

# **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 \_\_\_\_\_

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**B. Security**

The following security measures are in place in the Department: \_\_\_\_\_

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

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**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 \_\_\_\_\_  
\_\_\_\_\_.

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Department employees working in \_\_\_\_\_ should look to hide \_\_\_\_\_

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Department employees working in \_\_\_\_\_ should look to hide \_\_\_\_\_

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**B. Other Common Areas**

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

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For these spaces, potential hideouts would be:

<b>Common Space</b>	<b>Potential Hide Out</b>

**IV. SHOOTER CONFRONTATION**

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

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**V. AFTERMATH LOGISTICS—IMMEDIATE**

**A. Post-Incident Considerations**

After an evacuation, employees will assemble at \_\_\_\_\_

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

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

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The Department will respond to media inquiries by \_\_\_\_\_

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**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**

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**List Updated as of XX Jan 20XX**

**FLOOR CAPTAIN**

<b>Name</b>	<b>Office Room #</b>	<b>Mobile Phone</b>	<b>Office Phone</b>
Primary			
Alternate			

**EMPLOYEES**

<b>Name</b>	<b>Office Room #</b>	<b>Mobile Phone</b>	<b>Office Phone</b>