

When the Unthinkable Happens

Safety Contact – Oct. 1, 2013

Violence in the workplace may happen in several ways including terrorism, cyber terrorist, mass killers, employee versus employee, customers and spousal/family/relationship violence. The best way to survive an attack is to be prepared.

Below are some tips to help you be prepared. Please print and post the attached bomb threat checklist and the suspicious package poster. Also review the attached policy 115. At the bottom of this document you will find a link to a short video titled, “**Run, Hide, Fight.**” This video shows and explains recommended actions during an active shooter in the workplace event. **Caution; the video is somewhat graphic.**

In order to protect yourself and your coworkers from violence, the following items should be diligently practiced:

- Keep doors and gates properly secured and do not give out keys or alarm codes
- Ask for ID of all unknown persons and do not allow access to any unknown person without proper ID and security check-in when applicable
- Maintain proper network security
- Do not deviate from established security procedures
- Be aware and report all suspicious persons, packages or situations immediately
- Notify maintenance of security breaches such as burned out security lights, malfunctioning locks, etc.
- Notify your supervisor of any threat that you are aware of that is made against you or your coworkers by estranged or ex-spouses, boyfriends, girlfriends, etc.
- Take all threats seriously and report them
- If an evacuation is ordered, go directly to the evacuation reporting area
- If sheltering in place, secure doors and windows and go directly to the designated sheltering area
- Know at least two ways out of your building
- Remove yourself from potentially hostile confrontations with customers and immediately notify your supervisor and the proper authorities about the confrontation
- Be prepared and take action to protect your life and the lives of your coworkers
- Utilize City of Tulsa Security Officers and or TPD as needed

In the event of violent actions or you suspect a violent action may occur, Call 9-1-1 and notify City of Tulsa security at (918) 596-9100 as soon as possible.

Run, Hide, Fight Video. You are urged to view the following video on steps to protect yourself and your coworkers during an attack: <http://vimeo.com/51547048> | Password: InsideTulsa

Please review the Work-Related Acts and Violent Acts Policy 115 in the Safety and Health Manual.

