

ANNEX 10: PHYSICAL ASSAULT / WORKPLACE VIOLENCE

Violence such as high-profile school shootings, aggravated assaults, or even simple assaults can cause concern within school communities, even if they are not directly affected by the event(s). Adults and students struggle to understand why these events happen and, more importantly, how they can be prevented. There are a number of steps administrators can take to reinforce the fact that schools are safe environments and increase student/adult comfort levels following an event.

- Be visible, and demonstrate a welcoming presence at school – greet students and guests
- Conduct a formal review of all school safety policies and procedures to ensure that emerging school safety issues are adequately covered in current school crisis plans and emergency response procedures.
- Review and test mass communication systems.
- Connect with community partners (emergency responders, area hospitals, victim's assistance, etc. to review emergency response plans.
- Provide crisis training and professional development for staff based on needs assessment.
- Highlight violence prevention programs or partnerships with programs within the community.
- Use technological advances such as secure access to buildings, alarm systems, cameras around campus, and phone applications for safety notification.
- Require guests to report to the main office, sign in, and/or wear guest badges.
- Educate staff, faculty, and students on how to increase their situational awareness and reporting protocols.

Workplace violence headlines often move employers to review their handling of threats and concerning behavior by staff. Your educational institution, as a large employer, must prepare to face these employee issues and respond with attention and care, as you do for students. Directly address workplace violence through policies and training. Supervisory employees should receive extra training (such as Conflict Resolution and Management) on workplace violence policies and how to handle employee threats. This way they can reinforce and comply with the policies should they witness a problem or receive a report. Be sure supervisors are aware of what types of events can trigger threatening or violent behavior, so they know to be on the lookout for personal and career stressors and behavioral warning signs. Have multiple means for employees to lodge concerns when they witness questionable or threatening behavior. Build relationships with law enforcement so can turn to them for expertise and assistance. When serious measures are sanctioned – for example, enforcing an administrative suspension or barring a person from campus – work with campus safety authorities/law enforcement to follow through. Don't let the person work or come to campus if they are prohibited from doing so. Ensure trespassing orders are upheld consistently.

30 Minute/3 Hour/3 Day

Physical Assault / Workplace Violence

30-MINUTE RESPONSE

Assault or Workplace Violence (In-Progress)

➤ Dial 911

- If at Donaldson Campus
 - Call (617) 446-3691 (Kelley Turner – Executive Director of Operations)
 - Call (406)594-3419 (Tommi Haikka – Asst. Director of Facilities)
 - Call (406) 461-0635 (Jason Grimmis – Director of Crisis and Emergency Management)
- If at the Airport Campus
 - Call (617) 446-3691 (Kelley Turner – Executive Director of Operations)
 - Call (406)594-3419 (Tommi Haikka – Asst. Director of Facilities)
 - Call (406) 461-0635 (Jason Grimmis – Dir. of Crisis and Emergency Management)
 - Call (208) 305-1042 (Stephanie Hunthausen- Executive Director of CTE)
- Keep other bystanders away from the altercation in progress.
- Start yelling at the aggressor, "I've called the police!" "Police are on their way!"
- Become the best witness! (Who, What, Where, When, Why, and How).
- Consider taking a picture or video with your phone of the actions.
- As soon as the altercation ends and/or the aggressor leaves the area;
 - Update the dispatch center with the direction of travel.
 - Tend to the victim/survival.
 - Ascertain if Emergency Medical Services are needed or desired.
 - Maintain scene security.
 - Do not clean up or alter the scene until after law enforcement arrives and takes photographs.
 - If able, gather names and contact information for any eyewitnesses.

DO NOT SPEAK WITH THE MEDIA. Direct all media inquiries to the Dean/CEO or designee.

3-Hour Response (Stabilize)

The Emergency Response Team will work with law enforcement to protect the campus community if the aggressor remains at large.

- Investigative Process
 - Photograph the scene.

- Identify any weapons that may have been used.
- Review/Secure/Ear-Mark any video surveillance recordings of the incident.
- Gather statements from eyewitnesses;
Interview victim/survivor – **Determine if the victim and aggressor were in a domestic relationship. If yes, federal and state laws regarding domestic violence apply. Follow campus procedure for reporting criminal activity.**
Interview witnesses in an effort to learn the aggressor's identity.
- Collect statements from the victim(s) and witnesses (including the aggressor if able).
- Complete Incident Report.
- Liaison with Law Enforcement
 - Executive Director of Operations- Kelley Turner
 - Director of Crisis and Emergency Management- Jason Grimmis
 - Assist Law Enforcement's investigative process (i.e., gathering witnesses, statements, and interviews).
 - Follow the chain of custody process for any evidentiary items (i.e., videos, photos, statements, objects).
- When the scene is released by law enforcement, contact Facilities and Maintenance to clean and sanitize the area, if necessary.
- Consider sending a Helena College representative to the hospital to support the victim.
- Consider contacting the victim's emergency contact person.
- Consider securing irrelevant property for the victim(s) or aggressor for safekeeping.
- **If the victim/aggressor is a student, call 406-438-0066 (Valerie Curtin – Executive Director of Compliance).**
- **If the victim/aggressor is an employee, involve Human Resources.**
- Consider the coordination of counseling services.
- Communications to Campus Community.
 - Message from Dean (Private, condolences, as necessary).
 - Campus Announcement (Students, Staff, Faculty).
 - Community Announcement (Media-Press Relations).

3-Day Response (Recovery)

- Continue to offer supportive measures/counseling as needed.
- Continue to support law enforcement efforts throughout their investigation.
- Continue to provide updated communications depending on the severity and recovery of the event.