

Workplace Violence

may take the form of various types of personal assaults. These may or may not include weapons. The only warning you may receive during a workplace violence incident is the sound of gunfire, scuffling or other employees yelling a warning.

Gunfire

1. If you hear gunfire, immediately seek refuge in an area that can be locked from the inside. If possible, block the door to discourage entry. Hide inside the area behind a desk, under a table, in a closet or whatever is available to you. Remain still and quiet.
2. If a phone is immediately available in the area you are using for refuge, and if it is safe to do so, call WKUPD at **911** or **745-2548**. If it is safe to do so, stay on the phone with the police dispatcher.

Explosion/Bomb

1. Immediately evacuate the building using your general evacuation procedures.
2. Call WKUPD at **911** or **745-2548**. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

Hostage Situation

1. Immediately evacuate the building using your general evacuation procedures. Stay out of sight of the perpetrator at all times.
2. Take no action to intervene with the hostage taker.
3. Call WKUPD at **911** or **745-2548**. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

Physical Threat

1. Immediately evacuate the building using your general evacuation procedures.
2. Call WKUPD at **911** or **745-2548**. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

Remember to never put yourself in harm's way.

Suspicious Mail/Packages

The following characteristics may identify suspicious parcels:

1. Unexpected or from someone unfamiliar to you.
2. Addressed to someone no longer with your organization or otherwise outdated.
3. No return address or one that cannot be verified as legitimate.
4. Has any powdery substance on the outside.
5. Marked with restrictive endorsements, such as Personal or Confidential.
6. Protruding wires, strange odors or stains.
7. Has an unusual amount of tape.
8. Has excessive postage applied to the parcel.
9. A city or state in the postmark that does not match the return address.

If you receive a suspicious parcel in the mail:

1. Do not open the parcel.
2. Isolate the piece of mail.
3. Call WKUPD at **911** or **745-2548** for additional instructions.
4. Do not pass the letter/parcel to others.
5. Deny access to the letter to everyone except emergency responders.
6. Move to an area that minimizes exposure to others and to the parcel.
7. If possible, wash your hands and face with soap and water.

If you open a parcel that appears to be contaminated:

1. Do not move parcel.
2. Call WKUPD **911** or **745-2548**.
3. Turn off any fans, window air conditioners or space heaters.
4. Isolate the area. Evacuate the adjoining areas and report to your indoor safe area.
5. Do not pass the letter/parcel to others. Deny access to the letter to everyone except emergency responders.
6. Anyone in contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from emergency responders.
7. If possible, anyone who had contact with the parcel should wash their hands and face with soap and water.

Infectious Agents (i.e. Anthrax)

1. Leave the material in the same location where it was found or opened. Immediately vacate and isolate the area.
2. Segregate the individuals who may have been exposed.
3. Call WKUPD at **911** or **745-2548**. Inform them of the situation and provide them with as much information as is available.