



INCIDENT MANAGEMENT TEAM
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General Checklist to Help Prevent Workplace Violence

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Please assess your organization's preparedness regarding the following questions:	YES	NO	PLAN IS NEEDED
1. Do you have a written <i>Workplace Violence Prevention Policy</i> against threats and intimidating behaviors in the workplace?			
2. Do you have a written policy to <i>identify the consequences and disciplinary actions</i> that result when/ if threats or aggressive behaviors occur?			
3. Have you conducted a <i>Front- End Analysis / Worksite Planning Assessment</i> of the needed policies, systems and structures to "institutionalize" your Workplace Violence Prevention System?			
4. Do you have <i>system to report threats of violence and intimidation</i> so employees know whom to call with concerns?			
5. Have you established and <i>trained a Behavioral Threat Assessment Safety Team to investigate and manage threats</i> , "high- risk terminations", violent and intimidating incidents?			
6. Have you <i>trained your supervisors and union representatives to identify warning signs</i> of potential aggression or violence?			
7. Have you <i>trained your employees to identify "early warning signs"</i> of potential violence or intimidation?			
8. Have you <i>conducted a hazard / risk audit of "near misses" and/ or violent incidents</i> at your facilities?			
9. Have you developed and <i>practiced Active Shooter / Evacuation / Lock Down plans</i> ?			
10. Have you developed a Crisis Recovery Plan for the aftermath of workplace emergencies and violent events?			
11. Have you <i>identified external resources and threat assessment experts</i> to help you evaluate threatening individuals / situations?			
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