



# CHARLOTTESVILLE POLICE DEPARTMENT

## VIOLENCE IN THE WORKPLACE

- Security precautions should not create additional hazards for facility occupants.
- Barrier devices should not interfere with quick evacuation in case of fire or other emergency.
- Employees should be encouraged to lock up purses and other belongings, and take pains to protect vehicles from theft and burglary.
- Robbers and thieves seek primarily to remove cash and property, nevertheless with little provocation, they are capable of harming people.
- Facility occupants should be trained to avoid confrontation with the criminal, and to report all incidents as soon as it is safe to do so.

### **Precautions Should Be Made When**

- Opening the business
- Closing the business
- Making bank deposits
- Taking out the trash
- Issuing ID badges for access control

### **Help Keep Employees Safe**

- Have a safe room/place for employees to go in emergency situations. This room should be lockable from the inside and a phone to call 911.
  - Keep buildings locked whenever public access is not necessary.
  - Watch for suspicious persons (persons not having legitimate business).
  - Look into your car before entering it.
  - If you think you are being followed, find other people.
  - Use the "buddy" system.
  - Take access control policies seriously.
  - Keep restrooms locked. Be in control of access to restrooms, storage areas, etc. This prevents assailants from hiding in waiting and "breakouts."
  - Visibility increases safety. Keep parking and walking areas well lit, and keep the area around the building clear of debris. Debris acts as hiding places for assailants.
- Install mirrors or closed circuit TV in rooms with blind corners and in enclosed parking facilities.

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## **If Confrontation Does Occur, These Safety Procedures Should Be Kept In Mind**

- Don't be a hero. Do nothing to risk your personal safety.
- Consider all guns, or threat of guns, as loaded weapons.
- Activate alarms only if you can do so without detection.
- Attempt to alert co-workers only if you can safely do so.
- Follow directions exactly, without volunteering.
- Without seeming obvious, study attacker's distinguishing features.