


Department Responsible	Document No. SP-025	Revision Level: 2	
Description: FACILITY VIOLENT EMERGENCY PROCEDURE	Issuer: Karin Cole		
	Revised By: Karin Cole	Revision Date: 8/16/2019	

1. INTRODUCTION

- 1.1. Threats can come from employees or people outside the company. Threatening workplace situations may turn into serious acts of violence, making workplace violence a foreseeable risk that must be managed. No plan can guarantee employee safety or envision every possible scenario.
- 1.2. The Company has developed a facility VIOLENT EMERGENCY program for our facilities. This program consists of both a Lockdown and an Evacuation procedure. The purpose of these procedures is to improve employee safety and reduce risk of harm to the extent reasonably possible.
- 1.3. A typical “Lockdown” procedure is a temporary sheltering in place technique utilized to attempt to limit employee exposure to the risk from a dangerous person(s) posing a threat to safety.
- 1.4. A typical “Evacuation” procedure is a mass exiting of the building by safe exit routes.


2. BUILDINGS, FACILITIES AND PHONE SYSTEM

- 2.1. All buildings maintain exterior doors that are locked at all times.
- 2.2. The Company maintains a security staff that provides services twenty-four hours per day/seven days per week.
- 2.3. The Company has surveillance cameras that are viewed regularly by the security staff.
- 2.4. Employee entrance doors are locked and only accessible by an employee-specific employer issued key FOB or badge.
- 2.5. All telephones can contact the McKean 911 Center by dialing 911.

3. VIOLENT EMERGENCY DESCRIPTIONS

- 3.1. The Company’s Violent Emergency policy and procedures incorporate two different formats. It is critical that all employees understand the differences.

3.1.1. LOCKDOWN AND EVACUATION DEFINITIONS

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3.1.1.1. LOCKDOWN - signifies that an outside threat is nearby and there is minimal risk to employees inside any building.

3.1.1.2. EVACUATION - signifies that a threat is inside the building and employees should evacuate if they can do so safely.

4. PROCEDURES

4.1. LOCKDOWN

4.1.1. When it is determined that an exterior risk or threat is present Security, Human Resources, or the EHS Supervisor will notify the appropriate building receptionist or acting Emergency Coordinator of the threat and what action to take.

4.1.2. The receptionist on duty, the acting Emergency Coordinator, Security, EHS or Human Resources will use the paging system and state: "LOCKDOWN" multiple times.

4.1.3. If there are silent alarm/panic buttons installed where an employee is, and the employee believes there is a potential imminent threat the employee will trigger the alarm.

4.1.4. Employees are permitted to activate their cell phones during the emergency for further information via the company's Mass Alert Notification System and possible communication with police. Employees should limit phone use for emergency use only.


4.1.5. Security or other emergency personnel will notify other corporate facilities of the threat and request them to issue the LOCKDOWN or Evacuation if appropriate.

4.1.6. Continued announcements via the paging system may occur.

4.1.7. If you are instructed to turn off production equipment, do so if there is no observable immediate risk to you.

4.1.8. During LOCKDOWN

4.1.8.1. All exterior doors will be locked.

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4.1.8.2. NO ONE MAY LEAVE OR ENTER THE BUILDING.

4.1.8.3. Windows on lower floors should be closed and locked if there is no observable immediate risk to do so.

4.1.8.4. If it is decided the threat does not require work stoppage, business will resume as usual until the threat is cleared or the situation leads to an evacuation.

4.1.8.5. Announcements may be made via the paging system or Mass Alert Notification System for additional information.

4.1.8.6. An announcement via the paging system will be made by Security, Human Resources, or EHS Supervisor or acting Emergency Coordinator when the situation has cleared.

4.2. EVACUATION


4.2.1. When it has been determined that an interior risk or threat is present the employee recognizing the threat should notify the receptionist, security and/or call 911 as soon as safely possible.

4.2.2. An employee may also use the paging system to identify the threat, giving as much information to the location, name of perpetrator (if known) or description of the threat.

4.2.3. If it is not already reported, the receptionist on duty will notify Security, EHS or Human Resources Department of the threat.

4.2.4. Security, Human Resources, or EHS Supervisor will notify the appropriate building receptionist or acting Emergency Coordinator of the threat and what action to take.

4.2.5. The receptionist on duty, the acting Emergency Coordinator, Security, EHS or Human Resources will use the paging system and state: “EVACUATE” multiple

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times followed by the type of threat, location (i.e., “Shooter in the lobby”, etc.) and description (i.e., name, clothing, etc.) if possible and can be done safely.

4.2.6. If there are silent alarm/panic buttons installed where an employee is, and the employee believes there is a potential threat, the employee will trigger the alarm.

4.2.7. If safely possible, the employee or staff member using the paging system should continue to alert the employees of the location of the threat “i.e., Shooter second floor, etc.”

4.2.8. Evacuation:

4.2.8.1. All employees should EVACUATE the building quickly, away from the threat location, and move as far as reasonably possible away from the building following the orders of emergency personnel if present.

4.2.8.2. Employees should activate their cell phones for further communication, if it can be done safely, after the employee has evacuated.

4.2.9. If Evacuation cannot be made because of the threat:

4.2.9.1. Employees should seek shelter in the closest room or area with lockable doors or one that can be easily barricaded.

4.2.9.2. Once inside, take shelter, turn phones to vibrate, shut off lights, lock and barricade doors.

4.2.9.3. Remain quiet.


4.2.9.4. Call 911 if possible.

4.2.9.5. Remain in place until all clear is given.


4.2.9.6. The “All Clear” will be given physically by a police officer, uniformed security guard or via the Mass Alert Notification System.

4.2.10. If you encounter a shooter or other dangerous person, take whatever evasive or protective action you can in an effort to reduce the risk of bodily harm.

4.3. Exiting the Building and Assembling

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- 4.3.1. During an event such as this, please understand that law enforcement personnel will treat all those they encounter, initially, as a suspect- even you.
- 4.3.2. Tips for evacuating:
- 4.3.2.1. Stay calm.
 - 4.3.2.2. Leave (or drop) all bags, purses, etc. when exiting.
 - 4.3.2.3. Keep your hands free of objects (i.e., cell phones) and visible at all times - preferably in the air or so that law enforcement can clearly see that you do not have a weapon. You do NOT want to be mistaken for the threat.
 - 4.3.2.4. Choose a route you are familiar with if possible.
 - 4.3.2.5. If you encounter law enforcement, share critical information regarding the situation if requested.
 - 4.3.2.6. Comply with all law enforcement requests immediately, without argument or resistance.
- 4.3.3. After exiting the building, find a safe zone, as far away from the latest known location of the threat as possible. Do not assemble in a group at a place visible from the building unless directed by emergency personnel.
- 4.3.4. Following a valid “All Clear”, assemble at the standard fire evacuation meeting location. Information from you may be needed by authorities or the company and it is necessary for the Company to account for all employees.

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5. APPROVAL AUTHORITY

WRITTEN/REVISED BY	APPROVED BY	APPROVAL SIGNATURE	DATE
Edward Hayden	Sr. V.P. Human Resources	Bruce Gallagher	8/21/2019
	Director of Manufacturing	Bucky Clark	9/9/2019
	Sr. Director of Human Resources	Bunny Comilla	8/20/2019
	Director of Employee Relations	Ed Hayden	8/19/2019

6. REVISION HISTORY

REV. #	REV. DATE	REVISED BY	CHANGES
1	8/31/2016	Karin Cole	Revised
2	8/16/2019	Karin Cole	Updated to new controlled document format.