

WORKPLACE VIOLENCE RISK QUESTIONNAIRE

I. Planning Stage

A. Physical

1. Where do your employees park?
2. What are the paths of travel for entering and exiting the work area?
3. What security devices are in place for access to the work areas?
4. Are there floor plans or paths of travel for the work areas?
5. What are the emergency paths of travel – exit and rescue?
6. Do you have a point person for emergency evacuation – floor captains, etc.?
7. What are the lockdown options?
8. What security exists for the lockdown options?
9. What problems exist for effective work area escape or lock down if necessary?

B. Communications

1. What are the means of communicating with employees?
2. Should there be another method in case of an emergency?
3. Is there a communication method that provides security from a threat (in other words so that an intruder does not hear warnings and instructions given)?
4. Is there a method for employee responses?
5. Who should know the evacuation plan (consider that the active shooter could be an employee who has been trained on the plan)?

C. Employees

1. How many employees fall into your responsible area for a violence plan?
2. Can you communicate effectively with all of those for whom you are responsible?
3. Do you have employees with disabilities that would affect their ability to respond in an emergency?

D. Security

1. Assess the need to hire a trained professional to be on-site to deter violence.

2. Identify high-risk employees.

E. Training and Discipline

1. Do you have any employees who are a risk to others?
2. Has the risk been evaluated and documented?
3. Has the employee been counselled or disciplined?
4. Have appropriate personnel been notified?
5. Has there been adequate follow up?

II. Implementation Stage

A. Physical

1. What are your recommendations as to physical security of your work area?
2. What are the appropriate paths of travel for evacuation?
3. Where are some potential hide outs in the Department workspace?
4. What are some materials in the Department that could be used to confront an active shooter?

B. Employees

1. Are all employees able to hear (fast enough)?
2. Are all employees able to move?

C. Communications

1. What is your plan for communicating an emergency and the plan for action?
2. Should there be redundancy?

D. Security

1. Should you have a security guard?
2. Should you train an employee for access to a weapon?

E. Training and Discipline

1. What training do you plan?
2. Who should be included?
3. Are there employees who need counseling or discipline now, and what is the plan for completing that?

III. Response Stage

A. Immediate Aftermath Logistics

1. If your employees must evacuate without their belongings, how will they get home?

2. How will you communicate with your employees about next steps: office closings, retrieving their belongings, etc.?

B. Longer-Term Aftermath Logistics

1. If your office is closed for a week or more after the incident, how will you continue your business?

2. If your office reopens and some of your employees are not ready to come back to work, how will your department operate with reduced staff?

3. What other support will your department need to resume normal business?

C. If emergency situations occur, review and incorporate lessons learned into the plan.