

WPV Interim Safety Steps

WPV: Interim Safety Steps Instructions

The grid below provides a menu of security options available to ER/HR/LP when providing guidance to Business Partners in response to a reported incident of workplace violence. The action items have been organized by risk level/investigation leader. Select the risk level that matches the current investigation, review each item in that column and recommend appropriate options. While there is no requirement to utilize any of the options provided, take partners and explore all available options to best meet the need of maintaining a safe workplace.

Note: Any decision to utilize an option in risk level three is a joint decision between Employee Relations, Human Resources and the Business. Additionally, any options involving internal or external security resources will require partnership with Loss Prevention.

This list is not meant to be exhaustive as each incident is unique. Please refer to the "Resolution Options Menu" tool for additional long-term solutions.

WPV Risk Level			
Low-LP Led	One-Business Led	Two-HR Led	Three-ER Led
Review personal safety tips with employee (see below)	Review personal safety tips with employee (see below)	Work modifications (new location, new/modified shift)	Consider Paid Administrative Leave for employees involved
	Documented discussion with employee placing ownership on them to update business of any changes pertinent to the incident	Recommend employee partner with law enforcement to file a report.	Work modifications (new location, new/modified shift)
	Bi-Monthly scheduled and documented check-ins to ensure incident has not escalated	Ask employee to share what external options have or will be pursued (i.e. restraining order, police report, protective order) and request that a copy be provided to the business leader.	Explore with employee what external options have or will be pursued (i.e. restraining order, police report, protective order) and request that a copy be provided to the business leader.
		Weekly scheduled check-ins to ensure incident has not escalated	Explore background check on the alleged [Requires Sr RLPM or above approval]
			Explore increased LP Agent Coverage
			Explore Armed Security Coverage (Utilize approved provider) [Requires Sr. RLPM or above approval]
			Evaluate need for additional security beyond the workplace [Requires Sr RLPM or above approval]
			Daily Scheduled Check-ins to ensure incident has not escalated (maintain until situation is resolved)

Personal Safety Tips for Discussion with any Potentially Impacted Employees

General Tips

- *Stay alert to what is happening around you.
- *Trust your instincts. If you believe a situation is unsafe, leave!
- *Walk with confidence and travel in groups.
- *Avoid taking shortcuts through alleys or vacant lots.
- *Go to a populated site if you feel unsafe.
- *Have keys ready when approaching your car or home.
- *Keep gas tank at least 1/4 full.
- *Use security escorts when possible.
- *Considering calling the workplace when you arrive at your destination so that everyone knows you are safe.

Tips for Escalated Situations

- *If you are walking and notice a car following you, turn around and quickly walk away in the opposite direction.
- *If you are walking and notice someone following you, turn around and make eye contact with the person. Immediately cross the street and walk towards a well-lit populated area or open business.
- *If you continue to be followed or believe that you could be in danger, call 911 immediately and walk or drive to the nearest police station or open business.