**University of Washington Tacoma Campus Safety & Security Department**

**Workplace Security Plan**

Purpose of this document is to identify the necessary components of workplace security plan to help you create such a plan for your workplace.

This plan is in addition to and separate from, health and safety plans required by [Washington State Department of Labor and Industries](http://www.lni.wa.gov/Safety/default.asp) mandates. We recommend that work group members collaborate on the workplace security plan using this document and their knowledge of the specific work environment. A workgroup can be as large as a department or small as an office. The UW Tacoma Campus Safety & Security Director and her staff are available to consult with managers and administration on the planning process and to review completed plans.

**Integrate with other emergency planning**

Integrating the workplace security plan with other health and safety or emergency planning document has substantial advantages. Parts of other plans, such as emergency evacuation plan, can also be used in planning how to respond to a criminal activity or violent emergency. Annual training can include information on all plans.

[Emergency Evacuation Operations Plan](http://www.tacoma.uw.edu/sites/default/files/global/documents/safety/2008_eeop.pdf)

[SAFE Campus (Workplace Violence and Prevention Program)](http://www.washington.edu/safecampus/uwt/)

[UW Tacoma Environmental Health and Safety plans](http://www.tacoma.uw.edu/administrative-services/environmental-health-safety/ehs-home-page)

**Action Items**

* Assign an employee or small group to draft workplace security plan and review/implement it as well as other health and safety and emergency plans.

**Identify Security Risks**

Identifying security risks help you to be more prepared for situations that are more likely to occur in your office or department. Some risks are not easily identifiable or quantifiable. For example, university buildings are usually public facilities during business hours, so thieves or other types of criminals may enter as easily as non-criminals.

Another risk is more easily identifiable based on the type of business or activity being conducted there. Some diagnostic questions are:

* Does the workgroup have or work with things of value or that might be perceived as having value by others? If so, persons might be more at risk for theft or confrontation with a thief.
* Does the workgroup interact with people who may be distressed in some way, may be mentally ill, or so may get bad news from the workgroup, e.g. poor grades, disciplinary actions, parking tickets, collection letters, medical illness, etc. If so persons might be more at risk from threats, irrational behavior, or assaults.
* Does your workgroup have employees who normally work in secluded areas or during non-standard business hours? If so, these employees may appear to be more vulnerable or might have more difficulty calling for assistance in an emergency.

Other risks that might not normally be present but could arise during exceptional circumstance. Examples of this type are:

* Domestic Violence where the abuser could come to the workplace looking for his or her domestic victim but might pose a threat to others as well.
* A disgruntle employee who decides to cause a disturbance, damage property, or pose a threat to co-workers.
* After risks have been identified, these Workplace Safety Plan components may be implemented in such a manner as to minimize the risks as much as possible.

**Education and Training**

A well written plan is of little use if employees are not routinely trained.

**Train new employees on the plan**

Schedule training on the emergency plans as part of employee’s orientation.

**Review Workplace Security Plan regularly**

Since criminal or violent emergencies do not happen often, employees are likely to forget what to do without (at least) annual reinforcement training. Take opportunity to review other health and safety and emergency plans at the same time you review your workplace security plan.

If supervisors or faculty are faces with any prohibited behavior as identified by the [UW Policy & Procedures on Violence in the Workplace](http://www.washington.edu/safecampus/uwt/policies/index.html), here are the steps they must take:

See the: [Reporting a concern or incident](https://www.washington.edu/safecampus/uwt/mgr/index.html)

**Workplace Violence Prevention Program and Response Training**

UW Tacoma Campus Safety & Security and UW Tacoma Human Resources that will provide information on UW Policy, early warning signs of potential violence, how to respond in an emergency, and risk abatement plans.

**Action items**

* Schedule Workplace Violence Prevention training by emailing [uwtsafe@uw.edu](mailto:uwtsafe@uw.edu) or call campus Safety & Security at 253-692-4416
* Incorporate a security plan training for new employees’ orientation.
* Schedule annual training on the Workplace Violence Prevention and Response Program

## Provide copies of, or the Web link to, the [Supervisor's and Faculty's checklist](https://www.washington.edu/safecampus/uwt/about/docs/wpv-checklist.pdf) to supervisors and managers.

**Physical Security**

Physical Security is the ability to control physical access to the workplace and to specific locations inside the workplace. This includes controlling unauthorized access during non-business hours and denying access to a dangerous person when employees are present.

**Exterior Doors**

Most exterior doors on buildings at the UW Tacoma are substantial enough to deny quick entry by force. Most have panic bars or devices that allow a person to exit easily in an emergency. Notify Facilities Services at 253-692-5700 immediately if lock hardware becomes loose or door closing devices or latches aren’t working correctly. Don’t allow suspicious person to gain access by following you through a locked door.

**Windows**

Windows should not open far enough for a person to enter or reach through to open a latch.

**Locks and keys**

Our campus is equipped with both electronic key card access system and hard keys. Each department is assigned an access coordinator that will send on line requests to Campus Safety& Security department. The access coordinator role is an important method of key control to support the physical security of the campus buildings. If keys are loss or damaged that should be immediately reported to Campus Safety & Security Department.

**Interior Doors**

Interior doors which are solid core are the most secure but often are designed with clear or frosted glass side panels. The most common problems are unlocked doors or doors left open. When leaving your office always lock the door, even if you will only be gone for a moment. As a refuge from a refuge from a dangerous person there should be enough rooms for employees to shelter in place during an emergency.

**Area that have restricted access**

Designated areas of the workplace which have restricted access make it easier for employees to identify suspicious persons who should not be there and protect sensitive documents and prevent breach of records.

**Safe Rooms**

Safe Rooms are used when employees make the decision to protect themselves from danger by sheltering in place rather than evacuating. Safe Rooms should be:

* Located inside the work area
* Accessible from all parts of the work area
* Have a solid core door, or door with a small glass panels, a way to restrict vision from the outside, lock and a telephone. Some modifications must conform to Fire codes and other health and safety regulations.

**Alarms**

* Intrusion Alarms detect unauthorized entry during non-business hours. The alarm is usually monitored by a commercial alarm company that would contact Tacoma Police Department and Campus Safety& Security to respond to investigate.
* Duress alarms enable employees to call for help without being obvious to the person causing the problem. The alarm is usually monitored by a commercial alarm company. There may be a delay while the company notifies Tacoma Police. Dialing 911 from an office phone and setting down the handset or hanging up after connecting may result in a faster response.

**Securing a Building (LOCKDOWN)**

Buildings may be locked down in a case of a violent situation on or near campus or for other safety reasons**.**

* Selected employees should be voluntarily assigned the primary and back up responsibility to lock certain doors or area in the event of an emergency during a shelter in place.
* Assigned employees must have the ability to lock the specified doors. This may be done with keys or by manipulating the door locking mechanism.
* Prepare signs for posting on exterior doors that are locked to tell persons what to do. Example- the building is locked until further notice due to emergency. Please go to a safe place and try to acquire information from 253-383-INFO or check the campus main website.
* Your department can request a Crime Prevention survey by emailing [uwtsafe@uw.edu](mailto:uwtsafe@uw.edu) or calling 253-692-4416 to survey your whole office space and your department will receive a letter of site review and recommendations.

**Action Items:**

* Identify an access control coordinator-usually a Department head or department equivalent.
* Implement a key control system
* Acquire ability to lock the building and space
* Assign responsibility to specific employees both primary and secondary
* Design an internal emergency communication system
* Test your plan at your next staff meeting

**Emergency Communications**

**911**

* Anyone that perceives an immediate threat of danger to persons or property, or to report suspicious persons or activity, should call 911 for assistance.
* Campus Safety & Security Officer will also be dispatched along with Tacoma Police Department.
* When you call 911 you will be asked the following questions:
* What is happening? This helps the dispatched assign the correct priority response and if medical is needed as well.
* Where is the danger? This may not be the same place as from where you are calling.
* Who is causing the danger? (Include a description). Police will be looking for a dangerous person while arrives at an emergency situation.

**Within your work unit**

The ability to communicate emergency information in a single building or work area is crucial to protect life and property. Having one communication method is not enough. Using multiple methods increase the chances of getting the message to larger number of employees. The message distributed should be clear and concise.

* Implement a local phone tree. Designate primary and secondary staff members as points of contacts to initiate emergency communications. That contact person can call prearranged list of persons who would call a short list of different persons until all employee has been notified.
* Designate primary and secondary staff members in discrete work areas to notify each employee in person.
* When danger is imminent, yell for help or to alert co-workers to Evacuate or Shelter in place.
* Use a Code Word, or phrase to alert a co-worker to call Campus Safety & Security when you don’t want the suspect or dangerous person to know. The code word or phrase should sound innocuous enough sop the person causing the problem doesn’t understand, but are common enough so it won’t be used accidently in the course of normal business.
* Other methods for emergency communications within the department
* Email list
* Text messaging
* Intercom or paging systems
* Faxes

**Action items**

* Decide which communication methods to use
* Identify Code word or phrase and notify Campus Safety & Security
* Design Phone tree or in person notification plan
* Identify primary and secondary points of contact for distributing emergency information.
* Write clear and concise sample messages for the points of contact to use and include in your safety plan.
* Practice emergency communication

**Identify and Report Concerns**

Identifying and reporting concerns in a timely manner is being proactive to prevent crimes and workplace violence. If you see something you should say something. The key to violence prevention is early identification of concerns and reporting those concerns.

Supervisor must notify head of unit

**Action items**

* Schedule a SAFE campus training for employees by contacting Campus Safety & Security at [uwtsafe@uw.edu](mailto:uwtsafe@uw.edu) or call 253-692-4416

**Individual employees’ responsibility**

The primary responsibility for the safety of employees is with each individual employee. The University can help with plans, technology, and training but each employee has to contribute.

**Report concerns to supervisors**

The identification and reporting of early warning signs and appropriate intervention is critical to preventing violence

**Recognize and report suspicious person/event**

While violence doesn’t happen very often, other types of crimes, such as theft, happen much more often. A safety plan that includes training on reporting suspicious person or events will help exercise the safety plan and prevent some property crimes.

**Maintain personal safety**

In an emergency, employees should keep themselves safe so they can report the emergency and alert other employees.

**Maintain workplace physical security**

Each employee should assume responsibility for reporting malfunctions in door locks or equipment, for making sure locked doors close behind them and for not letting unknown person tailgate behind them when entering a secure area.

**Action items**

* Include a section on individual responsibilities in the safety plan

**Identify and discuss common scenarios**

Each workplace will have a slightly different concerns and needs. Employees in some workplaces have extensive contact with the general public; others have none. Some have a lot of interaction with students: others have less. Some workgroups have a large number employees working in different locations; others have a relatively small group of colleagues.

**Known types of concerns**

Have a discussion with employees about known or typical types of concerns and decide on guidelines to handle them.

**Suspicious persons/or activities**

A suspicious person is one that is inappropriately present in an area, such as a private office or nonpublic area, or exhibiting some unusual or strange behavior e.g. looking into parked cars and try door handles. Employees should contact Campus Safety & Security at 253-692-4416 or press a blue emergency phone located on campus.

* Employees do not have to see or recognize a crime before they can call for Campus Safety & Security. Our team will determine will do an assessment and respond appropriately. Employees will not get in trouble for reporting something that turns out to be legal behavior.
* Most thieves who are caught near the time of the crime have been reported by aware employees who thought the person was suspicious. Usually the actual crime had not been observed.

**Action item**

* Identify and discuss common scenarios including reporting suspicious persons. Decide on guidelines to handle them.

**Court Order for Victim Protections**

Employees are instructed to notify the University

The UW workplace Violence Policy instructs employees to notify the UW, including their supervisors, if they have obtained an Order for Victim Protection

**Confidentiality**

Reassure the employee that their situation will remain as confidential as possible, consistent with the University’s responsibility to maintain a safe workplace that other parties may be contacted on a need to know basis in order to maintain a safe workplace.

After disclosure, an assessment may be requested. Call 253-692-SAFE to discuss the necessity of risk assessment. If there is an assessment, an abatement plan will be constructed in consultation with the affected department.

**Implement risk abatement plan**

The affected department has the responsibility to implement the abatement plan. The risk abatement plan may contain elements which may constrained by available resources. For example, the physical security of a workplace may be enhanced by changing locks or installing additional lighting. There may not be resources available to accomplish all recommendations.

**Action items**

* Ask employees to privately report the existence of order of protection to their supervisor or other department administrator.

**Response to Violence**

Most of the Workplace Safety Plan is devoted to identifying and addressing early warning signs to prevent violence and to putting the physical and training resources in place in order to react more effectively if violence occurs. This part of the Safety plan addresses the immediate actions which are necessary to take when violence is happening right now. This subject is also covered by the Workplace Violence Prevention training provided by Campus Safety & Security and Human Resources.

**Evacuate or Shelter in place?**

There are two primary choices of actions to take when confronted by violence.

If it is dangerous to stay in an area/room/building, evacuate (RUN AWAY). This is when the source of danger is close to you but does not control escape routes.

* Violence nearby but it is possible to leave
* Get to a Safe Location
* Call for HELP-911

If it is dangerous to leave the area/room /building, Shelter in Place (Securely HIDE OUT). This is when the source of danger controls or blocks access to escape or you don’t know the location of the sources. “Securely HIDE OUT” means:

* Locked or barricaded room with limited visibility from outside and with telephone.
* Get down on the floor and out of the line-of-fire
* Call for help-911
* Wait for official notice that the danger is over

**Action items**

* Schedule workplace Violence Prevention training from Campus Safety & Security and Human Resources by email [uwtsafe@uw.edu](mailto:uwtsafe@uw.edu) or call 253-692-4416
* Incorporate the concepts of Evacuate or Shelter-In- Place into employee training
* Identify Safe Rooms to shelter –in-place. Practice moving to safe rooms.
* Practice evacuating the building.

For additional information, please contact the

UW Tacoma Campus Safety & Security Department

253-692-4416 or [uwtsafe@uw.edu](mailto:uwtsafe@uw.edu)