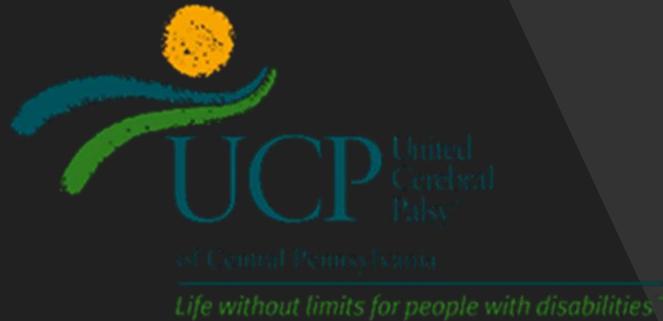


Workplace Violence Prevention & Awareness



Workplace Violence Prevention Policy

(Employee Handbook, p. 192-196)



Policy Statement:

By helping to identify and prevent threatening or violent behavior affecting the workplace, UCP demonstrates its commitment to maintaining a workplace safe and free of threats or acts of violence for all employees, participants, visitors, vendors, and volunteers.

Workplace Violence Prevention Policy

(Employee Handbook, p. 192-196)



Procedures: Conduct that threatens, intimidates, stalks, harasses, or coerces employees, participants, visitors, vendors, or volunteers, will not be tolerated. Any employee who commits an act of workplace violence against a person or property will face immediate suspension and probable termination. Where appropriate, these matters will be referred to legal authorities for prosecution.

Any threats or acts of violence resulting in the conviction of a person, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests of UCP will not be tolerated and may be grounds for termination.

Workplace Violence Prevention Policy

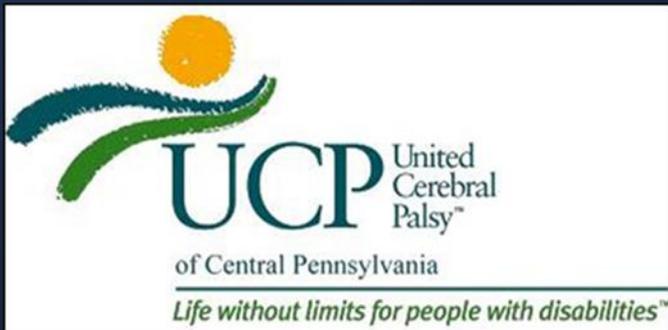
(Employee Handbook, p. 192-196)

Procedures (continued):

Employees should promptly inform HR of any protective or restraining order that they have obtained that lists the workplace as a protected area.

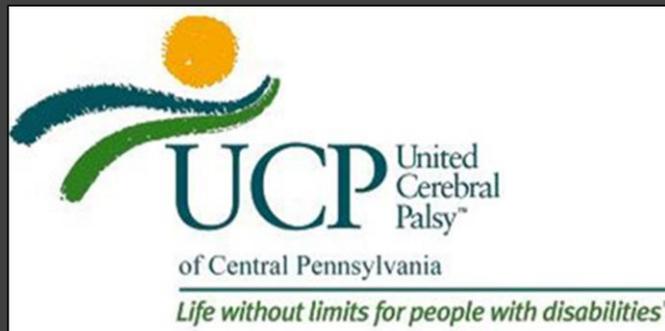
UCP encourages employees to bring their workplace disputes to their Supervisor or HR before the situation escalates. UCP will not discipline employees for raising good-faith concerns.

Incidents on the job that cause physical or psychological injury must be reported as a Worker's Compensation incident in addition to other incident reporting procedures.



Workplace Violence Prevention – *Warning Signs, Symptoms & Risk Factors*

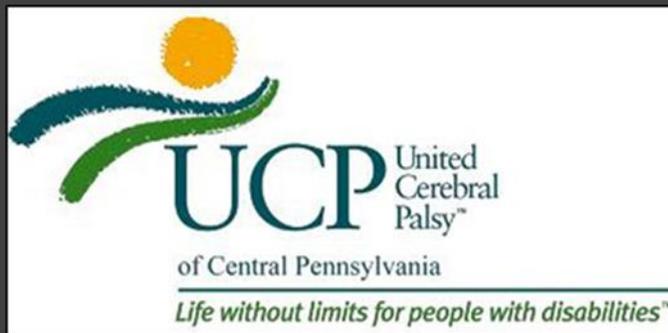
(Employee Handbook, p. 192-196)



- Intimidating statements
– Ex: “I’ll get even,”
“they’ll be sorry.”
 - Angry stares, loud,
profane.
 - Intense anger, lack of
empathy.
 - Brooding, depressed,
strange behavior, “time
bomb.”
 - Disgruntled ex- or
current employee.
 - Keeps records of
employees.
- Social media
threats/violence.
 - History of personal
conflict.
 - Domestic problems or
unstable family.
 - Volatile or violent
personal situations.
 - Comments about gun
knowledge.
 - Reads materials
w/themes of violence,
revenge.
 - Obsession with co-
worker.

Workplace Violence Prevention – *Reporting & Action Steps*

(Employee Handbook, p. 192-196)



All employees must immediately verbally report threatening behavior!

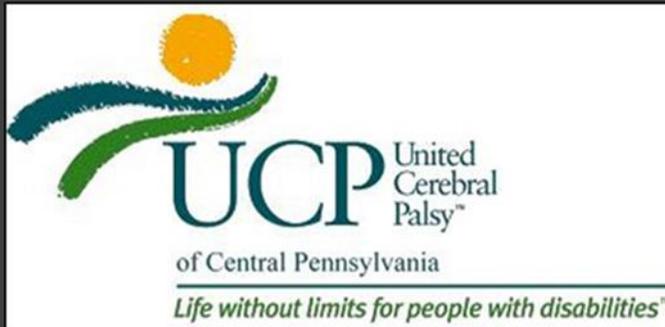
Threats of Violence, Action Steps:

- ✓ Ensure safety of staff/participants.
- ✓ Employees must immediately verbally report concerns to the supervisor or other manager (if immediate supervisor is not available).
- ✓ When reporting concerns, employees should be as specific and detailed as possible.
- ✓ Supervisor must immediately verbally notify HR.

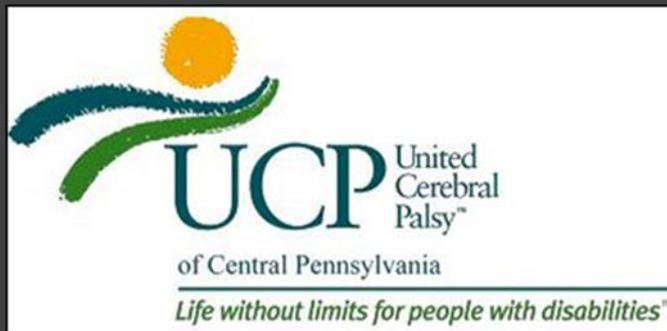
Workplace Violence Prevention – *Examples of Threatening Behavior*

(Employee Handbook, p. 192-196)

- Verbal or physical harassment or threats.
 - Assaults or other violence.
 - Behavior that causes others to feel unsafe.
 - Throwing objects.
 - Making a verbal threat to harm someone or property.
 - Destroying UCP property.
 - Sending harassing or threatening letters, emails.
- Possession of weapons or dangerous devices.
 - Menacing gestures.
 - Intense or obsessive romantic interest.
 - Attempt to intimidate.
 - Any behavior that causes concern someone might act violently.



Threats of Violence *Action Steps*



Ensure the safety of participants and staff



Verbally notify supervisor/management



When reporting a threat of violence, the employee should be as specific and detailed as possible

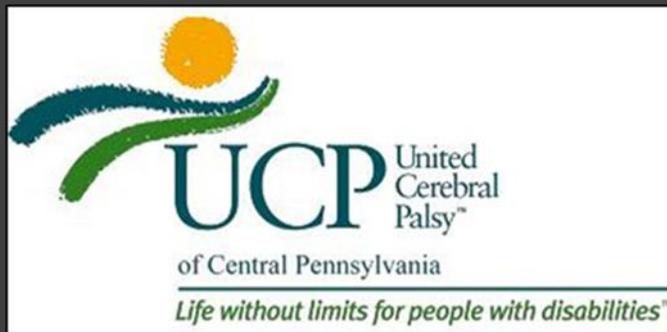


Do not place self in harms way



Supervisor immediately verbally notify HR

Imminent Risk *or* Actual Occurrence of Violence *Action Steps*



Avoid danger zone by moving staff/participants away and CALL 911!



If participant creating situation, attempt de-escalation. If not possible, safely isolate participant and CALL 911.



Verbally notify supervisor/management as soon as you have exited immediate danger



Do not place self in harms way



Supervisor immediately verbally notify HR

Weapons Free Workplace Policy

(Employee Handbook, p. 191)



Employees are **prohibited** from carrying a weapon while in the course and scope of performing their job, whether on or not on UCP property, and whether they are licensed to carry or not. *Includes:* firearms, ammunition, high-powered archery, illegal knives, pepper spray.

Immediately report knowledge of possession of weapons by staff or participant!

**SEE
SOMETHING**



**SAY
SOMETHING**

UCP's Emergency Response Guide: Reporting Emergencies

What You Should KNOW:

- In emergency situations, you might be the first line of defense. Know that others will take their cues from you. Act accordingly.

What You Should DO:

- **First and foremost: See something, say something.** Trust your gut instinct.
- **Check the scene around you.** If safe to do so, move yourself and others to safety. A safe location has been pre-determined for all UCP locations. Know it.



UCP's Emergency Response Guide: Reporting Emergencies

Call 911 at the first opportunity.

- Be prepared to give your location and the nature of the emergency.

Care for affected individuals as directed.

- Follow instructions of 911 dispatch; provide first aid until emergency personnel arrive on the scene.

Notify UCP leadership as soon as the situation allows.

- Personal contact with a member of UCP management is essential; leaving a message is not sufficient.

Only UCP Emergency Response Contacts are authorized to speak to the media on behalf of UCP.

UCP's Emergency Response Guide: Active Shooter/Other Assailant



What You Should KNOW:

- **RUN, HIDE, FIGHT protocol.** Know the steps you would use to respond to an active shooter or assailant.
- **The primary and secondary exit locations and evacuation procedures for your location.**
- **Anticipate that individuals may use weapons, makeshift weapons at their disposal, or other violent tactics to ensure harm.** Be alert to your surroundings.



UCP's Emergency Response Guide: Active Shooter/ Assailant

What You Should KNOW:

- **Law enforcement will attempt to stop the threat. Do EXACTLY what they say.**
 - **Law enforcement will NOT stop to help wounded individuals or answer questions. Keep out of their way.**
 - **Law enforcement considers EVERYONE a suspect until they are able to identify the shooter or assailant.**
- 

UCP's Emergency Response Guide: Active Shooter/Other Assailant

What You Should DO:

Follow the RUN/HIDE/FIGHT protocol

- ✓ **RUN:** Gather in the pre-determined safe place.
- ✓ **HIDE:** Barricade yourselves in.
- ✓ **FIGHT:** If the assailant starts shooting, this is your only option. Try to create a diversion: use a fire extinguisher, throw objects, make noise.

Alert law enforcement. If it can be done safely, call 911. Give your location.



UCP's Emergency Response Guide: Active Shooter/Other Assailant

What You Should DO:

Use your words to alert people to the threat. If you have access to an intercom or phone, use it. If not, yell or shout.

When evacuating, quickly remove as many people as possible. NEVER go back inside.

When law enforcement arrives, identify yourself as non-threatening:

1. Keep hands visible at all times.
2. Do not reach for cell phone, purse, badge, etc.
3. Make no sudden movements.





Active Shooter
Readiness:
Options for
Consideration
RUN, HIDE, FIGHT

(7-minute video)

<https://www.youtube.com/watch?v=pY-CSX4NPtg>

What YOU should do in case of an active shooter attack RECAP...

- "Run"** to the nearest exits, making use of available concealment while moving away from the source of hazard.
- If unable to safely evacuate, **"hide"** in a secure area where access can be blocked or entryways can be locked, and, as appropriate, **"fight"**.
- If no rapid escape is possible, seek cover behind any available natural or artificial objects that eliminate direct line of sight from the source of hazard.
- Call 9-1-1 and remain alert for potential secondary attacks.
- Render first aid when safe to do so.
- Maintain situational awareness while providing assistance to others.
- When help arrives, follow instructions given by law enforcement.



Training Recap:



- ✓ Verbally report warning signs or potentially threatening behavior immediately.
- ✓ If there is imminent risk of violence, get out and call 911 immediately (then call supervisor).
- ✓ **If you see something, say something!**
- ✓ RUN, HIDE, FIGHT in an active shooter/assailant situation.