

Workplace Violence Checklist

- **Deal with Conflicts Immediately**
 - Most conflicts do not result in violence, but conflicts that are not dealt with often heighten in emotion and intensity, so it is important to work towards resolution as soon as possible.
 - Be aware of warning signs indicating escalation of emotions and potential threat
 - Ask for help from Human Resources in dealing with conflicts
- **Assess the Risk**
 - When a situation arises, determine whether there may be imminent danger (for example, threats, an incidence of violence, stalking or other harassing behaviors).
 - **Notify police immediately (if in doubt, you can always contact them to discuss).** It is important to have a police record of each incident.
- **Develop a Safety Plan**
 - Request increased police presence, as necessary
 - **Advocate** for the interests of anyone who is threatened –and other individuals in the work unit who may be impacted.
 - Make sure the person or persons threatened or harmed have a safe place to stay
 - Send individuals home or to a safe place other than work, if necessary
 - Help individuals obtain a **restraining order**, as appropriate. It is sometimes the only way that police are able to arrest an individual. (*Note: Temporary restraining orders can normally be obtained immediately until a court date can be set for a judge to determine whether a permanent restraining order is appropriate.*)
 - Advise individual to keep **record** of all inappropriate contacts, save emails, etc, as applicable, including dates, times, witnesses, what was said or what happened and where it took place
 - Meet with and prepare staff to handle perceived threats including having a code word and identified contacts to call in the event of a threat.
 - Develop an exit strategy from the building (UW Police can help with this)
 - Communicate safety plan updates to individuals at regular intervals as appropriate
- **Develop a Communication Plan**
 - Establish ongoing plan for handling communication of safety plan, details, roles and responsibilities concerning incidents including:
 - Safety code word
 - Safety tips/processes
 - Contact list including:
 - Department/work unit contacts during and outside of work hours (Chair/Associate Chair/Administrator)
 - Police (911)
 - Human Resources
 - Student Affairs
 - Care Link
 - Exit Strategy
 - Develop plan for **regular** communication and updates (included contact list) to all employees in unit, especially employees new to the unit or department.
- **Provide annual training to staff and faculty**
 - Police and HR will provide training
 - Police will also assist in work units in developing a safety plan for your particular building