Workplace Violence and other Acts of Violence are often precipitated by inappropriate behavior and other signs that, when detected and reported, may help with prevention. The following information is a starting place for education on workplace violence or other acts of violence and a safer, healthier campus for everyone.

Examples of Workplace Violence:
- Threats, direct or implied
- Physical harm that results in harm to people or property
- Conduct which harasses, disrupts, or interferes with another individual
- Conduct that creates an intimidating, offensive, or hostile environment

Potential warning signs that may lead to violent acts:
- Verbal, non-verbal or written threats
- Fascination with weapons or violence
- Signs of new or increased stress
- Insubordinate behavior
- Dramatic changes in behavior or performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

Contributing Risk Factors:
- Termination of Employment or Services
- Disciplinary Actions
- Ongoing conflicts between involved parties
- Domestic or family violence
- Financial problems

Prevention:
- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor or authorities when you notice unusual or suspicious behavior.
- Take advantage of educational opportunities that provide training in conflict resolution and positive ways of dealing with hostile individuals.
- Get acquainted with the Marion Campus Public Safety Officer and do not hesitate to call for help.
- Finally, remember: A safe campus is everyone’s responsibility!

If you and/or others become threatened by an act of violence, remember: Different situations require different actions:

Physical Threat
- If anyone poses a physical threat to you, get away from them; leave the area and call 9-1-1 from a safe location. (From Technical Education Center or Center for Workforce Development dial 9-9-1-1.

Explosion – Chemical – Fire – Toxic Gas – Threats
- Should any of these incidents occur as a result of an act of violence or any other reason, follow the guidelines in this handbook for evacuation procedures. Utilize evacuation assembly points to help keep track of all persons. Get to a safe area and dial 9-1-1 as soon as possible, giving location and as many details as possible.

Gunfire
- If you become aware of gunfire, attempt to evacuate and immediately call 9-1-1. If evacuation would place you or fellow occupants at risk, take refuge in a room that can be locked or barricaded and call 9-1-1 if possible. Secure the door and hide under a desk; in a closet or corner. Try to choose a position that allows at least a partial view of the doorway. When reporting to law enforcement, provide location and as many factual details as possible. Cooperate fully with law enforcement responders by remaining calm and following directions.

Hostage Situation
- Immediately vacate the area, taking no chances that would endanger yourself or the hostage. Contact 9-1-1 immediately and provide location and as many details as possible. Marion Campus Public Safety offers workplace violence and active shooter programs to assist the campus community.