MANAGER/DESIGNEE CHECKLIST POST WORK PLACE VIOLENT EVENT THIS CHECKLIST CAN BE INITIATED BY ANYONE BUT MANAGER COMPLETES

This checklist is a list of items that should be considered by the manager or designee in the manager's absence and is meant to be used to support the employee immediately and in an on-going manner after the event. Not all items on the list will apply to every event, but should be considered.

MEDICA	AL TREATMENT				COMMENTS
0	Prompt and appropriate medical care (First Aid, Occ. Health, ED visit)	YES	NO	NA	
0	DO NOT BILL EMPLOYEE FOR ED VISIT	YES	NO	NA	
NOTIFIC	CATIONS TO FIRST 5 INDIVIDUALS MUST OCCUR:				
0	Notification to Security	YES	NO	NA	
0	Notification to Human Resources	YES	NO	NA	
0	Notification to Risk Management	YES	NO	NA	
0	Notification to Manager/Supervisor/Shift Director/Patient Care Coordinator	YES	NO	NA	
0	Notification to Occupational Health/Occupational Health Injury/Worker's Comp	YES	NO	NA	
0	Notification to Administrator On Call/ Hospital Executive Leadership Team	YES	NO	NA	
0	Notification to the Media/Public Relations Department	YES	NO	NA	
0	Notification to the Emergency Management Director for Incident Command Center opening for major crimes to	YES	NO	NA	
	navigate communications; a wide spread alert /page /notification to all staff if the perpetrator still on the loose				
DOCUM	TENTATION:	ı			
0	Employee Accident/Incident/ Injury Report (even if no harm occurred)	YES	NO	NA	
0	Security Incident Report	YES	NO	NA	
0	Hopkins Event Online Reporting System (HERO) before leaving shift	YES	NO	NA	
0	Obtain written statements from all involved	YES	NO	NA	
0	Security, Shift Director, Patient Care Coordinator and RM safeguard evidence	YES	NO	NA	
POST IN	ICIDENT EMPLOYEE EVENTS:	T			
0	Debrief the incident (immediately after incident)	YES	NO	NA	
0	Resilience in Stressful Events (RISE) referral	YES	NO	NA	
0	Employee Assistance Program (EAP)	YES	NO	NA	
0	The Faculty and Staff Assistance Program (FASAP)	YES	NO	NA	
0	SAFE at Hopkins	YES	NO	NA	
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OCCUP	ATIONAL HEALTH/OCCUPATIONAL INJURY				K NEEDS
OCCUP/	ATIONAL HEALTH/OCCUPATIONAL INJURY Workers' Compensation	YES	NO	NA	ER NEEDS
OCCUP/ O SHIFT D	ATIONAL HEALTH/OCCUPATIONAL INJURY Workers' Compensation PRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR	YES	NO	NA	ER NEEDS
OCCUPA SHIFT D	ATIONAL HEALTH/OCCUPATIONAL INJURY Workers' Compensation PIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff	YES	NO NO	NA NA	R NEEDS
OCCUP/ SHIFT D	Workers' Compensation Wirector/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence	YES YES YES	NO NO	NA NA NA	R NEEDS
OCCUP/ SHIFT D	Workers' Compensation Workers' Compensation WIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event	YES	NO NO	NA NA	R NEEDS
OCCUPA SHIFT D O SECURIT	ATIONAL HEALTH/OCCUPATIONAL INJURY Workers' Compensation PIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY	YES YES YES YES	NO NO NO	NA NA NA	R NEEDS
OCCUPA SHIFT D SECURIT	Workers' Compensation WIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence	YES YES YES YES	NO NO NO NO	NA NA NA NA	R NEEDS
SHIFT D SECURIT	Workers' Compensation WIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities	YES YES YES YES YES	NO NO NO NO	NA NA NA NA	R NEEDS
SHIFT D SECURI SECURI O O O O O O O O O O O O	Workers' Compensation Wirector/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address	YES YES YES YES YES YES YES YES	NO NO NO NO NO NO	NA NA NA NA NA	RNEEDS
SHIFT D SECURI SECURI O O O O O O O O O O O O	Workers' Compensation PIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services	YES YES YES YES YES YES YES YES YES	NO NO NO NO NO NO NO	NA	R NEEDS
SHIFT D SECURI SECURI O O O O O O O O O O O O	Workers' Compensation PIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times	YES	NO NO NO NO NO NO NO	NA	RNEEDS
SHIFT D SHIFT D S SECURIT O O SECURIT O O O O O O O O	Workers' Compensation DIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event)	YES YES YES YES YES YES YES YES YES	NO NO NO NO NO NO NO	NA	R NEEDS
SHIFT D SHIFT D SECURIT SEC	Workers' Compensation PIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES	YES	NO NO NO NO NO NO NO NO	NA	R NEEDS
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SHIFT D SHIFT D SECURIT C C C C C C C C C C C C C	Workers' Compensation FIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES Benefit or paid time for court cases Leave of absence	YES	NO N	NA N	R NEEDS
SHIFT D SHIFT D SECURIT C C C C C C C C C C C C C	ATIONAL HEALTH/OCCUPATIONAL INJURY Workers' Compensation DIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES Benefit or paid time for court cases Leave of absence Return to work support (Restrictive/Light Duty)	YES	NO N	NA	RNEEDS
SHIFT D SHIFT D SECURIT C HUMAN RISK MA	Workers' Compensation WIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES Benefit or paid time for court cases Leave of absence Return to work support (Restrictive/Light Duty) ANAGEMENT/SHIFT DIRECTOR/PATIENT CARE COORDINATOR	YES	NO N	NA N	RNEEDS
SHIFT D SHIFT D SHIFT D SECURIT HUMAN RISK MA	Workers' Compensation PIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES Benefit or paid time for court cases Leave of absence Return to work support (Restrictive/Light Duty) ANAGEMENT/SHIFT DIRECTOR/PATIENT CARE COORDINATOR Investigation of the event	YES	NO N	NA N	RNEEDS
SHIFT D SHIFT D SHIFT D SECURIT SEC	Workers' Compensation PIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES Benefit or paid time for court cases Leave of absence Return to work support (Restrictive/Light Duty) ANAGEMENT/SHIFT DIRECTOR/PATIENT CARE COORDINATOR Investigation of the event Safeguard evidence	YES	NO N	NA N	RNEEDS
SHIFT D SHIFT D SHIFT D SECURIT SEC	Workers' Compensation WIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES Benefit or paid time for court cases Leave of absence Return to work support (Restrictive/Light Duty) ANAGEMENT/SHIFT DIRECTOR/PATIENT CARE COORDINATOR Investigation of the event Safeguard evidence RCA	YES	NO N	NA N	RNEDS
SHIFT D SHIFT D SHIFT D SECURIT SEC	Workers' Compensation Wirectory AoC/ Shift Supervisor /Patient Care Coordinator Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES Benefit or paid time for court cases Leave of absence Return to work support (Restrictive/Light Duty) ANAGEMENT/SHIFT DIRECTOR/PATIENT CARE COORDINATOR Investigation of the event Safeguard evidence RCA Behavioral Flag	YES	NO N	NA N	RNEDS
SHIFT D SHIFT D SHIFT D SECURIT SEC	Workers' Compensation WIRECTOR/ AOC/ SHIFT SUPERVISOR /PATIENT CARE COORDINATOR Support the staff Safeguard evidence Ensure patient and perpetrator of the violence receive appropriate medical care post event TY Secure the crime scene/ Safeguard evidence Report to the appropriate authorities Press Charges using the hospital address Assistance with Court Services Maintain eyes on material witnesses at all times Crowd control (during and after event) N RESOURCES Benefit or paid time for court cases Leave of absence Return to work support (Restrictive/Light Duty) ANAGEMENT/SHIFT DIRECTOR/PATIENT CARE COORDINATOR Investigation of the event Safeguard evidence RCA	YES	NO N	NA N	R NEEDS