Workplace Security Plan

Physics-Astronomy Building
(A High-Rise Building)

3910 15th Ave. NE
Seattle, WA 98195-1560

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This plan is intended to provide specific on-site workplace violence prevention and response procedures to Physics-Astronomy building faculty, staff, students, and visitors. This policy is intended to support and comply with the UW Policy and Procedure on Violence in the Workplace which can be found on https://hr.uw.edu/policies/workplace-violence/.

Purpose

The purpose of this plan is to protect the rights of all persons in the Physics-Astronomy Building to a safe work and learning environment. All persons within the Physics-Astronomy Building have a responsibility to maintain safety and therefore are responsible to report and take action in response to workplace violence or inappropriate conduct.

Scope

This Workplace Security plan applies to all occupants of the Physics-Astronomy Building including in wings A, B, and C (the tower) regardless of their department or organization affiliation.

University Resources and Contacts

Emergency

UW Police Department
The University of Washington Police Department (UWPD), at 3939 15th Ave NE, maintains an emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind **dial 911 from any on-campus (wire connected)** telephone. Calls to **911 made from a cell phone** will connect with either the Seattle Police or Washington State Patrol. **Callers should ask to be connected to the UW Police.**

Other Resources and Contacts

- UW Police Non-emergency (206) 685-8973 (UWPD)
- UW Safe Campus (Violence Prevention and Response Team) (206) 685-7233 (SAFE)

Need immediate assistance?
- Call 911
- Call [SafeCampus](#) once you are safe.
- When appropriate alert your supervisor to the situation.

Reporting to SafeCampus
- Call SafeCampus
- When appropriate alert your supervisor to the situation.

Policy

UW Safe Campus (http://www.washington.edu/safecampus/resources/policies/) provides links to the applicable policies. Of particular relevance are

- **UW Policy and Procedure on Violence in the Workplace**
  Establishes the University's prohibition of violent behavior and the procedures that are to be followed in reporting urgent and emerging or potential threats.
- **Policy on Domestic Violence in the Workplace and Leave Related to Domestic Violence, Sexual Assault, or Stalking**
  Administrative Policy Statement 11.7 describes the University's policy on domestic violence and the use of leave related to domestic violence.
- **Reporting Suspected Child Abuse**
  Describes the mandatory reporting requirements for all University employees and volunteers who have reasonable cause to believe that a child has suffered abuse or neglect.

From the **UW Policy and Procedure on Violence in the Workplace** we quote:
 The University of Washington is committed to providing a safe workplace. The University does not tolerate behavior, whether direct or through the use of University facilities, property or resources that:

- Is violent
- Threatens to harm
- Harasses or intimidates others
- Interferes with an individual's legal rights of movement or expression
- Disrupts the workplace, the academic environment or the University's ability to provide services to the public.

Violent or threatening behavior can include: physical acts, oral or written statements, email messages, telephone calls, gestures and expressions.

Violence in the workplace includes relationship violence and stalking that intrudes into the workplace, endangering an individual and/or others in the workplace. Relationship violence can be physically, sexually, and/or emotionally abusive behavior that a current or former intimate partner uses to establish and maintain coercive control. Stalking is any unwanted contact which causes a person to feel threatened, harassed or intimated. Stalking can include showing up at the workplace, sending unwanted gifts, phone calls and texts or monitoring someone's communications or location.

Individuals who engage in violent behavior may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest, and/or criminal prosecution.

This policy applies to all UW work locations including offices, classrooms, work sites, vehicles, and field locations.

Reporting

What to report: behaviors of concern

Behaviors of concern can be precursors to greater levels of violence. It is imperative that SafeCampus learn about early behaviors of concern so that plans can be put in place to prevent greater violence from occurring in the workplace. The following behaviors of concern could indicate the potential for an individual to engage in violent behavior or could be indicators for suicide risk.

- Use of violence, threats to harm and harassment toward others.
- Reacting angrily or emotionally in a way that seems disproportionate to the situation.
- Making direct or veiled threats about harming or killing one's self or others.
- Engaging in intimidating, belligerent, insubordinate, defiant, or challenging behavior.
- Being confrontational, angry, or behaving in an unpredictable, restless, or agitated manner.
- Blaming others for anything that goes wrong, with no sense of personal responsibility.
- Displaying a recent, marked job or academic performance decline and/or attendance problem.
- Displaying marked changes in personality, mood, or behavior.
- Withdrawing from friends and acquaintances.
- Crying excessively for what appears to be little or no reason.
- Crossing behavioral boundaries at work (e.g., excessive phone calls, personal emails, and/or visits).
- Engaging in substance abuse.
- Perceiving disgrace or loss of options due to failure.

Reporting requirements

The University has established procedures that employees must follow to report behaviors of concern, harassing, threatening and violent behavior to SafeCampus. **If you are a supervisor, you are required to report situations that UW employees have reported to you.**

- **Department.**
  All instances of potential or actual inappropriate behavior or workplace violence must be reported immediately to the department administrators and/or the Chairs/Directors of the department. Here departments refer to physics, astronomy, INT and eScience.
- **SafeCampus.**
  All instances of potential or actual inappropriate behavior must then be reported to the Violence and Prevention Response team at SafeCampus 206-685-7233 (SAFE).

  If you feel concerned about someone's behavior, potential violence, or need to report a situation that has already occurred, call SafeCampus and we will provide support, discuss your options, offer safety measures, and connect you with resources.

Prevention

The Physics-Astronomy Building is a public facility. During the academic term it is open 7 AM-9 PM Monday-Friday and closed on weekends and holidays except for special events. There are responsibilities and actions -- both of the individual and the administration -- that can reduce the possibility of a Workplace Violence Incident.

In addition, vagrancy on campus is a significant problem and all employees are asked to monitor and report suspicious activities or unauthorized persons to UW Police.

Individual Responsibilities

- Report concerns to supervisors

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

- Recognize and report suspicious persons / events

While violence doesn't happen very often, other types of crime, such as theft, happen much more often.

- 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 persons 'tailgate' behind them when entering a secure area.

Physical Security

- When leaving offices and labs, even for a brief period of time, they should ALWAYS be locked.
- There must be enough SAFE rooms for all employees to 'shelter in place' during an emergency

Areas with Restricted Access

Signs must be posted specifying these areas are only to be used by UW faculty, staff and students.

- Society of Physics Students lounge (Rm. B-135)
- HBar (Rm. C-108)
- A-wing mezzanine study center
- Conference rooms

Education and Training

- All employees can receive UW Workplace Violence Prevention Training by signing up for a free class at this website: SafeCampus Violence Prevention and Response training.
- The Workplace Security Plan should be part of a new employee's orientation.
- Employees with significant public interaction should complete University Workplace Violence Prevention Training.

Definitions

Sources of Workplace Violence and Inappropriate Conduct

Situations of workplace violence and inappropriate conduct within the Physics-Astronomy building can be differentiated into four main categories:

- Conduct by Visitors or Members of the Public: The individual is a visitor to the Physics-Astronomy building or has no academic or business relationship with any of the departments within the building.
- Conduct by Students: The individual is an undergraduate or graduate student currently enrolled in a class or program within the Physics-Astronomy building.
- Conduct by Co-workers: The individual has an employment-related involvement with a department within the Physics-Astronomy building.
- Conduct by Personal Relations: The individual is a current or former spouse, partner, relative, or friend of a student, faculty, or staff member in the Physics-Astronomy Building.

Types of Workplace Violence and Inappropriate Conduct

- Verbal Abuse: Verbal communication that could reasonably be interpreted as intending to threaten, frighten, intimidate, or harm another and which would be considered highly offensive by a reasonable person. This definition includes language designed to shame, taunt, or insult the victim.
- Intimidation: A physical or verbal act toward another person, which causes that person to fear for his or her safety or the safety of others.
- Harassment: Repeated actions that could reasonably be interpreted as intending to coerce, intimidate, or humiliate the victim.
- Stalking: Following or harassing that could reasonably be interpreted as intending to frighten, intimidate, or harm another.
- Disruption: Conduct that has the effect to obstruct or interfere with a safe environment for faculty, staff, and members of the public.
- Threat of violence: Any physical or verbal act that threatens bodily harm or damage to property.
- Act of violence: Any physical act that causes bodily harm or damage to property.
- Illegal Contact: Contact between individuals is a violation of legal decrees (e.g., a restraining order), or that is otherwise prohibited by law.
- Possession or use of a weapon: Possession and use of firearms, explosives, dangerous chemicals, or other weapons except where permitted by law.

Other Definitions.

- Code Word: A word or phrase to alert a co-worker to call police when you do not want the suspect or dangerous person to know.
- Phone Tree: A designated tiered phone list to notify employees of an emergency by phone. The employee who knows about the danger should notify a primary contact person AFTER calling 911. That contact person would then call a prearranged list of persons.
- Evacuate: To leave an area/room/building when it is more dangerous to stay.
- Shelter in Place: To securely hide when the source of danger controls or blocks access to escape OR when you do not know the location of the source.

Emergency Communications

- Anyone who perceives threats of danger to persons or property, or to report suspicious persons or activity, should call 911 for police assistance.
- 911 calls go to the University Police if the call is made from a (wire connected) telephone on UW property.
- Pressing 911 and the previous number 9-911 will both work from UW telephones.
- Cell phone users at the Seattle Campus calling 911 will connect with either the Seattle Police or Washington State Patrol. Callers should ask to be connected to the UW Police.

When calling 911 it is important to tell the call taker
- **What is happening.** This helps police assign the correct priority.
- **Where the danger is.** This may not be the same place as from where you are calling.
- **Who is causing the danger** (includes a description). Police will be looking for the dangerous person while arriving at a confused situation.

Within Work Unit
- Code Word: A code word can be established in your work unit. When confronted with a person who is making you feel threatened, either say this to the first faculty/staff member you see or make a phone call to a faculty/staff and say this phrase. This is the code to that person to call UW Police at 911 then, after the 911 call is made, initiate the phone tree.
- Phone Tree: A phone tree can be established to notify co-workers in your work area after dialing 911.
- Imminent Danger: When danger is imminent, yell for help or alert co-workers to evacuate or shelter in place.

Evacuate/Shelter in Place

Evacuate
- If it is dangerous to stay in an area/room/building, evacuate (run away). This is when the source of the danger is close to you but does not control escape routes and it is possible to leave.
- Get to a safe location- if no police units are on scene move well away from the incident and find safe cover positions and wait for police to arrive.
- Call for help - 911
- Once you are in a safe place, stay put. You may have information that responding police officers will need.

Shelter in place
- If it is dangerous to leave the area/room/building, shelter in place (securely hide). This is when the source of the danger controls or blocks access to escape or you don't know the location of the source.
- "Securely hide" means
  Locked or barricaded room with limited visibility from outside and with telephone.

Secure door - if no lock, barricade the entrance (i.e. with a wedge or heavy furniture).
Get down on floor and out of line of fire.
Call for help - 911.
Wait for official notice that danger is over.

PAB safe rooms

Safe Room: A safe room is a room within a work area where employees can "shelter in place" when it is too dangerous to evacuate. Safe rooms should be accessible from all parts of the work area, have a solid core door or a door with small glass panels, a way to restrict vision from the outside, a lock, and a telephone.

Few rooms meet all criteria, but more protected rooms are
Basement: B042 has large, but obscure windows and has multiple exits, B094 lunchroom (single exit),
1st floor tower: Inner hallway of main office or B140 (multiple exits and obscured windows),
1st floor A wing: Lecture Demo space,
2nd floor: B260 (advanced labs optics room), C221A - TA offices PEG area,
3rd floor: 319A, C321 secondary, B360 Computer lab has lock out device on door,
6th floor - lockout whole floor.

Lockdown and Evacuation Procedure

Emergency Evacuation

Because the Physics Astronomy Building is a High-Rise Building, Fire Alarm Systems are zoned to alarm only a portion of a building at a time. Therefore, pulling a fire alarm will not send a general evacuation order to the entire building. In the event that a campus emergency requires an emergency evacuation of the entire building, the following actions shall take place.

- Emergency Responders shall immediately be notified of the emergency, actions being taken, and the reason for those actions via 911. In the event 911 service is not available in the case of a regional emergency (earthquake, terrorist activity, bomb threat etc.), runners shall be dispatched in a safe manner to the University Emergency Operations Center.
- If determined to be necessary, a general evacuation order shall be given from the fire alarm control panel. This order shall be given by University Facilities Emergency Response or other emergency responders.
- In the event that a timely response by University or City Emergency Responders is not possible, the building coordinator, or the Chairman, Chairwoman or chief administrator of any resident department shall initiate an emergency evacuation using the general public address system located in the fire alarm control panel room. This action shall be reserved only for circumstances where emergency response by University Facilities Services, UWPD, and/or Seattle Fire Department is not possible or feasible.

Lockdown

The ability to communicate lockdown instructions across the University is a daunting task. The ability to totally secure a single building, work area or a safe room within a building involves the ability to communicate information, and a process for locking down/securing an area.

- Emergency response communication for the University resulting in a campus lockdown order via UWAlert or other authorized channel shall result in the following actions.
- Exterior building doors are a priority during a lockdown event. The following building doors are assisted to be the primary responsibility of the people listed below.
    - B-wing Exterior doors: Freshman Laboratory staff
    - A-wing Exterior doors: Lecture Demo staff
    - Tower doors: Physics Administrator or Acting Administrator
    - Basement doors: Instrument Shop Manager or Acting Manager
    - Building Coordinator shall verify security lockdown has taken place to the best of his/her ability to do safely.
    - During an event of campus violence or other event requiring immediate campus lockdown, all classrooms shall be secured to the best of their ability by instructors.
    - All other areas should be secured to the best of their ability by current occupants.
    - No one should leave safe/shelter areas.
    - If possible and applicable to the circumstance, a lockdown notification can be sent via Public Address systems in the Fire Alarm Control Panel Room.

References

- UW Alert - http://www.washington.edu/alert/index.php
- SafeCampus - https://depts.washington.edu/safecamp/