

WORKPLACE VIOLENCE

Facility	Policy #	Effective Date	Revised Date
Regulatory Reference Source			
State Operations Manual F-Tag #			
CFR Reference			
MDS Version 3.0			

Policy

It is the policy of THE FACILITY to ensure the safety and security of its employees and residents at all times. Threats or intimidating conduct, whether written, verbal, or implied, bullying, threatening behavior or acts of violence against employees, visitors, or other individuals by anyone on facility property will not be tolerated.

Purpose

Any person who make(s) verbal, written, or implied threats, exhibits threatening behavior or engages in violent acts on THE FACILITY property shall be removed from the premises as quickly as safety permits and shall remain off facility property pending the outcome of an investigation. The responses to an investigation may include, but are not limited to, reassignment of job duties, suspension, termination of employment, and/or criminal prosecution of the person(s) involved.

THE FACILITY reserves the right to contact appropriate law enforcement personnel when deemed necessary for safety. For non-employees, the safety of residents and staff is paramount, and THE FACILITY will take all appropriate steps to remove or stop any unsafe situation.

This policy will also address the following, but will not be limited to:

- A. Any threat by other means, e.g., telephone, facsimile, e-mail or social media sites.
 - B. Possession of firearms or any other lethal weapons on THE FACILITY property or leased parking facility.
 - C. Response to armed threats or active shooters in the workplace.
 - D. Any other conduct or act, which THE FACILITY believes, represents an imminent or potential danger to the workplace safety and security.
1. All employees are responsible for notifying their Administrator of any threats or intimidating behaviors, which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report immediately any behavior they have witnessed which they regard as

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threatening, intimidating, or violent, or bullying, when that behavior is job related or might be carried out on a facility controlled site, or is connected to facility employment. Employees are responsible for making this report, regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were the focus of the threatening behavior. If the Administrator is not available, employees should report the threat to their supervisor, Director of Nursing, or any other available management person available. Where such actions involve non-employees, management will take appropriate action based on circumstances. THE FACILITY reserves the right to take whatever legal actions are available and necessary to stop the conduct or danger and protect employees, residents, and property, including contacting the police or other law enforcement personnel.

2. Any employee not in compliance with the new Alabama Gun Law on the premises of any facility property (including parking lots) with a weapon or other instrument designed to do bodily harm in their possession which might threaten the safety of others shall be terminated. This applies to work-related functions.
3. All individuals who apply for, or obtain a protective or restraining order, which lists the facility as being a protected area, must provide to their Administrator and Human Resources, a copy of any temporary protective or restraining order, which is granted and a copy of any protective or restraining order, which is made permanent. At the time the occurrence or situation has been resolved, the occurrence must be reported to the Administrator and Human Resources.
4. To maintain safety in the area, alleviate a dangerous situation, and to de-escalate threatening or intimidating verbal and/or physical threat by employee, resident, visitor, or other individual. The following steps should be followed.

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Procedure

1. If an individual(s) is not in possession of a weapon but is making a verbal and/or physical threat or is engaged in severe bullying, aggressive, intimidating activities, alert the Supervisor, Administrator, Human Resources, or other management personnel. Management will make the determination if police involvement is needed.
2. If possible, remove any and all persons in danger in a calm and orderly manner.
3. After the situation has been resolved a meeting with employees, residents, and any other individual(s) involved should take place to address their concerns.
4. If the individual(s) is in possession of a weapon Call 911 and/or the Law Enforcement immediately and give them as many details as possible:
 - A. Description of individual with weapon
 - B. What kind of weapon
 - C. Where individual is located in the building
 - D. How many, if any, hostages
5. Announce "alert code" and location, to alert units to keep residents and staff on the unit away from doors and windows and out of the danger area.
6. In the event of an active shooting situation or armed confrontation, issue an "alert code" to immediately lock down all facility areas, protect residents by using all reasonable means, and attempt to call law enforcement as soon as safely possible.
7. The Administrator, Human Resources and Owner should be notified as soon as possible.
8. Send staff outside the building to meet the police when they arrive and to guide them safely into the area if requested.

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9. Have staff outside the building to prevent entry into the building of any persons other than the law enforcement.
10. Assign one person to watch the individual with the weapon or threatening behavior and report the actions to the law enforcement, if and only if this can be done safely.
11. Law Enforcement should be given a layout of the facility upon arrival and more copies are available in the office of the _____.
12. After the situation has been resolved and a disposition of the individual is determined, debriefing with the staff, residents, and any other individual(s) involved is essential.
13. Any communications with media should be handled through the corporate office, legal counsel or owner who will assign a representative to talk with the media.

Responsibility

The Administrator is responsible for the implementation and overall compliance of this policy and procedure, and training of employees and supervisors on this policy.

This responsibility also includes ordering and maintaining proper signage indicating that guns are not allowed in the facilities at any time.