

Commanding Officer, Headquarters and Support Battalion Violence Prevention Order



"Human factors continue to be a leading cause of mishaps and suicides. Personnel are often under stress from personal or professional factors that are not apparent to the command's decision makers. In many instances, the individual's risk factors were known by various leaders and peers as isolated pieces of the whole picture preventing appropriate assistance."

- MCO 5580.3



1. Purpose. This Violence Prevention Program (VPP) is designed to protect our Marines, sailors, civilian employees, family members, contractors, and visitors from any act of physical violence against persons or property, physical or verbal threats, intimidation, harassment, or other inappropriate, disruptive behavior that causes fear for personal safety at or outside of the worksite. Headquarters and Support Battalion (HQSPBTBN) personnel must work together, employing the tenets of this program, to guarantee a safe environment for all.

2. Zero Tolerance. Acts or threats of harm or violence (either explicit or veiled) are crimes that will not be tolerated. I will support all efforts made by leaders, supervisors, and managers in dealing with the aforementioned disruptive behavior in our workplace and will ensure appropriate action is taken against any substantiated threats or acts of intimidation or violence.

3. Leadership Is Key. Leaders at every level must actively promote a culture that discourages unlawful violence and encourages increased reporting of warning signs/indicators of potential violence. To facilitate that goal, all leaders, supervisors, and personnel within HQSPBTBN are directed to review Marine Corps Order 5580.3, *Violence Prevention Order*, and Reviewing Officers will ensure that training is conducted for their subordinates in accordance with the order.

4. Violence Prevention Tenets. The key tenets of the program are as follows:

- Recognizing the warning signs/indicators of potential violence as described in MCO 5580.3. Those best positioned to recognize warning signs/indicators of potential violence being exhibited by an individual are his/her family, friends, coworkers, and immediate supervisor; in short, those with whom he/she most frequently interacts. All personnel must understand and apply the principles of recognition and reporting described in the order.
- Reporting the warning signs/indicators of potential violence in a timely manner. All personnel are responsible for reporting warning signs/indicators via the chain of command or appropriate entity which may include a supervisor, Provost Marshal Office (PMO)/Marine Corps Police Department (MCPD), a contractor representative, or a web-based or anonymous reporting system such as those provided in MCO 5580.3. If violence is imminent or occurring, contact PMO/MCPD immediately and warn targeted victims. Take all threats seriously; when in doubt, report it.
- Responding to warning signs/indicators of potential violence and preventing violence. The VPP process includes six response activities: conducting initial inquiry, conducting a threat assessment, developing courses of action, monitoring the situation, case closure, and information sharing. Ideally, effective recognition and reporting will enable proactive responses that prevent violent acts from ever occurring. Open information sharing will improve awareness, enabling ever-improving command responsiveness.

5. Active Shooter. The priority immediate actions during an active shooter situation are Run, Hide, and Fight. However, every situation is different and individuals must determine the best course of action to take. HQSPBTBN will conduct regular active shooter training, but all HQSPBTBN personnel are also directed to watch the Regional Catastrophic Preparedness Initiative's 5-minute video on active shooter procedures entitled "Run, Hide, Fight". This video may be watched at: <http://www.youtube.com/watch?v=5VcSwejiU2D0>. Marines must be ready for any situation.

Semper Fidelis,

Joseph A. Craft

Colonel, United States Marine Corps

Commanding Officer, Headquarters and Support Battalion