



CITY OF  
**PITTSBURGH**  
"AMERICA'S MOST LIVABLE CITY"  
LUKE RAVENSTAHL, MAYOR

# Active Shooter & Workplace Violence Training

Online Resources Recommended By:  
Department of Personnel and  
Civil Service Commission

# Active Shooter Safety Training

- The following training is for all City of Pittsburgh employees. This training, administered by The Department of Personnel and Civil Service Commission will cover the standard recommendations made by the United States Department of Homeland Security, endorsed and adopted by the City of Pittsburgh to aid employees in the occurrence of an active shooter situation.

# Active Shooter Safety Training

The following training will cover:

- Training Objectives
- Surviving Active Shooter Event Video
- Workplace Violence and Prevention Strategies
- National Resources
- City of Pittsburgh Employee resources
- The City of Pittsburgh Certificate of Completion

All City of Pittsburgh Employees should complete the following training and be prepared to spend approximately 15-uninterrupted minutes to view the provided video, review the various topics, and print the completion certificate. Employees should interoffice a copy of their printed certificate to the Department of Personnel & CSC Office of Training and Development by October 1, 2013.

# Active Shooter Training Resources

- The following resources are recommended to all employees by The City of Pittsburgh's Department of Personnel and CSC. The materials are produced by U.S. Department of Homeland Security.
- Please follow the link in this slide show to the Active Shooter preparedness video, *Active Shooter Response: Surviving an Active Shooter Event* which can also be found on the City of Pittsburgh's Office of Emergency Management and Homeland Security homepage .

# Surviving An Active Shooter Event

**CLICK IMAGE TO VIEW**



Please follow the link to the "Active Shooter Response: Surviving an Active Shooter Event" Video  
\* Video Recommended by Pittsburgh Emergency Management Agency

- **“How To Respond When an Active Shooter is in Your Vicinity”**: [Click HERE.](#)

- **“Active Shooter Printable Pocket Guide”**: [Click HERE.](#)

(Pocket Guide also available at Personnel and CSC Service Counter)

# Workplace Violence Training

## Defining Workplace Violence

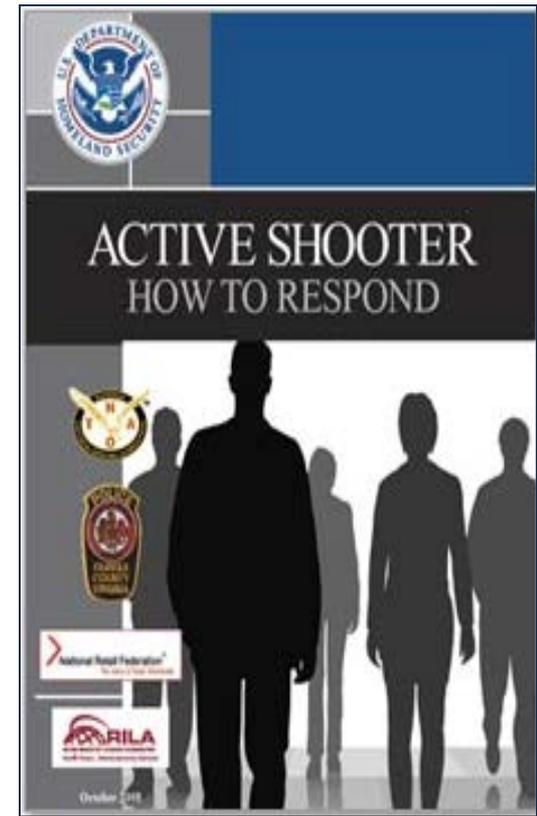
- Workplace violence is often thought of as a physical attack. But it may also include threats, intimidation, and other disruptive behavior, oral or written statements, and gestures or expressions that communicate a direct or indirect threat of physical harm.
- Other Examples Include:
  - Physical & Psychological
  - Threats/Harassment
  - Physical abuse
  - Cyber harassment
  - Bullying
  - Intimidation
  - Yelling/Cursing

# Workplace Violence Prevention Strategies

- Don't work alone late at night or early morning;
- Carry a cellular phone;
- Redesign workspace to prevent entrapment;
- Learn to diffuse confrontational situations by participating in training such as City of Pittsburgh Customer Service Training;
- Maintain good lighting indoors and outdoors;
- Prepare plan for consumers who "act out";
- Know emergency and fire exits in your building;
- Control access to employee work areas.

# Resources and Follow-up

- IS-907 – “Active Shooter: What You Can Do”  
<http://training.fema.gov/EMIWeb/IS/IS907.asp>
- City of Pittsburgh Emergency Management & Homeland Security (412.255.2633)
- EAP *LifeSolutions* (1.800.647.3327)
- Center for Victims of Violence and Crime (cvvc helps individuals, families and communities survive the trauma and receive the help and healing they need) <http://www.cvvc.org>
- Department of Personnel and Civil Service Commission (Training & IntraWeb policies)  
<http://pittsburghpa.gov/personnel/policies>



# Certificate of Successful Completion

Follow the link below to the PRINTABLE certificate page. Print the blank certificate; write in your name, department/bureau, and today's date. Interoffice a copy of the printed certificate to the Department of Personnel & CSC Office of Training and Development by October 1, 2013.

[CLICK HERE](#)

(For printable certificate page)

*Department of Personnel & Civil Service Commission*



Mayor Luke  
Ravenstahl