**Workplace Violence Checklist**

**A WVC Employee/Supervisor Resource Guide**

**WENATCHEE VALLEY COLLEGE | HUMAN RESOURCES**

If you are faced with any prohibited behavior\* as identified by the WVC policy and procedure on violence in the

workplace, here are the steps you must take:

**If direct threat to harm persons or property**

**❑ Call 911 immediately**

**❑** 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.

**❑** Isolate or evacuate other people if there is fear.

**❑** Once you are safe, report the situation to your supervisor.

**❑** Submit completed incident report form to the vice president of administrative services.

**If not a direct threat and it involves a WVC employee**

**❑** Alert supervisor.

**❑** Document and provide examples or descriptions of the behaviors, statements, or actions that have caused concern.

**❑** The supervisor will, depending upon the seriousness of the threat, call campus security (6911) and local law enforcement agencies (911) and/or initiate an investigation of the allegation.

**❑** The supervisor informs any employees impacted by a threat as soon as possible after notification that a threat has been made.

**❑** The supervisor submits completed incident report form to the vice president of administrative services.

\*Prohibited behavior includes: is violent; threatens violence; harasses or intimidates others; interferes with an individual’s legal rights of movement or expression; or disrupts the workplace, the academic environment or the college’s ability to provide service to the public.

**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

**Preventive and Ongoing Actions**

• Communicate the WVC Violence in the Workplace Policy to all new employees. Provide periodic reminders of the policy to all employees.

• Train employees of the warning signs for potential violent behavior (see below).

• Communicate expectation that WVC will actively respond to all incidents that might be perceived as workplace violence in accordance with the above guidelines.

• If you have concerns about a particular work area, report it to your supervisor, WVC counselors or human resources.

**Violence Warning Signs**

**• Threatening statements to kill/harm self or others, direct or veiled.**

**• References to or preoccupation with other incidents of workplace violence.**

**• Intimidating, belligerent, insubordinate, defiant or**

**challenging.**

**• Confrontational, angry, easily provoked, unpredictable, restless, or agitated.**

**• History of violent, reckless, or antisocial behavior.**

**• Alleged fondness or fascination with firearms.**

**• 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**

**• Substance Abuse.**

**• Cultural issues – disgrace for failing.**

**• Failing in school.**

**• Serious stress in their personal life.**

**Financial**

**Family**

**Marital problems**

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