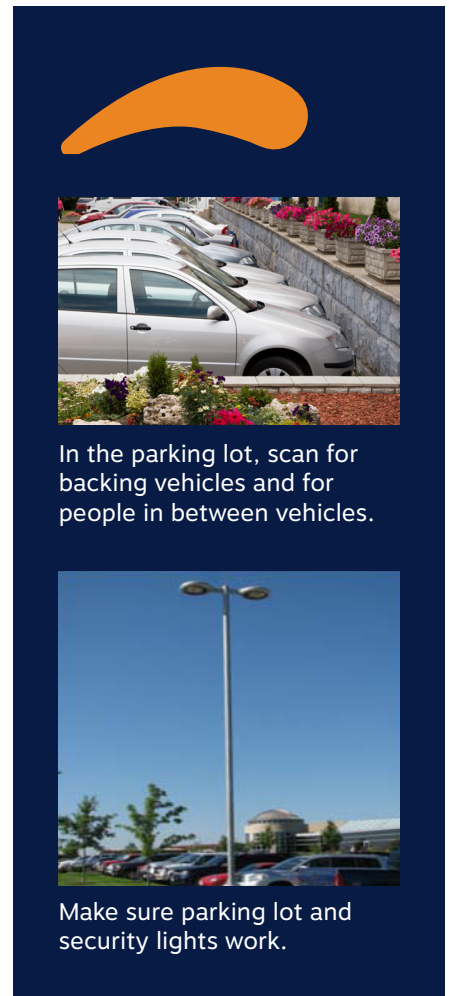


# Night Workplace Violence Emergency Preparedness

Workplace violence defined as is violence or the threat of violence against employees. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide. Review these safety tips with employees.

## Tool Box Tips

- Follow established security procedures.
- Report security equipment that does not work.
- Report threats made by customers or passers-by.
- Keep back doors and loading dock doors locked.
- Do not prop doors open.
- Keep windows and peep sights clean and clear.
- Make sure parking lot lighting works.
- Minimize outside work during late-night hours.
- Wait for a safe time to take out trash to the dumpster.
- Scan dumpster areas before entering them. Keep dumpster area doors closed.
- Do not use cell phones or any other technology when outside during late night hours.
- Lock all car doors and do not carry a purse in the parking lot.
- Never flash valuables or cash. Lock valuables in the trunk.
- Carry a flashlight.
- After closing, all employees should leave the building together.
- Stay aware of your surroundings.
- Know 911 or your local emergency phone number.
- Keep track of other employees.



*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*