

Prepared by the Office of Human Resources.
This replaces Administrative Policy A9.730
dated May 2001.

August 2001

GENERAL

A9.730 WORKPLACE NON-VIOLENCE CAMPUS PROCEDURES

1. Purpose

To provide procedural and suggested processes to implement Executive Policy, E9.210, Workplace Non-Violence policy.

2. Objectives

To establish procedures for the development of campus response to workplace violence incidents.

3. Applicability/Responsibility

This instruction applies to employees, students, and visitors who may be impacted by incidents of violence.

4. Procedures

- a. The campus executive officer (e.g., Chancellor) shall be responsible for developing campus procedures to respond to incidents of workplace violence.

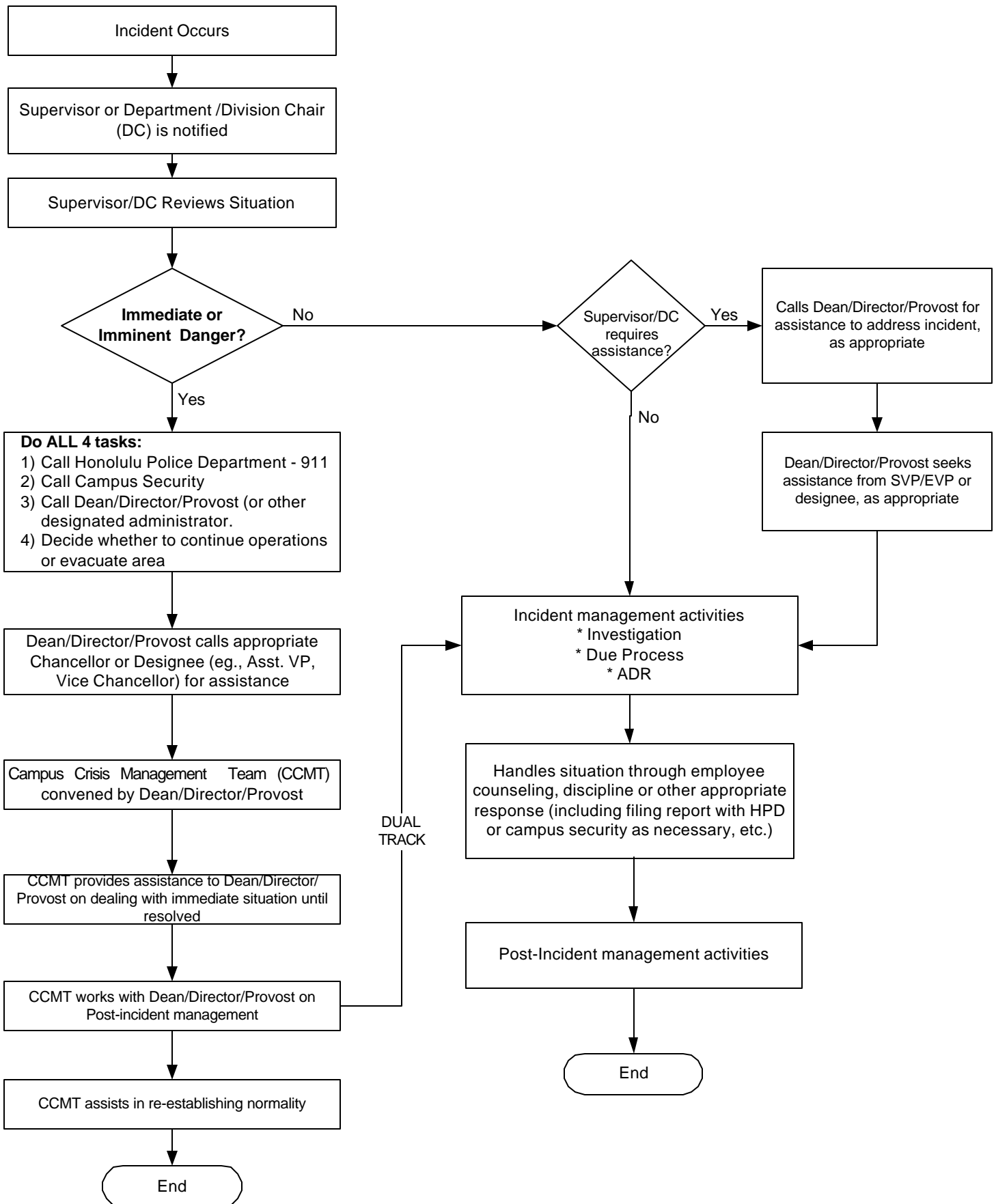
See Attachment 1 for suggested Crisis Management Flowchart.

- b. See Attachment 2 for suggested Notification List.

- c. See Attachment 3 for suggested Incident Report.

- d. See Attachment 4 for suggested Post-Incident Report.

Suggested Crisis Management Flowchart



Suggested
Campus Crisis Management Team (CCMT)
University of Hawai'i

A. Campus Crisis Management Team

	Office Phone	Home Phone	Cellular Phone	Pager	Role
1. Administrative Lead: Chancellor or Designee					Serve as chair of the CCMT and senior on-site manager
2. Lead Security: Campus Security Captain					Provide assistance with physical security issues and may be called upon to provide assistance to students, faculty, staff and visitors. Coordinate efforts with the police. Campus Security plays a major role in bringing the incident under control.
3. Human Resources: Campus/College Human Resources Officer					Assist in dealing with complaints of workplace violence alleged to be perpetrated by employees. Advise in the administrative investigation and disciplinary action, as appropriate, and assist in dealing with industrial injury claims.
4. Public Affairs					Provide direction on media relations both within and outside the University. Manage press releases and coordinates on behalf of the University information provided to the newspaper, television, etc.
5. Legal Affairs					Provide legal advice to the Senior executive in managing the incident, including coordination with the Prosecutor's Office, Attorney General's Office, etc. Represent the University in any related legal action.
6. Student Affairs					Provide perspective and information in situations where students are involved or students may be impacted as perpetrators, victims or witnesses. As necessary, provide student records to appropriate authorized individuals. Serve as contact for Student Health Services to provide emergency assistance to the University.

B. Checklist of Notification

Notify	Status	Phone Number
Police?		911
Campus Security?		
Medical Assistance?		
Chancellor Notified?		
President Notified?		956-8207
Public Affairs?		956-6106
Injured Party's Spouse/Family?		
Legal Affairs?		956-9901
Red Cross/Counseling Assistance?		

C. Other resources to contact for on-going or post-incident debriefing?

Name	Office Phone	Home Phone	Cellular Phone	Pager

SUGGESTED POST-INCIDENT REPORT

1. Summary of Incident:
2. Action(s) taken or to be taken:
3. Identify steps to improve or address situation or future situation:
4. Resolution: