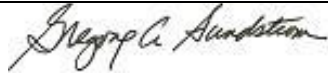


CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 16-03	DATE: September 19, 2016
REVISIONS:	
ISSUED BY: City Manager	SIGNED: 

SUBJECT: Workplace Violence Policy

PURPOSE: To establish a response to an armed disturbance for employees and guests inside City facilities.

INTRODUCTION:

Armed disturbances within City of Grand Rapids facilities present a potential for severe or life-threatening consequences and shall be responded to accordingly by all affected. This policy establishes the procedures to be used in the event of intruders, active violence, or an armed disturbance inside City facilities. Safety of employees and guests is the highest priority. Employees should quickly determine the most reasonable way to protect your own life.

Workplace violence: Workplace violence is **violence** or the threat of **violence** against workers. It can occur at or outside the **workplace** and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

Active Assailant: An **Active Assailant** is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, **active assailants** use firearms and there is no pattern or method to their selection of victims.

Characteristics of an active assailant situation: Victims are selected at random; the event is unpredictable and evolves quickly. Law enforcement is usually required to end an active assailant situation.

Have a proactive mindset - If something is suspicious, or seems out of place, notify law enforcement as early as possible. "See something, say something."

HOW TO RESPOND WHEN ACTIVE VIOLENCE IS TAKING PLACE IN YOUR VICINITY:

1. EVACUATE

- a. Have an escape route and plan in mind
- b. Leave your belongings behind
- c. Keep your hands visible

2. HIDE

- a. Hide in an area out of the shooter's view
- b. Block entry to your hiding place and lock the doors
- c. Silence your cell phone and/or pager. Stay quiet.

3. TAKE ACTION

- a. Take action as a last resort and only when your life is in imminent danger
- b. Attempt to incapacitate the shooter
- c. Act with physical aggression and throw items at the active shooter
- d. CALL 911 WHEN IT IS SAFE TO DO SO.

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

1. Location of the Violent Suspect
2. Number of suspects
3. Physical description of suspect(s)
4. Number and type of weapons held by suspect(s)
5. Number of potential victims at the location

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES:

1. Remain calm and follow instructions
2. Put down any items in your hands (i.e., bags, jackets)
3. Raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid quick movements toward officers such as holding onto them for safety
6. Avoid pointing, screaming, or yelling
7. Do not stop to ask officers for help or direction when evacuating.

COPING WITH A VIOLENT SITUATION

1. Be aware of your environment and any possible dangers
2. Take note of the two nearest exits in any facility you visit
3. If you are in an office, stay there and secure the door, if appropriate
4. Attempt to take the suspect down only as a last resort
5. Call 911 when it is safe to do so.

This policy is based on Homeland Security guidelines. Please view the video here:
[Run, Hide, Fight](https://www.youtube.com/watch?v=5VcSwejU2D0) <https://www.youtube.com/watch?v=5VcSwejU2D0>