

## **ANNEX – I: WORKPLACE VIOLENCE / TERRORISM**

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation or other threatening, disruptive behavior that occurs at the work site. It can affect or involve students, staff, faculty, contractors, visitors and/or others. A number of different actions in the work environment can trigger or cause workplace violence. It even may be the result of a non-work-related situation such as domestic violence or “road rage.” Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

### **What to do:**

- If you hear sounds of an explosion, gunfire, scuffling, or observe intentional acts of violence, immediately call 911 from a college phone.
- Contact Campus Safety at 973-3411 or 3411 from a college phone, or by using one of the red emergency phones so they can attempt to communicate to other building occupants that a workplace violence incident is occurring.
- Different types of workplace violence or terrorism require different actions:
  - *Explosion* – building occupants quickly should evacuate the building.
  - *Gunfire* – See Active Shooter page. If it is safe to do so, evacuate the building. Otherwise, take refuge in a room that can be locked and hide under a desk or in a closet.
  - *Physical Threat* – If someone’s actions pose a physical threat to you, get away from the perpetrator, evacuate the area, and call 911 from a safe location.
  - *If you are being threatened or assaulted:*
    - Remain calm
    - Keep something like a desk or door between you and the threatening person
    - Dial 3411 for Campus Safety or use the NORA system
    - Keep eye contact
    - If you can, get away from the perpetrator
    - Find others, there is safety in numbers
  - *Hostage Situation* – immediately vacate the area, take no chances to endanger the life of the hostage. Call 911 immediately.
- Don’t return to the area until a police officer or College official tells you it is safe to do so.

### **Identifying a Potentially Violent Situation:**

If you ever have concerns about a situation that may turn violent, alert your supervisor immediately. It is better to err on the side of safety than to risk having a situation escalate.

The following are warning indicators of potential workplace violence. Call Campus Safety immediately if you observe any of these behaviors in a co-worker, student, or visitor.

- Intimidating, harassing, bullying, belligerent or other inappropriate and aggressive behavior.
- Numerous conflicts with customers, co-workers, or supervisors.
- Possession of a weapon on campus, making inappropriate references to guns, or making threats about using a weapon to harm someone.
- Statements showing fascination with incidents of workplace violence, indicating approval of the use of violence to resolve a problem, or indicating identification with perpetrators of workplace violence.
- Statements indicating desperation (over family, financial or other personal problems) to the point of contemplating suicide.

- Direct or veiled threats of harm.
- Substance abuse.
- Extreme changes in normal behaviors.