**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:** | **Brief Description of Pre-Identified Escape Paths\***  **(e.g., List 1st turn & your route to the destination)** | **List Destination & Issues or Key Concerns**  **(e.g., South stairwell, but 7 flights to exit)** |
| **Most Likely** |  |  |
| **Next Most Likely** |  |  |
| **Other**  **Option** |  |  |
|  |  |  |
| *NOTE: If your space is a Room with a door, then use the Shelter In Place Checklist as part of your Hide assessment.* | | |
|  | | |
| **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** |  |  |
| **Next Most Likely** |  |  |
| **Other Option** |  |  |
|  |  |  |
| **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** |  |  |
| **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 #: \_\_7th\_\_\_\_**

**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 1st 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 1st 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 1st floor. | Exits of 1st 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 1st floor exit. Seven flights of stairs down, but option to go up as alternative. |
|  |  |  |
| *NOTE: If your space is a Room with a door, then use the Shelter In Place Checklist as part of your Hide assessment.* | | |
|  | | |
| **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:

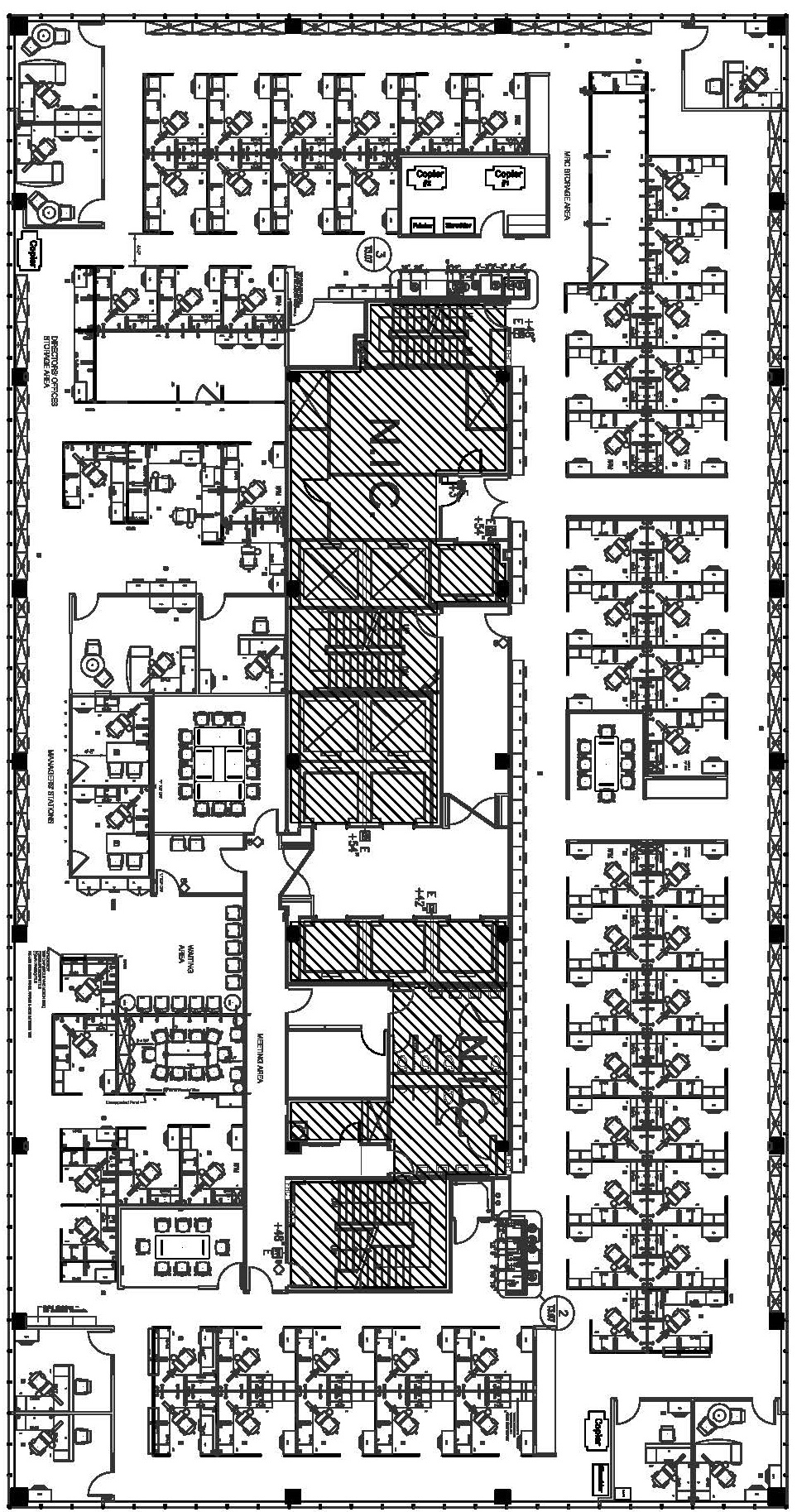
-- Name(s):1.) John Doe\_\_\_\_\_\_\_\_\_\_\_\_\_ / 2.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_11/27/18\_\_

\* 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**



**ME**

**Safer**

**Room**

**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) )