

DAS is committed to providing its employees with a work environment that is safe, secure and free of harassment, threats, intimidation and violence. DAS maintains a Workplace Violence Prevention Policy that is posted in the work areas of the department. A copy of the policy (500-05) is also available on the Office of Employee Services section of the DAS website at <http://das.ohio.gov/Divisions/AdministrativeSupport/EmployeeServices/DASpolicies/tabid/463/Default.aspx>

**Upon awareness of violence in the workplace, do the following:**

1. If the crisis situation involves an injury:
  - Call Building Security at \_\_\_\_\_ – \_\_\_\_\_ and they will direct emergency personnel and law enforcement officers to the scene.
  - If Building Security is unavailable, call 9-1-1 (remember to dial “9” to get an outside line).
  - Contact the Ohio State Highway Patrol at 466-0506 or 1-877-7-PATROL (1-877-772-8765)
  - Notify a supervisor and/or deputy director/designee.
2. For all other crisis situations:
  - Notify a supervisor and/or deputy director/designee.
  - Contact building security at \_\_\_\_\_ – \_\_\_\_\_.

The deputy director, supervisor or building security shall coordinate with law enforcement, fire, medical and other community resources offering assistance as necessary.

3. If not directly involved in the incident, secure your office, otherwise seek protection by lying on the floor or barricading yourself in another secured area.
4. Always remain aware of your surroundings and move close to a door if possible.
5. Adhere to the requests of the assailant.
6. Make mental notes regarding the description and mannerisms of the assailant.
7. Remove yourself from the area when security or law enforcement arrives.