Despite efforts to prevent violence from occurring in the workplace, the possibility cannot be totally eliminated. Therefore, Commanders must ensure that procedures are in place to respond to serious incidents in an organized and coordinated manner to prevent further injury, damage, and even death.

**Incident Reporting**

The Violence Prevention Program should include written, easily understood reporting procedures. These procedures should apply to all types of violence incidents, not just those incidents that involve physical injury. Also, reporting procedures should include provisions for protecting worker privacy. A Sample Serious Incident Report Form is provided on the back of this sheet.

**Emergency Response**

Serious violence incidents should be immediately reported to a security, law enforcement, or other designated individual(s). In addition, emergency response should include:

- securing the area(s)
- ensuring the physical safety of workers/others in the area
- assessing/resolving the situation
- providing incident debriefing to victims, witnesses, and other affected individuals
- ensuring no work area is left short-staffed while providing assistance

**Follow-up**

The Violence Prevention Program should include provisions for immediately responding to the medical and psychological needs of affected workers following a serious violence incident. Use of support programs, like the Employee Assistance Program, crisis counseling, and stress debriefing should be encouraged.

**Investigation**

All serious incidents should be investigated as soon as possible after occurrence. The investigation should focus on facts, such as:

- who, what, when, where, and how the incident occurred
- contributing causes
- need for possible changes in policies, work practices, engineering controls
- need for additional follow-up

**Record Keeping**

The Occupational Safety and Health Administration (OSHA) requires entry on the Injury and Illness Log (OSHA 300 Log) injuries that:

- require more than first aid
- involve a loss of consciousness
- require modified duty
- result in lost time from work

Fatalities or the hospitalization of three or more workers must be orally reported to OSHA within 8 hours.
Sample Incident Report Form

Victim's name:_________________________ Job Title:_________________________
Department/Section:____________________ Work phone number:_________________
Incident date:_________________________ Incident time:______________________
Work location where incident occurred:
Type of incident: (circle one) Assault; Robbery; Harassment; Disorderly Conduct; Sex Offense; Other (please specify): ____________________________
Was the victim injured: (circle one) Yes No If Yes, specify injuries: ______________
Lost work days: (circle one) Yes No If Yes, number of days: __________________
Names of individual(s) who responded to the incident:______________________________
Supervisor notified: (circle one) Yes No Supervisors name:_____________________
Assailant (circle one): Intruder; Patient; Coworker; Former Employee; Supervisor; Family/Friend; Visitor; Student; Volunteer; Other (please specify):____________________
Name/address of assailant (if known):___________________________________________
Description of the incident:___________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
Was a weapon involved: (circle one) Yes No If Yes, specify weapon:_______________
Actions taken:________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
References: