

Tool to Support I.D. of Personal Action Options (Run, Hide & Fight) for Use during Violent Attack

Facility Name: _____ Room/Cubicle #: _____ Floor #: _____

Describe room/cubicle's location within the facility* on below line and enter demographic data in the table:

What Is Your Space (Cubicle or Room)?	Cubicle/Room's Dimensions	Approximate Square Feet	# of Doors/ Entrances	Entry(ies) Lockable?	# of Windows	Windows Covered?

List: # of workforce members / Space's day-to-day use(s), and / Primary contents, e.g., desks; cabinets; boxes:
_____ / _____ / _____

Table that Supports I.D. of Your Personal Action Options (Run, Hide & Fight) for Use during Violent Attack

Run:	<u>Brief Description of Pre-Identified Escape Paths*</u> (e.g., List 1 st turn & your route to the destination)	<u>List Destination & Issues or Key Concerns</u> (e.g., South stairwell, but 7 flights to exit)
Most Likely		
Next Most Likely		
Other Option		
<i>NOTE: If your space is a Room with a door, then use the Shelter In Place Checklist as part of your Hide assessment.</i>		
Hide:	<u>Brief List & Description of Hiding Options</u> (e.g., Under desk; or corner & behind file cabinet)	<u>List Hiding Options Near Your Space</u> (e.g., Storage closet across aisle; Rm 719)
Most Likely		
Next Most Likely		
Other Option		
Fight:	<u>Item for Potential Use as an Improvised Weapon</u> (e.g., Scissors; Metal stapler; 3-hole punch; Etc.)	<u>Item for Potential Thrown Distraction</u> (e.g., Plastic stapler; Chair; Book; Etc.)
Most Likely		
Next Most Likely		
Other Option		

Name(s) of person(s) who conducted this analysis and the date of the assessment:

-- Name(s): 1.) _____ / 2.) _____ Date: _____

* A diagram of the room or cubicle's location and a floor plan showing various escape routes, may be included.

-- Is a diagram being provided? (Yes/No) _____

(Tool was provided by Michael Melton, michaelmeltonconsulting@gmail.com)