

PROCEDURE 2.22.0: WORKPLACE VIOLENCE

Review the Classroom Emergency Guide, follow appropriate procedures, and report actual behaviors or threats made.

Give the facts:

- When it happened
- Where it happened
- Who witnessed it
- What was said

Contact [Public Safety](#), or call 309.341.5304 or for additional guidance.

Types of workplace violence

PHYSICAL

- Hitting
- Shoving
- Pushing
- Kicking
- Sexual assaults
- Stalking
- Throwing things

VERBAL

- Threats
- Harassment
- Abuse
- Intimidation

One or more of these warning signs may be displayed before a person becomes violent but doesn't necessarily indicate an individual *will* become violent. Any of these signs should trigger concern, as they are usually exhibited by people experiencing problems:

- Irrational beliefs and ideas
- Name calling, using obscene language or abusive behavior*
- Verbal, nonverbal or written threats or intimidation*
- Fascination with weaponry and/or acts of violence
- Expressions of a plan to hurt themselves or others
- Blames others for their problems
- Unreciprocated romantic obsession
- Taking up much of supervisor's time with behavior or performance problems
- Drastic change in belief systems
- Displays of unwarranted anger

- New or increased sources of stress at home or work
- Inability to take criticism
- Feelings of being victimized
- Intoxication from alcohol or other substances
- Expressions of hopelessness or heightened anxiety
- Productivity and/or attendance problems
- Violence towards inanimate objects
- Steals or sabotages projects or equipment
- Lack of concern for the safety of others
- Doesn't cooperate well with others
- Discusses weapons or brings them to work
- Frequently appears depressed

*Verbal forms of violence may signal more serious violence to come.

Warning signs of potentially violent individuals

DIRECT THREATS

Example: "I'll get even with you."

VEILED THREATS

Example: "This place would shut down for days if the mainframe crashed and the backup were damaged."

CONDITIONAL THREATS

Example: "If I'm fired, there'll be hell to pay."

Threats of this nature should be reported immediately.

Employees who engage in violent behavior are subject to disciplinary action up to and including termination of employment.

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