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## Terrorism and the Workplace, Keeping Employees Safe



Terrorist threats are plentiful around the globe, but when

those threats hit close to home, it can be extremely concerning. The recent Al Shabaab threats to shopping centers, including the Mall of America here in the Twin Cities, have many people wondering about the safety of shoppers, as well as the thousands of employees who work in the retail center every day.

Sure, if you work in the military, intelligence community or at another high-risk job, it's expected that you'll face threats in your line of work. But for people who work at the various shops at the mall, it's not likely what they signed up for when they started the job.

In reality, risks are widespread. "Truck drivers can get hijacked or involved in fatal accidents, armed robberies happen at warehouses, and hospitality workers often come across crime scenes when they clean rooms," says Liz D'Aloia, founder of HR Virtuoso. "Employers should be aware of risks to their employees and mitigate them."

It's important for every employer to be proactive in keeping employees safe, and being prepared for the unexpected demonstrates you truly care. Be sure to provide an action plan to reference if something does occur, because in a crisis there is little time to think and quick action can make a big difference. Here are some things to consider:

## Establish plans and procedures

The first step is to create plans. This includes evacuation routes, processes for involving the police, and the development of an emergency contact list. Depending on the threat, there may be different procedures to follow, so multiple plans will likely be needed. After all, an employee's response to a fire will be different from his response to a robbery or bombing.

## Make sure employees know what's expected

When employees are armed with the right information, they will be able to act appropriately in an emergency. "HR needs to be working closely with regional, store managers and security to ensure that employees understand what they should do in the event of an actual attack, as well as what the company's expectations are," says Janine Truitt of Talent Think Innovations.

#### Train employees on what is considered suspicious activity

It can be difficult to know what is considered normal or abnormal activity. To make matters more confusing, this can also change depending on what industry they work in. Give employees clear examples of what should put them on alert and what they should do about it (call manager, law enforcement, security, etc.) The National Terror Alert website has guidance for getting started.

# Keep open lines of communication with employees and be flexible

Encourage employees to voice any concerns they have and be open to their requests to work from home or take a leave of absence. "I suggest that employers should be sensitive to any ethnic, racial, religious, gender and other issues that might arise with terrorist threats. Consequently, leaves of absences could be one way to accommodate employee requests for time off due to threats," says Charles Krugel, a human resources attorney and counselor.

## Act quickly at the time of the incident

The more quickly a company can act to address threats and help employees, the better. "Immediately deploy HR staff along with counselors from the Employee Assistance Program. If the employer doesn't have an EAP program, they can hire local therapists to assist," says D'Aloia. "If an employee is traumatized by the event and is seeking medical care, the employee may be eligible for leave under the Family and Medical Leave Act."

## Update insurance policies

Make sure your business is protected by having the correct policies in place to cover high-level threats. One

option is terrorism risk insurance. Furthermore, insurance companies can often provide quality resources for developing proper plans and procedures to ensure both the business and employees are prepared no matter what

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