

Protect Yourself Against Violence in the Workplace

First, Be Prepared...

- Post emergency police or security numbers near every phone.
- Know how to use your alarm systems.
- Develop a "danger plan" with your coworkers, including a danger signal.

If Someone Threatens You...

- Stay calm and cooperate with the person if possible.
- Use a prearranged danger signal if possible.
- If you're attacked, and the attacker has no weapon, run away and scream to get attention.

If Someone Else Is Threatened...

Get out of the way, and get help as soon as possible.

Recognize Potential Danger...

Take seriously any employee who:

- makes threats or talks about getting even.
- gets angry easily.
- talks about using a weapon.

Share your concerns with your supervisor or human resources.

Safety After Work...

- Call your family and tell them what time you're leaving work.
- When working late, ask security to escort you to your car.
- Avoid little-used stairways or other areas.
- Park in a well-lit area. Be ready with your keys out.
- Walk in groups to cars whenever possible.
- Don't get into an elevator with a suspicious person. If threatened or attacked in an elevator, punch all the floor buttons and yell each time the door opens.



Report any suspicious person immediately.