



THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY **JIB SERVICES LLC – JIB MEDICAL, P.C.**

The Joint Industry Board of the Electrical Industry is committed to providing a safe, healthy and secure work environment. As such, JIB management is working diligently with the Director of Security, JIB security staff, Coker Fire Drill Company, as well as local law enforcement to ensure that we have an effective Emergency Action Plan and appropriate on-going training in place for our employees to handle such situation in the workplace.

Security in the workplace is a cooperative effort by both management and employees. We ask employees to be cognizant of security and safety at all times in the workplace. Here are some internal everyday security tips you can exercise:

- **Do not allow unauthorized personnel into the building or your work area**
- **Make sure all visitors, including but not limited to Local 3 members, family members and JIB retirees come to the 1st Floor Receptionist Welcome Center to check-in first.**
- **Visitors are not allowed direct access to any other floors or Departments unless approval is given by the Director Human Resources or the Director of Administration.**
- **Go downstairs to the lobby to pick-up your food/flower delivery**
- **If you see something unusual contact JIB security immediately at extension 1120, 1121 or 1122**

Recently, we received some general information from NYPD regarding how employees should react in the event of a workplace attack which we would like to share with you.

Here are some commonly suggested safety tips provided by NYPD - THE CALL TO 911:

Call 911 and give them the following information as calmly as possible:

1. Your name
2. Location of the incident (provide as many specific details as possible)
3. Your exact location
4. Number of attackers, the location at which they were last seen, and the direction in which they traveled
5. Physical description of the attacker (sex, race, clothing, type of weapons)
6. Articulate the number and location of victims and provide a brief description of injuries
7. If you have heard explosions or gunshots
8. If you observed any suspicious devices (improvised explosive devices), provide a description and location

If you are able to leave the building

- Evacuate the building immediately if it can be done in a safe manner: When evacuating in the stairwell, stay pressed to the wall to allow responding officers room to ascend quickly and safely
- Do NOT carry any personal belongings with you and avoid elevators if possible
- Make sure that your hands are empty and visible so that responding officers don't confuse you with an armed attacker

If you are unable to leave the building

- If it is possible to do safely, move to a central and secure area of the building
- Locate an area with ballistic cover, not just visual concealment. Such cover stops/slows bullets, Concealment does not. Think big—Soda machines, Copy machines, etc.
- Block the door with large heavy objects to make entry as difficult as possible (desks, tables, file cabinets, furniture, books, etc.) If the only means available to barricade the door is with your body, attempt to stay lower than average waist level to avoid any shot fired through the door by the attacker

If you come face to face with the assailant

- There is no single procedure that can be recommended in this situation.
- Last resort options if you come face to face with the assailant are twofold: Attempt to quickly overpower the individual with force in the most violent manner possible.
- If you are with other people you should work as a collective group to overcome the attacker.
Remember, the attackers will continue to attack victims unless they are stopped.

Together, we can create a safe and secure work environment for all.