

Workplace Violence

What Faculty & Supervisors Must Do Checklist

If you are faced with any prohibited behavior* as identified by the UW Policy & Procedure on Violence in the Workplace, here are the steps you must take:

If direct threat to harm persons or property

- **Call 911 immediately (Harborview Medical Center Only - Call 5555)**
- 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, call 206-685-SAFE to report the situation to the Violence Prevention & Response Team.

If not a direct threat and it involves a UW employee

- Call the Violence Prevention & Response Team at 206-685-SAFE (7233).
- A staff member will gather information and bring it to the attention of the Violence Assessment Team.
- Document and provide examples or descriptions of the behaviors, statements, or actions that have caused concern.

*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 University'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 UW Violence in the Workplace Policy to all new faculty and employees and provide periodic reminders of this policy to faculty, managers and staff.
- Train all faculty and supervisors of the warning signs (see below).
- Communicate expectation that all incidents that might be perceived as workplace violence must 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 UWPD or Medical Center Public Safety Department.

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