

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](#) 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](#)

[SAFE Campus \(Workplace Violence and Prevention Program\)](#)

[UW Environmental Health and Safety plans](#)

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

Supervisors should be proactive to ensure employees are reminded of early warning signs of potential violence, crimes, how to respond in an emergency, and risk abatement plans.

Supervisors should schedule at annual reinforcement training. Take opportunity to review [other safety and emergency plans](#) at the same time you review your workplace security plan.

If supervisors or faculty become aware of any prohibited behavior as identified by the [UW Policy & Procedures on Violence in the Workplace](#), here are the steps they must take:

See the: [Reporting requirements](#)

The University has established procedures that employees must follow to report behaviors of concern, harassing, threatening and violent behavior to Safe Campus call 206-685-7233. If you are a supervisor, you are required to report situations that UW employees have reported to you.

Workplace Violence Prevention Program and Response Training

The Violence Prevention & Response Training provided by Safe Campus is now a virtual, live Zoom training. Please see the calendar on their website to register for a Zoom training session. If you are interested in a tailored training for your department/program (groups), please see the section below.

Safe Campus provides in-person and virtual training and online resources to support violence prevention and response at the UW. We believe that training is one vital component toward creating a safe and supportive UW community. Please see below for descriptions of the different types of training available including Violence Prevention & Response, Tailored Department/Program, EPIC, & Remote.

Safe Campus provides training to all UW staff, faculty, and students. They are currently hosting all training virtually in accordance with UW guidance regarding social-distancing due to COVID-19. All new employees are asked to attend this training as soon as they are able.

Training Description: During this interactive training, participants are asked to consider their unique role in preventing violence at the UW. During the training session we will explore warning signs of different forms of violence and discuss workplace violence, relationship violence, sexual harassment, stalking, and suicide. We will expand your toolkit of response strategies by briefly practicing bystander intervention techniques and building your understanding of campus resources.

Questions: Please email safecamp@uw.edu if you have any questions. If you have any technical issues, please reach out to UW IT at help@uw.edu.

Requirements: All new employees are required to attend the Safe Campus training.

Verification of Completion: Safe Campus will send verification via email of your completion within 2-5 business days.

Action items

- Schedule Workplace Violence Prevention training by emailing safecamp@uw.edu or call 206-685-7233.
- 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 [Prevention Strategies](#) 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

UW Tacoma utilizes an electronic access card-operated security system to control after-hours access to buildings and most computer labs and classrooms. Most individual offices are secured with standard key locks.

If you need to be in a campus building after regular working hours, notify your supervisor or instructor as well as the Campus Safety officer on duty so they can consider your safety during their patrols. Some campus buildings and rooms are protected by intrusion alarms.

As of November 1, 2022 requests for metal keys and cipher locks are handled by Integrated Facilities Management. Access Coordinators should submit a Key Issuance Work Order Request when requesting metal keys. Submit a Work Order Request for cipher lock changes. They can be called at 253-692-5700 if you have questions.

Card Access

Campus Safety & Security Department work with departments to update access credentials on University issue Husky Cards. Only those with Access Coordinator permissions are able to make access requests on our on line request form. If you are unsure whether this applies to you, please email uwtsafe@uw.edu before submitting.

Access Coordinators can make requests on behalf of the following people:

New employees who need card access for office suite, classrooms and buildings

Staff/Faculty who need to change their access card to enter other buildings or rooms

Staff/Faculty who need to change their access card for a change in their working hours

Staff/Faculty who have lost or had stolen their access cards

Staff/Faculty who are having problems with access cards not working

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 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 (Shelter in Place)

Buildings may be locked in a case of a violent situation on or near campus or for other safety reasons. **Emergency Responders may request occupants to stay inside during an emergency response such as a hazmat spill or medical emergency.**

- 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 through Environmental Design (CPTED) survey by emailing 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

Call 911

- Anyone that perceives an immediate threat of danger to persons or property, or to report suspicious persons or activity, should call or text 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 so the person causing the problem doesn't understand, but are common enough so it won't be used accidentally 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 Safe Campus at safecamp@uw.edu or call 206-685-SAFE

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 206-685-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 be 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 Safe Campus.

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 Safe Campus by email safecamp@uw.edu or call 206-685-7233
- 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

uwtsafe@uw.edu

