



RESPONDING TO VIOLENT OR THREATENING SITUATIONS

For Violent or Threatening Situations

Examples of a violent or threatening situation are: hostage situations, a verbal altercation that could turn physical, biochemical threats, acts of terrorism and use of weapons.

In the event of a violent or threatening situation staff will:

1. Immediately call 911 if assistance is needed and follow all orders given by local authorities.
2. Protect all individuals in the vicinity by evacuating the home/location if needed and/or possible. Employees will follow the Alternative Housing steps in the event that evacuation is necessary to ensure care is not compromised.
3. The safety of all evacuees is a top priority.
4. Follow the order of local authorities once they arrive on the scene.
5. Contact Management using the Emergency Procedures-Responsible Person List.
6. Employees are expected to remain on shift until released by Management.

For weapons/concealed weapons

1. If staff notice or are told that a guest to the home/location has a weapon they will ask them to take it to their vehicle.
2. If they do not have a vehicle staff will explain that weapons are not permitted in the home/location and they will need to return at a later time when they do not have the weapon on them.
3. If they refuse to take the weapon to the vehicle or to leave the premises staff will immediately call 911 for assistance and follow the orders given by local authorities.
4. The safety of all individuals will be ensured and Management will be contacted and informed regarding the details of the situation and all people involved.
5. Employees are expected to remain on shift until released by Management.

Active Shooters

Lock Down means that an act of violence has occurred onsite or nearby. Lock downs have become familiar in school settings and the workplace as the site where an act of violence has taken place. Surrounding locations, including your home may also need to lock down to protect against intrusion by the violent person trying to escape and to eliminate possible shelter or hostage situations.

- a. Lock Down order given: a violent person is onsite and threatening.
 - Everyone is to stay where they are.
 - Lock all doors and windows.
 - Lower blinds and close curtains and move away from easy view.
 - Turn off lights, televisions, radios and computers.
 - Remain calm and quiet.
 - Remain in safe area until directed by first responders to move to a safe location.
 - Account for everyone who was in your lock down location.
- b. Other warnings such as a loud pop or gunfire, an unfamiliar person in an unauthorized location or faced with a violent person and/or active shooter.
 - Be aware of your surroundings at all times. Look for possible avenues of exits, escape routes and items to use for defense. Do not cut yourself off by texting, checking email on a device or listening to music with headphones on.

- Do not confront violent or unknown people.
- Depending on the situation **YOU** must make a decision to **RUN, HIDE** or **FIGHT**.
 1. **RUN:** Your first response should be to get everyone to safety, exit the threat area, keep your hands in the air, and listen for directions from first responders.
 2. **HIDE:** If your route to safety is cut off you should hide, seek refuge in a room, close and lock the door and barricade the door if it can be done quickly. Hide under a desk, in the corner of a room and away from the door or windows. Remain calm and quiet.
 3. **FIGHT:** Is a last resort if you are unable to get to safety or hide. Prepare yourself to fight the violent person with whatever weapon/resource you can find that will disable the violent person so that you can get to safety. Swarming is a collected effort of defending in which the whole group swarms or uses items to throw at the violent person/shooter in an attempt to overwhelm and/or disarm them.



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