Information
Workplace Violence

Effective
Unknown

Applicability
This procedure applies to the University Community (administrators, faculty, staff, and students).

Administrative Authority
Chief of Police

Responsible Unit
University of Louisville Police
Floyd Street Parking Garage
Louisville, KY 40292
502.852.7236
uoflpolicechief@louisville.edu

History
Revision Date(s):
Reviewed Date(s): September 14, 2021; December 04, 2024

Categories

Statement:
Workplace violence may take the form of various types of personal assaults. These may include weapons such as knives or handguns. The only warning that you might receive during a workplace violence incident is the sound of gunfire, scuffling or other employees yelling a warning.

Gunfire

1. If you hear gunfire, immediately seek refuge in an area that can be locked from the inside. A room without windows would be the best choice. Hide inside that area behind a desk, under a table or in a closet or bathroom. Remain still and quiet.
2. If a phone is immediately available in the area you are using for refuge, and if it is safe to do so, call 911. If it is safe to do so, stay on the phone with the police dispatcher.
3. Take no action to intervene with the perpetrator.

Explosion/Bomb

1. Immediately evacuate the building, using your preplanned evacuation route.
2. Call 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

Hostage Situation

1. Immediately evacuate the building, using your preplanned evacuation route. Stay out of sight of the perpetrator at all times.
2. Take no action to intervene with the hostage taker.
3. Call 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

Physical Threat

1. Immediately evacuate the area, using your preplanned evacuation route.
2. Call 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

Remember, never put yourself in harm's way.