

Threat management: Checklist for employees

1	If you are in immediate danger – call the police at 112 If you consider yourself to be in immediate danger – get yourself to safety and call the police	
2	Notify MF (rector) If you receive a threat, immediately notify Rector Sturla Stålsett via e-mail – rektor@mf.no Alert MF (rector) EVEN IF you alert the police.	
3	Gather as much information as you can about the threat To evaluate the severity of the threat and the potential need to file a police report, you need to gather as much documentation as possible. Do not delete e-mails and messages, take screenshots or photograph your screen, save physical evidence. The MF director will assist and advise	
4	In consultation with the director, evaluate and implement immediate individual security measures In case of serious threats, it may be necessary to implement explicit individual immediate security measures. These might be necessary till the situation has been further clarified	
5	In consultation with the director – book a follow-up appointment with the Occupational Health Services Such follow-up interviews with the Occupational Health Services are mandatory, and part of MF's procedure for handling serious incidents	
6	In consultation with the director – plan for further follow-up of the incident Further follow-up procedures include security evaluations, legal considerations and psychosocial aspects	
7	Assist MF with reporting the incident to the police MF has a policy to report threats against employees. This means that MF represented by the director, will report the incident to the police and further handle the report.	