



# READY, SET, GO!

## CHECKLIST - ARMED ASSAILANT

### Create your Workplace Violence Action Plan Today!

Alliant Health Solutions makes creating your plan to address workplace violence fast, easy, and efficient for you and your team.

Download Alliant's [Emergency Preparedness Planning \(EPP\): A Guide to Resources and Templates for Nursing Homes](#) **NOW!**

## GET READY

Create a simple, grab-and-go guide or poster that reminds staff of things to know and actions to take:

- Contact information for immediate emergency authorities.
- Prompts for essential information to share with authorities
  - Incident location
  - Number of assailants
  - Descriptions of assailant
  - Description of any known weapons
  - Number of people in your building
  - Number of potential hostages

### Important Tips

- ✓ Designate a leader to ensure clear, consistent, and timely communications.
- ✓ Alert staff to the presence of a suspected or known assailant.

### Do this to make sure you are ready:

## GET SET

- Exercise your plans and policies regularly!
- Teach staff the Run, Hide, Fight and See Something –Say Something protocols.
- Instruct staff to report all suspicious behavior.
- Teach staff de-escalation techniques and reporting procedures.
- Provide ways for staff to inform you of violence they see or experience.
- Provide an Employee Assistance Program (EAP) with counseling for domestic violence or other trauma.

### Do this when you activate your plan:

## GO!

- Maintain open communication with staff, residents, and visitors during the emergency.
- Assess building occupants for injury, trauma, and first aid as soon as possible and when it is safe to do so.
- Follow ALL instructions from law enforcement and emergency response authorities.
- Provide mental health support to building occupants after actual or averted incidents.

\*Reminder it is important to review any plans or policies at least annually.