

EMERGENCY RESPONSE PROTOCOL

Workplace Violence

Depending on Assistance Needed, Call:	
Police, Fire, and EMS Emergency	911
Security	
Crisis Team	
EST Manager	
Other	

Telephone and Physical Threats

Situation Description

The provision of a safe school and workplace is essential to the well-being of students and staff. There are two types of situations that must be considered: (1) telephone threats and (2) immediate physical threats. Threats may originate in-house or from outside of the school system.

Telephone Threats

Procedures

- If a threat is made over the telephone, dial *57 to record the call with the telephone company's nuisance office.
- The police need to be called for any threat of physical harm to self or others. Call 911.
- Implement appropriate site-based Universal Emergency Response Procedures is appropriate.
- Notify the Executive Support Team, Manager.
- Cooperate with police investigation and provide any information that may assist in resolving the problem.

Physical Threats

Procedures

Immediate response—

- Call 911.

- Activate School Emergency Response Plan and SERT.
- Implement appropriate Universal Emergency Response procedures.
- Once police arrive, work cooperatively with police department team.
- If needed (Level II or III), activate EST.
- Continue School Emergency Response Plan procedures until situation is resolved.

Followup response—

- Assist with police investigation and protect crime scene evidence.
- Working with appropriate offices or EST, provide notification to parents and guardians.
- Debrief staff and provide access to support.
- Arrange for site security, if necessary.
- Plan for resumption of school activities and recovery procedures.
- Contact the Crisis Team.
- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Web site) and submit to the Interagency Team.