# AP 3 – Employee Assaulted with Weapon

# (Armed Intruder)

# AP Summary

This Action Plan applies to the threat of an employee(s) being assaulted by an intruder (possibly an ex-employee), with a weapon. Incidents of this type will vary in scale and severity, but the following should generally apply across the spectrum of threat conditions.

**If you believe this threat is of current importance and have not yet dialed 911 or an emergency equivalent, do so immediately before proceeding.**

## Initiation and Notification

Initial notification of the incident will vary in both method and urgency, however in any scenario the first priority is the welfare of the assault victim. Under all circumstances, emergency personnel should be notified and consulted immediately.

This threat requires a response addressing three distinct categories:

* Ensuring the health and safety of the victim and other employees.
* Notifying and facilitating involvement of the proper authorities.
* Communicating specifics of the incident to other staff, the media, and the victim’s relatives.

Remain aware of these aspects of your response as the AP is initiated and consulted.

*The individual who first notices or receives word of the assault should contact 911 immediately by whatever means of communication may be available.*

*Notification phone numbers can be obtained from the Organization Contact List in the Appendices as well as from Section III.D of the ERP.*

# Equipment Identified:

This equipment is available to assist in the execution of this AP:

|  |  |
| --- | --- |
| Equipment | Location |
|  |  |
|  |  |

# Specific Activities:

[If any, fill in here]

# Assess the Problem

Assessment of the severity of injury should not be made by Utility staff, proper diagnosis should be made only by trained medical personnel. The following general steps will be prudent:

1. The first task upon discovery of the incident is to dial 911 and report the incident in detail.
2. An ambulance (or other transportation to the hospital in less urgent situations) should be immediately arranged in all cases.
3. Decision-making control of the situation should be readily surrendered to the proper authorities.
4. In the event of a hostage situation or extended incident, Utility staff should notify the authorities and evacuate the area quickly.
5. Under no circumstances should Utility personnel attempt to subdue the adversary or bring personal weapons onto the scene.

*Notification phone numbers can be obtained from the Organization Contact List in the Appendices as well as from Section III.D of the ERP.*

# Isolate and Fix the Problem

1. If witnesses were present they should be readily available to provide information to the authorities. Fill out the **Suspect Identification Form**. See Section VIII of ERP.
2. The area surrounding the incident is a crime scene and care should be taken not to alter anything that may impair the ability of the authorities to interpret or recreate the assault. Consult the **Maintaining Crime Scene Integrity** Form located in Section VIII of this ERP.
3. The weapon, if present, should not be handled or touched in any way.

# Monitoring

1. Communication with the media should be handled in a proactive fashion, with statements made only by the identified Utility spokesperson. Similarly, employees should not be left to spread the word through gossip and hearsay. An announcement carrying relevant details should be disseminated promptly.
2. If the assault victim is injured or otherwise unable to perform his/her duties, the replacement personnel may also be under significant stress. Care should be taking in selecting replacement personnel including monitoring of performance and behavior.

*See ERP Sect.III.D.6*

# Recovery and Return to Safety

1. Staff stress may have serious ramifications. It is important to evaluate these effects in an ongoing fashion and address them accordingly. The Utility should consider temporary mental health counselors under such tragic circumstances.
2. In the event of a fatality, notification of family is an unfortunate duty, which may be best handled by the local police or other authorities experienced in such tasks.
3. If security was breached during the incident, rapidly address any weakness the incident may have identified. Evaluate access to the incident location and modify where necessary.
4. If the adversary was acting with an identifiable motive, consider the mentality and culture of the utility to evaluate if the underlying issue may be significant and widespread.
5. If assault was of a sexual nature consider awareness training for utility staff.
6. The need to maintain a heightened security posture should be evaluated, and security should be increased and decreased as necessary according to the perceived threat.

# Report of Findings

1. In addition to completing the appropriate filings with the local police and other agencies, the utility should assemble relevant personnel to review the effectiveness of the action plan and reinforce lessons learned in the process.

# AP 3 Revision Dates

* 1/21/2021