**WORKPLACE VIOLENCE PREVENTION PLAN TEMPLATE**

**Purpose:**

It is the purpose of [insert facility name] to provide a safe workplace and to reduce the risk of violence.

**Scope:**

This policy is applicable to all employees.

**Definitions:**

**Workplace Violence:** any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide.

**Policy:**

1. Zero Tolerance for Violence
   1. [insert facility name] does not tolerate any type of violence committed by or against employees. Prohibited conduct includes but is not limited to:
      1. Causing physical injury to another person
      2. Making threatening remarks
      3. Displaying aggressive or hostile behavior
      4. Possessing a weapon
      5. Harassment
2. Mitigation Measures
   1. [insert facility name] makes every effort to foster a respectful workplace by the following means:
      1. The facility conducts effective employee screening and background checks upon hire.
      2. Systems are in place to assure that employees are treated fairly. Human Resources’ exiting process allows terminated employees to share their grievances.
      3. A system is in place for reporting signs of potentially violent behavior, and staff are trained in its use.
      4. Staff are instructed to be aware of indications of workplace violence and take remedial actions accordingly.
      5. Counseling services are available to employees
      6. Staff are conscious of security issues and alert to unfamiliar persons in their work areas
      7. Staff receive training in how to respond to phoned-in threats.
      8. Behavioral de- escalation training
      9. Training at new hire orientation and staff annual mandatory education

## Active Shooter Protocols

* 1. [insert facility name] follows the FBI strategic response of Run, Hide, Fight to preserve life and safety. The procedure is as follows:
     1. If you hear shoots fired alert other staff, visitors, and patients
     2. If safe to do so, run out of the nearest exit with your arms raised and hands open, and call 9-1-1.
     3. If unable to exit, go to a room that can be locked or barricaded and hide. Once hidden ensure that you:
        1. Turn off all lights
        2. Close blinds
        3. Block windows
        4. Silence cell phones
        5. Take cover behind concrete walls, a thick desk, filing cabinets, or any solid furniture
        6. Call 9-1-1 when safe to do so (i.e. when the shooter is not within hearing distance)
     4. If unable to hide, and only when your life is in imminent danger, attempt to incapacitate the shooter by throwing and attacking with items and improvised weapons
     5. Once law enforcement arrives, follow the directions of the officers.

## Preparedness Measures:

## [insert facility name] has implemented several preparedness measures to support staff safety. Measures includes:

## Creating multiple evacuation routes

## Exit signs are posted conspicuously throughout the facility.

## Floor plans, keys, and security system access codes are immediately available

## Local law enforcement and first responders are actively included during training exercises and response plan development

## Completing an annual environmental risk assessment

1. Incident Reporting
   1. Employees are required to report all instances of workplace violence events. Events will be investigated and will be reported to authorities as appropriate.
2. Training and Education
   1. All new hires receive workplace violence training at new employee orientation and annually thereafter. Training consists of drills with local law enforcement and employees.

**References:**

Hospital & Healthcare Facilities Security Awareness Action Guide, U.S. Department of Homeland Security, Retrieved from: www.dhs.gov/active-shooter-preparednes

How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001.