

Seek guidance and training on what procedures should be taken to screen mail and packages after a threat has been made or after a large-scale layoff. Contact the U.S. Postal Service or local police for guidance.

After a violent incident evaluate the potential for further violence at your workplace and reassess your threat management plan.

Counsel potential victims about the various civil and criminal options available to them, such as obtaining a restraining order.

Information provided by:
The International Association of
Chief s of Police



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Work Place Violence



**Preparing a Threat
Management Plan**



Preparing a Threat Management Plan

It is important to prepare a threat management plan so that when a threat occurs everyone will know that there is a policy and will understand what to do.

The plan might include:

Designating a threat management team;

Providing guidance concerning liaison with outside assistance;

Providing guidance developed in concert with local authorities for collecting and preserving evidence, including interviews of involved parties;

Managing of communications regarding the incident, for example, media relations, internal communications, and possible use of a rumor control desk;

Managing the release of

sensitive information where appropriate;

Assigning responsibilities for contacting the families of victims;

Managing clean-up and repairs;

Making decisions about returning to work;

Notifying customers and suppliers about changes in orders;

Providing employees and their families with information about their benefits; and

Managing operations and trauma care after the crisis.

Evaluate Security

After a Threat

The threat management team should review risks and determine what additional security measures, if any, should be put in place after an incident.

If warranted, provide increased work-site protection when serious threats of violence have been made. Such protection might include requesting additional police patrols, hiring security guards, and/or alerting organizations or people who might be affected.

Consider the costs and benefits of providing increased protection to threatened employees. This could include changing their phone numbers, relocating them, loaning them a cellular phone, or providing them with a quick response distress button or information about where this device can be obtained.

