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.