

Have a Workplace Violence Prevention Plan

Every organization should have a workplace violence prevention plan in place to help avoid a tragic event. Workplace violence happens every day and businesses who are prepared are better positioned to help prevent, respond and recover. Work with leaders at all levels to develop a plan that works best for your organization as there is not a one-size-fits-all approach.



The Policy

- Include key definitions in the policy so all employees understand your organization's classification of workplace violence.
- While the list of warning signs is ongoing, mention some of the most common.
- List who is involved in your Threat Management Team to show the key leaders involved in your plan creation.
- Create an Emergency Action Plan.
- Note whom witnesses of a violent act should contact internally, in addition to police.

Training and Drills

- › Within your policy, highlight the importance of training. Mock exercises are the most effective method of workplace violence training.
- › Drill at least annually with all of your staff.
- › Coordinate your efforts with local law enforcement and emergency responders, as they will play a large role in a real-life event.
- › Identify the successes and failures of your drills and then reassess.

Recovery Preparations

- › Develop procedures for handling media requests.
- › Regularly update employee contact lists including emergency contacts.
- › Record the nearest medical facilities and points of contact.
- › Identify corporate and community resources for employee assistance.
- › Document business contingency plans if your facility needs to shut down.

For more workplace violence prevention planning resources, view this topic online at www.AlliedBarton.com/Tips



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