



INCIDENT MANAGEMENT TEAM
CENTER FOR WORKPLACE VIOLENCE PREVENTION

Checklist to Assess Workplace Violence Prevention Preparedness

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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 Workplace Violence Prevention Policy against threats and intimidating behaviors in the workplace?			
2. Do you have a written policy to identify the consequences and disciplinary actions that result when/ if threats or aggressive behaviors occur?			
3. Have you conducted a Front- End Analysis / Worksite Planning Assessment of the needed safety policies, systems and structures to " <i>institutionalize</i> " your Workplace Violence Prevention System?			
4. Do you have systems to report threats of violence and intimidation so employees know whom to call with concerns?			
5. Have you established and trained a Threat Assessment Team to investigate and manage threats , violent and intimidating incidents?			
6. Have you conducted Security Surveys regarding Access Control, emergency alert notification systems and distress alarms ?			
7. Have you conducted awareness training so employees, supervisors and union reps can identify "early warning signs" of potential violence or intimidation?			
8. Do you have a plan to orchestrate High-Risk Terminations ?			
9. Have you developed and practiced Active Shooter / Evacuation / Lock Down plans ?			
10. Have you developed a Crisis Recovery Plan for the aftermath of workplace emergencies and violent events?			
11. Have you identified Threat Assessment Experts, law enforcement and community partnerships to help you assess and manage threatening individuals / situations?			
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