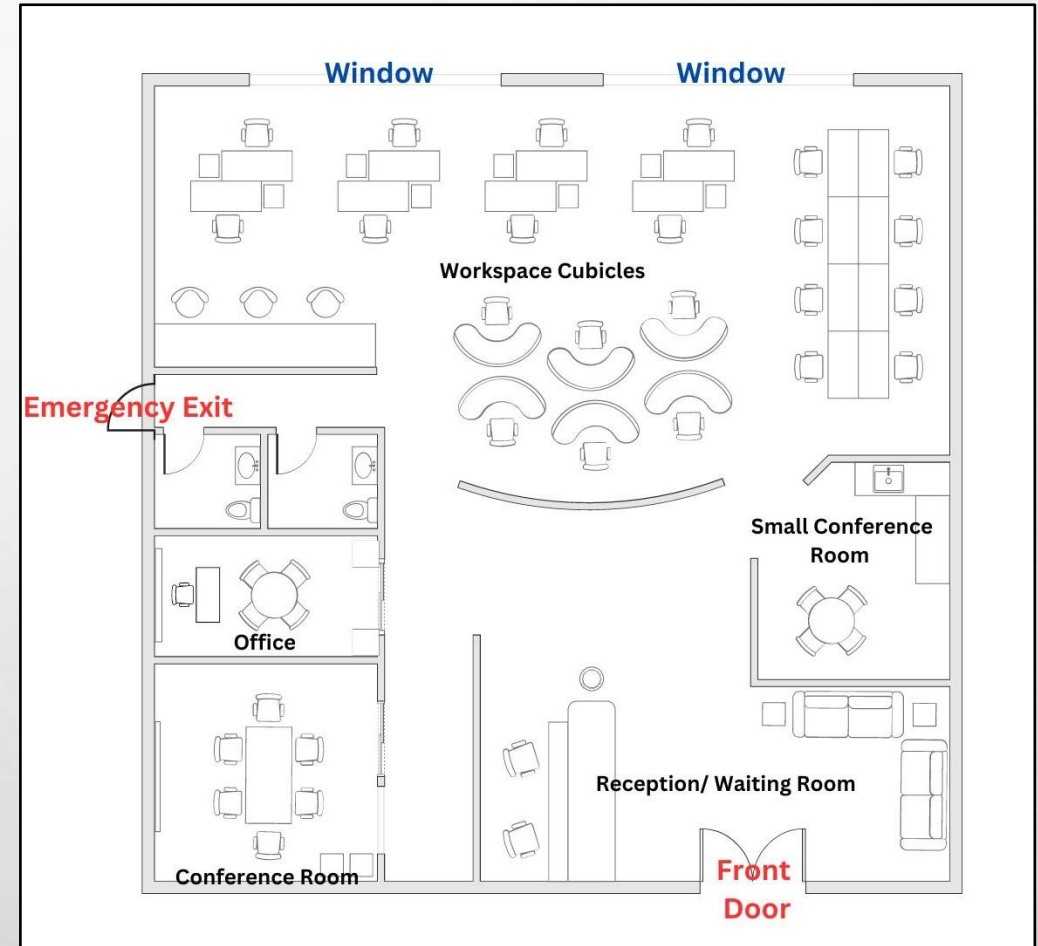
Scenario:

Review the office space floor plan.
Depending on your breakout room location, what action steps would you take if an active shooter enter through the front doors?

Breakout Room Group Location

- 1: Conference Room
- 2: Workspace Cubicles
- 3: Small Conference Room
- 4: Office

10:00



Any
Questions
???

SUMMARY

Identify violent workplace behaviors

Learn how to respond to an escalating situation

Learn how to respond to an Active Shooter

Learn how to prepare for violent situations

INFORMAL EVALUATION



Workplace Safety and Security
Security is everyone's responsibility

<https://forms.gle/5ZA6LZizhU7bpkBC6>

WRAP UP & SESSION SURVEY



- Continue to practice de-escalation techniques
- Plan and prepare; Map it Out
- Thank you for your participation!

Complete Survey: [Padlet](#)