



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.