

What should employers do following an incident of workplace violence?

- Encourage employees to report and log all incidents and threats of workplace violence.
- Provide prompt medical evaluation and treatment after the incident if needed.
- Report violent incidents to the local police promptly.
- Offer stress debriefing sessions and post-traumatic counseling services to help workers recover from a violent incident.
- Investigate all violent incidents and threats, monitor trends in violent incidents by type or circumstance, and institute corrective actions.

Where can I report on campus?

- Police
- Public Safety Department
- Human Resources
- Crime Victim Advocate*
John Cake
- Title IX Coordinator
John Cake
- Vice President of Student Life
Dr. Ralph Johnson
- Dean of Men
Timothy Nelson
- Dean of Women
Ashlee Chambers
- Office of Ministry*
- Counseling Center*

*Confidential resources on campus

On Campus Resources

Human Resources
Wilkinson Hall, 4th Floor
Jeannie Wright
Phone: 301-891-4010
E-mail: jjwright@wau.edu

Student Counseling Center
Wilkinson Hall, 4th Floor

Crime Victim Advocate
Department of Public Safety
John Cake
Phone: 301-891-4019
E-mail: jcake@wau.edu
dsscva@wau.edu

Off Campus Resources

Occupational Safety and Health Act
(OSHA)
Phone: (202) 693-2498

Takoma Park Police Department
Non-Emergency: 301-270-1100
Emergency: 911

Created by:
Washington Adventist University
Department of Public Safety
Revised: August 23, 2022



What is Workplace Violence?

Workplace violence is violence or threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. Workplace violence is a growing concern for employers and employees nationwide.

Who is Vulnerable?

Approximately 2 million American workers are victims of workplace violence each year. Workplace violence can strike anywhere at any time, and no one is immune. Some workers are at an increased risk. Among them are workers who exchange money with the public; deliver passengers, goods, or services; or work alone or in small groups, during late night or early morning hours.

Types of Violence

- Physical: pushing, shoving, hitting, slapping, kicking
- Threats: a written, spoken, or unspoken gesture that shows intent to harm
- Harassment: abusive language or acts intended to harm another person
- Property crime: destruction of property, sabotage and theft

What to do if you are a victim/witness of workplace violence:

If an incident is happening, call 911 right away.

If you have a concern or an incident has occurred, talk to your supervisor, contact Human Resources, and/or the Department of Public Safety.

Supervisors have several specific responsibilities that include:

- Report threats or acts of violence on campus to a supervisor, department head, human resources, or the campus security.
- Be aware of the resources available for prevention and intervention.
- Create a healthy work environment.
- Contact the Director of Public Safety as needed.
- Listen to concerns of workers regarding threats or possible violence.

If an incident occurs:

Try to stay calm and stay away from the person. Try not to make the person angry, and leave if possible.

Ask your supervisor for help. If possible, ask the person to leave.

If the situation is dangerous, call 911 if you are able to; if you are unable to, get someone else to call 911 and contact campus security.

Warning Signs

Persons experiencing a build-up of life and workplace stressors may be at increased risk for acts of aggression or violence.

Examples of potential employee behavioral warning signs:

- Uncharacteristic behavior that might signal emotional distress.
- Various forms of intimidation directed towards others.
- Evidence of alcohol or drug abuse.
- Extreme changes in behavior and/or beliefs.
- An obsession with weapons.
- Excessive interest in recent acts of workplace violence.

