



Checklist in case of threats and violence

At the time of the event

- Try to mitigate the threat by acting calm. Keep a safe distance. In case of violence try to escape.
- If possible, try to alert others to the situation, seek help from fellow employees or other people nearby.
- In case of an emergency (threats or violence): **call the police at 112.**
- Call **the University's emergency hotline +46 46 222 07 00** if you feel unsafe, to inform the University's security service of the event. Assess whether emergency medical care or police intervention is needed.
- Only intervene if you can do so without risk to your own safety.
- Contact your line manager immediately. Report what happened and if help was summoned.
- Document observations. Write down immediately what you have seen, try to describe the person who threatened or was violent: number of persons, gender and age, length, skin colour, hair colour, hair length, demeanour, accent, clothing/colour, trousers/skirt, shoes, coat, sweater, other characteristics, escape route, vehicle. Other observations e.g. what was said, the nature of the threat.

Immediately after the event

	Responsible	Occured on (date)
The manager who was informed of the event shall immediately get a picture of that happened.		
Go over the event with the affected person/s. All those affected should gather before leaving the workplace and discuss the incident that occurred.		
Offer crisis support for the affected person/s and counselling to review of the incident with the Occupational Health Service or the Student Health Care.		

<p>The employee who has been subjected to threats or violence in the workplace should never be left alone. Arrange a transport home and make sure there is someone at home that can receive (adult children are fine but not underage children). A reaction usually comes afterwards even if the employee says that they are doing well.</p>		
<p>The line manager in charge of staff is immediately to inform the head of department/equivalent, who in turn shall inform the nearest work environment coordinator/HR support, dean and health and safety organisation.</p>		
<p>The incident report and/or occupational injury report is to be completed as soon as possible.</p> <p>Violence and serious threats must also be reported to the Swedish Work Environment Authority within 24 hours. Complete the report at www.anmalarbetskada.se</p> <p>Read more at the University's HR webb.</p>		
<p>Draw up a communication plan for possible contacts with the media.</p>		
<p>Evaluate the incident, regardless of whether the reported accident or incident warrants action from the Swedish Work Environment Authority. Follow up on what happened to prevent it from happening again. Document in writing.</p>		
<p>Support the employee so that they can return to work quickly, and if necessary ease their workload for a limited period of time.</p>		
<p>Support the employee/student in the event of a trial.</p>		