

Edmonds Community College Supervisor Guidelines on Violence and Threats

Step	Action								
IMMEDIATELY									
1	Communicate that all employees, including supervisors, and students shall take action to deal with all incidents involving threats of violence, implied or direct, among or between employees, students, or others.								
2	Take measures appropriate for the situations to: <ul style="list-style-type: none"> • Prevent harm to persons or property, and • Continue to conduct University business 								
WHEN A THREAT OCCURS									
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 40%;">IF there is....</th> <th style="text-align: left;">THEN....</th> </tr> </thead> <tbody> <tr> <td>An allegation of an employee, student, or other person making threats or intimidating others:</td> <td> <ul style="list-style-type: none"> • Promptly notify: <ul style="list-style-type: none"> ○ Supervisor of employee; ○ V.P. of Student Services office if a student is involved; ○ College Security as necessary. • If supervisor is directly involved go to next in line supervisor. </td> </tr> <tr> <td>A confrontation with a threatening person:</td> <td> <p>Do not make counter threats or humiliate the person who is threatening violence.</p> <ul style="list-style-type: none"> • First observe from safe distance to help understand the severity of the situation. • Notify College Security by calling 1501 for assistance as necessary. • Approach threatening person slowly. • If the threatening person tries to escape, do not try to stop the person. • Immediately write down the description of threatening person. </td> </tr> <tr> <td>Immediate physical danger to any employee, student, member of the public or property:</td> <td> <ul style="list-style-type: none"> • Notify Lynnwood Police by calling 911 • Warn and provide security as needed for any threatened individual. </td> </tr> </tbody> </table>	IF there is....	THEN....	An allegation of an employee, student, or other person making threats or intimidating others:	<ul style="list-style-type: none"> • Promptly notify: <ul style="list-style-type: none"> ○ Supervisor of employee; ○ V.P. of Student Services office if a student is involved; ○ College Security as necessary. • If supervisor is directly involved go to next in line supervisor. 	A confrontation with a threatening person:	<p>Do not make counter threats or humiliate the person who is threatening violence.</p> <ul style="list-style-type: none"> • First observe from safe distance to help understand the severity of the situation. • Notify College Security by calling 1501 for assistance as necessary. • Approach threatening person slowly. • If the threatening person tries to escape, do not try to stop the person. • Immediately write down the description of threatening person. 	Immediate physical danger to any employee, student, member of the public or property:	<ul style="list-style-type: none"> • Notify Lynnwood Police by calling 911 • Warn and provide security as needed for any threatened individual.
IF there is....	THEN....								
An allegation of an employee, student, or other person making threats or intimidating others:	<ul style="list-style-type: none"> • Promptly notify: <ul style="list-style-type: none"> ○ Supervisor of employee; ○ V.P. of Student Services office if a student is involved; ○ College Security as necessary. • If supervisor is directly involved go to next in line supervisor. 								
A confrontation with a threatening person:	<p>Do not make counter threats or humiliate the person who is threatening violence.</p> <ul style="list-style-type: none"> • First observe from safe distance to help understand the severity of the situation. • Notify College Security by calling 1501 for assistance as necessary. • Approach threatening person slowly. • If the threatening person tries to escape, do not try to stop the person. • Immediately write down the description of threatening person. 								
Immediate physical danger to any employee, student, member of the public or property:	<ul style="list-style-type: none"> • Notify Lynnwood Police by calling 911 • Warn and provide security as needed for any threatened individual. 								
AS SOON AS POSSIBLE AFTER INCIDENT, CONDUCT INVESTIGATION									
4	<ul style="list-style-type: none"> • Conduct an investigation, and complete the Violence and Threat Incident Report form. • If offender is not a student or an employee, notify College Security to conduct the investigation, if not already notified. • V.P. of Student Services, Supervisor, and College Security should coordinate their investigation. 								
5	<p>Possible courses of action:</p> <ul style="list-style-type: none"> • Progressive discipline, including suspension or termination; • Restraining order; • Temporary reassignment; • Criminal or civil penalties; • Coordinate security to address personnel and property concerns; • Referral for voluntary counseling; • Employee Assistance Program. 								