

REPORTING WORKPLACE VIOLENCE: QUICK REFERENCE GUIDE

If you encounter workplace violence, take the appropriate action(s) listed below.

VIOLENCE IN PROCESS or IMMEDIATE THREATS Dial 911

- ✓ Provide dispatcher with details about perpetrator and location.
- ✓ Isolate or evacuate yourself and other people if in danger.
- ✓ Once you are safe, call _____ to report the situation to Management Relations.

Examples of Immediate Threats:

- Fighting
- Destruction of property
- Direct or veiled threats to kill/harm self or others
- Person displays a gun, knife, or other instrument that could cause harm
- Person makes a statement that they will go get a weapon
- Person is out of control by yelling, screaming, flailing arms, or throwing dangerous objects

POTENTIAL THREATS

Dial _____

Office of: _____

- ✓ Provide _____ with details about behaviors, statements, or actions that have raised concern.

Examples of Potential Threats:

- Preoccupation with violence or weapons
- Confrontational, angry, unpredictable, or agitated behavior
- Frequent changes in personality, mood or behavior
- History of violent, reckless, or antisocial behavior
- Blames others; accusations of being persecuted by others
- Great emotional stress about failing to achieve
- Marked decline in personal grooming
- Marked decline in work or academic performance
- Frequent or increased use of work time for personal activities

- Absenteeism
- Increased stress in personal life
- Substance Abuse

BEHAVIORS PROHIBITED BY POLICY

- Bullying
- Intimidation
- Stalking
- Threats
- Physical Attacks
- Property Damage
- Domestic and/or Family Violence

PREVENTIVE/ONGOING ACTIONS

- ✓ Communicate the Policy to all new supervisors and employees.
- ✓ Train all supervisors on the warning signs of workplace violence.
- ✓ Set expectation that all acts of workplace violence must be reported.

FOR MORE INFORMATION, CONTACT: _____