

3357:13-18-18 Workplace Violence

- (A) Contact campus Security or 9-1-1 if you become aware of a violent act by sounds of explosion, gunfire, scuffling, or observation of events that could be intentional acts of violence.
- (B) Campus security, building emergency coordinators and emergency responders will attempt to communicate with departments should a violent incident occur within their building.
- (C) Types of Work Place Violence:
 - (1) Explosion: Leave the building using the same evacuation plan as procedures as for a fire.
 - (2) Gunfire: If you hear gunfire, seek refuge in your immediate area. Lock or block all doors and turn off all lights if possible. Limit visibility by hiding behind desk, tables, or in closets. Remain still and quiet. If a phone is available in the safe area, dial 9-1-1. Do not attempt to leave your safe area until proper authorities arrive and you are given permission to evacuate.
 - (3) Physical Threat: Get away from the perpetrator, evacuate the area, and call security from a safe location.
 - (4) Suspicious Person: A suspicious person is defined as anyone on the grounds or in the building who seems to be out of place, or appears to pose a potential safety threat.
 - (a) If you deem it safe; greet the person and offer help.
 - (b) If you deem it unsafe:
 - (i) Call campus security
 - (ii) Monitor the direction the suspicious person is heading.
 - (iii) Make a mental note of the person's description, including approximate height, weight, color, and attire.
 - (5) Threatening Behavior: Call campus security
 - (a) Be prepared to give as much information as possible, description of person(s) involved, where they are, what is going on, and what you think the extent of the threat is.
 - (b) Assure the safety of others students/staff/visitors

(c) Assess your role – is it safe to get involved or not?

If you deem it is safe to get involved:

- (i) Remove all bystanders
- (ii) Try to remain calm, speak in a slow and calm voice
- (iii) Do not threaten or try to physically restrain the person
- (iv) Do not threaten legal action
- (v) Do not laugh or joke with the threatening person
- (vi) Keep track of the threatening person's location until campus security arrive.

If you deem it is unsafe to get involved:

- (i) If the threat is immediate, leave the situation if possible and call security or 9-1-1.
 - (ii) Make a mental note of the person's description, including approximate height, weight, color, and attire
 - (iii) If threats or bizarre behavior indicate possible danger, personal safety is the top priority.
- (d) Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal; the shaking of a fist or pounding on the desk, throwing things, and showing a weapon are all examples of a nonverbal threat. These situations are complex and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that campus employees consider any threat or display of hate a potentially serious.

(6) Biological/Chemical Threat: Call campus security

- (a) Report material leaking or with odor. Describe amount, color, odor, etc.
- (b) Avoid contact with material.
- (c) If someone is incapacitated because of hazardous material exposure, DO NOT go into affected area to help – you may become the next victim.

(d) Remove unaffected people from the area.

(e) Evacuate if you can do so, safely:

(i) Stay upwind from affected area

(ii) Account for all students/staff/visitors

(iii) Report information to emergency personnel

(iv) Allow only emergency personnel into the building

(D) Most people who commit violent acts will exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan intervention.

Effective: August 23, 2010

Expires: May 1, 2026

Review Dates: 08/23/10, 8/15/17, 5/10/21