

Imminent Threat

Emergency Response Card

- 1) **Remove yourself from harm's way** (e.g., stay behind a locked door, hide, or run away), and **alert others** to the threat (e.g., warn coworkers on the same floor or at the same worksite who may become victims. If a specific employee is threatened, warn that employee).
- 2) **Call 911**. Use your cell phone if possible so you can move if needed.
- 3) Contact your **facility security** at _____.
- 4) Inform your **office/facility manager** at _____ so he/she can alert others who are potentially impacted at your work location (e.g., coworkers in the same office or building) or at other potentially impacted facilities. This includes anyone who may be specifically targeted.
- 5) Follow up promptly with your **HR Management** at _____ on the incident.
- 6) Contact the **Security Operations Unit (SOU)** at **(213) 893-2031**.

Non-imminent Threat

Emergency Response Card

- 1) **Inform your supervisor/manager** of the situation. If your supervisor is not available at the moment, contact another member of management promptly. If the threat is coming from your own supervisor, contact your Department's HR office to inform them of the situation. They must then do the following:
 - a) **Alert** those who are potentially impacted at your work location (e.g., coworkers in the same office or building) or at other potentially impacted facilities.
 - b) Follow up promptly with your **HR Management** on the incident.
 - c) Contact the **Security Operations Unit (SOU)**.

If a non-imminent threat is specifically directed at someone within a County facility by an identifiable party (whether or not they are currently at that facility), the following should also be done by the reporting employee and their supervisor/manager:

- 2) Contact your **facility security**.
- 3) Inform the **potential victim(s)** and ensure the threatened employee is immediately informed of the nature of the threat and the person(s) making the threat.

If a person is exhibiting suspicious behavior in or around your workplace:

- 1) Prepare to provide a **physical description** of the person and a description of the **behavior** that causes your concern.
- 2) **Do not** provide the person with any personal information about yourself or other coworkers.
- 3) Notify your **facility security**.

For suspicious activity in the vicinity of a workplace (i.e., in the field or on a non-County property), notify your **local law enforcement agency** (Police or Sheriff).