

## Active Shooter/ Workplace Violence

An active shooter/ hostile intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area by any means including but not limited to firearms (most frequently used), bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.

### ACTION GUIDELINES

**EVACUATE – Run:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind. – Nearest door, through a window
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Call 911 when you are safe.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

**SHELTER-IN-PLACE – Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
  - Lock the door.
  - Blockade the door with heavy furniture.
- If the active shooter is nearby:
  - Lock the door. – Do not step into the hall and expose yourself
  - Silence your cell phone and/or pager.
  - Turn off any source of noise (i.e. radio, television).
  - Hide behind large items (i.e. cabinets, desks).
  - Remain quiet.

**PROTECT YOURSELF – Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

## WHEN POLICE ARRIVE

- Put down any items in your hands.
- Keep hands visible.
- Follow all instructions.
- Avoid making quick movements towards officers.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

**PREPAREDNESS VIDEOS** - Developing your own personal, unique survival mindset has become critical in this violent age in which we live. The following videos contains graphic content of a violent nature. Viewer discretion is advised.

Department of Homeland Security [Active Shooter Options](#)

Department of Homeland Security [RUN. HIDE. FIGHT. Active Shooter](#)

[SURVIVING AN ACTIVE SHOOTER](#) - LA County Sheriff - The following video contains graphic content of a violent nature. Viewer discretion is advised.

[Active Shooter Defense](#) | Houston Police Department

[Dealing with an Active Shooter in the Workplace](#)

[Active Shooter Incident with Expert Tips](#)

## PREPAREDNESS RESOURCES

[POCKET CARD: Active Shooter Response Pocket Card](#)

[BOOKLET: Active Shooter Response Booklet](#)

[POSTER: Active Shooter Response Poster](#)

[GUIDE: Active Shooter Quick Reference Guide](#)

[Homeland Security Website Active Shooter Preparedness website](#)

## Workplace Violence

There are three major types of workplace violence.

**Type I** involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

**Type II** involves a violent act or threat of violence by a recipient of a service provided by the University, such as a client, patient, customer, passenger or criminal suspect or prisoner.

**Type III** involves a violent act or threat of violence by a current or former employee, supervisor, manager, or another person who has some employment related involvement such as an employee's

spouse or lover, an employee's relative or friend, or another person who has a dispute with one of our employees. This is the most common threat.

All incidents of aggressive behavior, such as pushing, threatening, etc., with or without injury, must be reported to Business Operation Department immediately: 305-926-3917.

Director of Building Operations should be notified in advance of terminations and other situations that have a potential for aggressive behavior.

It is recognized that to maintain a safe, healthy and secure workplace there must be open, two-way communication between all employees, including directors, managers and supervisors.

Awareness and cooperation of public safety, management, supervisors, and all other employees is critical to the reduction of the threat of violence. Although physical barriers, alarm systems, uniformed public safety officers and other restrictions on building access are in place to supplement that awareness, it is the human element of any program that determines its success.

All employees, including directors, supervisors and managers, must follow good work practices designed to make the workplace more secure.

DO NOT leave doors propped open, unlocked or let others follow you into a card controlled building or area.

Periodically inspect work areas for security hazards and unsafe conditions.

Unsafe conditions such as broken doors or bad work practices such as ignoring signs of escalating behavior should be reported and corrected.