

**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**

<b>Run:</b>	<b><u>Brief Description of Pre-Identified Escape Paths*</u></b> (e.g., List 1 <sup>st</sup> turn & your route to the destination)	<b><u>List Destination &amp; Issues or Key Concerns</u></b> (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>		
<b>Hide:</b>	<b><u>Brief List &amp; Description of Hiding Options</u></b> (e.g., Under desk; or corner & behind file cabinet)	<b><u>List Hiding Options Near Your Space</u></b> (e.g., Storage closet across aisle; Rm 719)
Most Likely		
Next Most Likely		
Other Option		
<b>Fight:</b>	<b><u>Item for Potential Use as an Improvised Weapon</u></b> (e.g., Scissors; Metal stapler; 3-hole punch; Etc.)	<b><u>Item for Potential Thrown Distraction</u></b> (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, [mike.melton@constantassociates.com](mailto:mike.melton@constantassociates.com) )

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

Facility Name: Commonwealth Courthouse Room/Cubicle #: Cubicle #22 Floor #: 7<sup>th</sup>

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

My cubicle is next to the south-side windows and is the second cubicle from the west side of the building

What Is Your Space (Cubicle or Room)?	Cubicle /Room's Dimensions	Approximate Square Feet	# of Doors/ Entrances	Entry(ies) Lockable?	# of Windows	Windows Covered?
Cubicle	10' X 10'	100	1	No	None	N/A

List: # of workforce members / Space's day-to-day use(s), and / Primary contents, e.g., desks; cabinets; boxes: # 1 / Office space / Installed desk, shelves, & cabinets (wall & desk), computer, 4-drawer file cabinet

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

Run:	Brief Description of Pre-Identified Escape Paths* (e.g., List 1 <sup>st</sup> turn & your route to the destination)	List Destination & Issues or Key Concerns (e.g., South stairwell, but 7 flights to exit)
Most Likely	Turn right. Go around end of cubicle island to exit door by center of island. Exit to hall. Use 1st door on Rt. to stairs.	South end stairwell to 1 <sup>st</sup> floor exit. Seven flights of stairs down, but option to go up as alternative.
Next Most Likely	Turn right. Go past end of cubicle island. Take west hall to center of building. Exit to lobby. Use elevator to 1 <sup>st</sup> floor.	Exits of 1 <sup>st</sup> floor using elevator. Waiting for an elevator poses hazard and may be crowd waiting. There is an option to go up as an alternative.
Other Option	Turn left. Go past end of cubicle island. Go north to exit door on left for access to stairs. Pass the exit to elevators.	Northwest stairwell to 1 <sup>st</sup> floor exit. Seven flights of stairs down, but option to go up as alternative.
<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:	Brief List & Description of Hiding Options (e.g., Under desk; or corner & behind file cabinet)	List Hiding Options Near Your Space (e.g., Storage closet across aisle; Rm 719)
Most Likely	Under desk, with empty boxes to cover	Office of Jane or Jim (west wall; south end)
Next Most Likely	Beside file cabinet, with empty boxes to cover	Room 719
Other Option	Behind office chair	Offices at OD&T (south wall, east end); south end stairwell
Fight:	Item for Potential Use as an Improvised Weapon (e.g., Scissors; Metal stapler; 3-hole punch; Etc.)	Item for Potential Thrown Distraction (e.g., Plastic stapler; Chair; Book; Etc.)
Most Likely	Scissors	Staplers
Next Most Likely	Metal stapler	Charger for CWIRS radio
Other Option	Metal from built-in cabinets or 4-drawer file cabinet	Office chairs

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

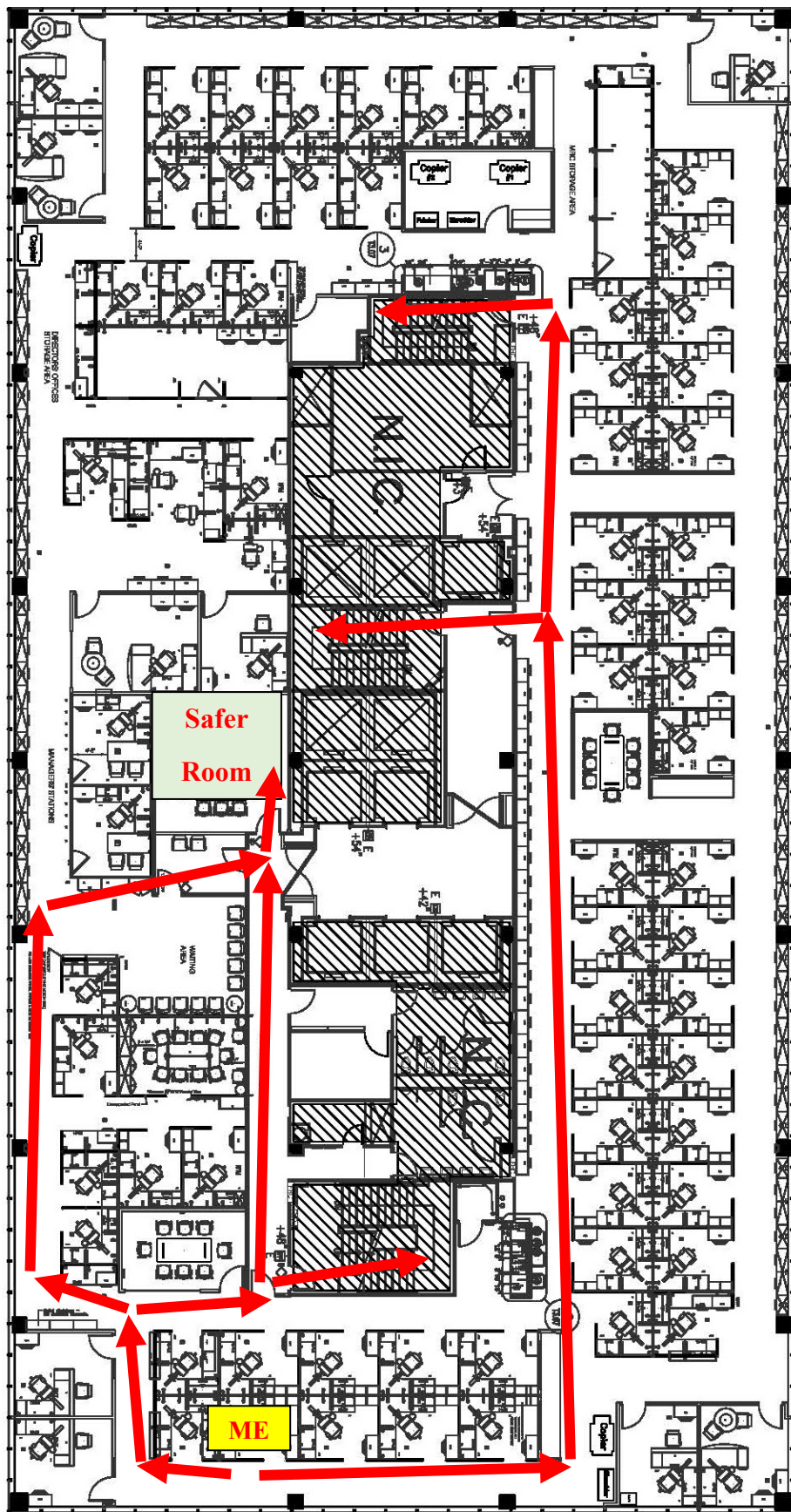
-- Name(s): 1.) John Doe / 2.) Date: 11/27/18

\* 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) Yes (see page 2)

(Tool was provided by Michael Melton, [mike.melton@constantassociates.com](mailto:mike.melton@constantassociates.com))

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



**Multiple Options for Running: Three options access stairways and two lead to a “Safer” Room.**

(Tool was provided by Michael Melton, [mike.melton@constantassociates.com](mailto:mike.melton@constantassociates.com) )