

Workplace Violence Checklist Washington State University

Reporting Requirements

Faculty and staff are expected to follow established guidelines to report incidents of violence or potential violence in the workplace. This checklist was created to ensure that incidents receive an appropriate and timely response, as well as to provide information on preventive measures. The complete workplace violence policy (BBPM 50.30.01) can be found at: <http://www.wsu.edu/~forms/PDF/BPPM/50-30.pdf>

Urgent/Direct Threats

An urgent/direct threat is where there is actual violent behavior towards a person or property, where a person is being threatened, or where it appears violent behavior is likely to take place, such as a verbal altercation that appears to be escalating (see policy for additional examples).

- Step 1:** Isolate or evacuate yourself and/or other people if there is fear.
- Step 2: Call 911**
 - Provide your identification (name, department name, location and phone number) and indicate whether the threat is against you or another.
 - Give the dispatcher detailed information as to the direct threat.
 - Give a description of the subject making the threat.
 - Give the location or last known location of the subject making the threat.
- Step 3:** Alert Human Resource Services at 509-335-4521.
- Step 4:** Alert your supervisor to the situation.
- Step 5:** Supervisor completes workplace violence incident report form: <http://www.wsu.edu/~forms/PDF/BPPM/50-30-8.pdf>
- Step 6:** In the case of physical injuries, supervisor also completes incident report in SPPM S25.20: http://www.wsu.edu/manuals_forms/PDF/SPPM/S25-20.pdf
- Step 7:** If a student is involved, supervisor notifies Dean of Students.
- Step 8:** If a faculty member is involved, supervisor notifies Provost and appropriate Dean. If HRS has not been contacted, the supervisor should do so.

Emerging or Potential Threats

An emerging or potential threat is one where you believe a situation has the potential for becoming violent over time because it exhibits one or more of the violence warning signs (see examples listed below).

- Step 1:** Report the situation to the WSU Police Department at 509-335-8548.
 - Give name, department name, location, phone number.
 - Provide examples or descriptions of the behaviors, statements, or actions that have caused concern.
 - If applicable, provide copies of any protection order, restraining order, or no contact order that is in effect.
- Step 2:** Alert Human Resource Services at 509-335-4521.
- Step 3:** Alert your supervisor to the situation.
- Step 4:** Work with Police and HRS to create workplace safety plan, if applicable, and to explore options for minimizing threat.

Preventive and Ongoing Actions

- Communicate the Workplace Violence Policy to all new faculty and employees and provide periodic reminders to faculty, supervisors and staff.
- Train all faculty and supervisors of the warning signs (see examples listed below).
- Communicate expectation that all incidents that might be perceived as workplace violence or potential violence be actively responded to in accordance with the above guidelines.
- If you have concerns about a particular work area, request a safety assessment to be conducted by the WSU Police Department.

Examples of a direct threat:

- Fighting
- Destruction of property
- Person makes a statement that they are suicidal or homicidal
- Person makes a statement that they will harm someone
- 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
- Person threatens another verbally, including threats from current or former intimate partners

Warning Signs

- Threatening statements to kill/harm self or others, direct or veiled.
- References to or preoccupation with other incidents of violence.
- Intimidating, belligerent, insubordinate, defiant or challenging statements or behavior.
- Confrontational, angry, easily provoked, unpredictable, restless, or agitated statements or behavior.
- History of violent, reckless, or antisocial behavior.
- Alleged fondness or fascination with firearms, shootings that have been publicized in the media (e.g., Columbine), or other weapons.
- Blames others for anything that goes wrong, with no sense of own responsibility.
- Shows recent marked performance decline.
- Changes in personality, mood or behavior.
- Excessive crying.
- Decline in personal grooming.
- Crosses behavioral boundaries, such as:
 - Excessive phone calls
 - Personal emails
 - Visits
- Isolation, particularly in an individual who has not demonstrated such behavior previously
- Substance Abuse.
- Failing in school.
- Serious stress in their personal life, such as:
 - Financial
 - Family
 - Marital problems