

Threat management – Checklist for managers

1a	<p>In case of immediate danger – call the police at 112 If you consider the situation to be acute, notify the police</p>	
1b	<p>Prepare to receive the police (if they have been notified)</p> <ul style="list-style-type: none"> • <i>Make sure that the police report at the main entrance</i> • <i>Find a suitable location for the meeting (sheltered/protected!)</i> • <i>Make sure that the employee subjected to the threat and any witnesses to the incident are available to the police</i> • <i>Make sure that the police get all information relevant to the case as soon as possible</i> • <i>Document the meeting!</i> 	
2	<p>Rector will decide whether the situation requires a local emergency response Rector, as senior manager for threat management, will decide whether the situation requires a local emergency response</p>	
3	<p>Consider (and possible implement) immediate security measures These could be measures concerning the employee subjected to threat/threats, the department, the building or the whole unit. The purpose of the measures is to secure personnel until the situation is clarified. Consider measures such as:</p> <ul style="list-style-type: none"> • <i>LockDown (of the department, the unit, the building)</i> • <i>Local presence of security guard</i> • <i>Stricter access control</i> • <i>Information to the department, unit, building</i> • <i>Protection of threatened employee in the workplace</i> • <i>Requisition of home transportation/pick up of the threatened employee</i> • <i>Organised collegial support</i> 	
4	<p>Assist the employee in gathering as much information about the threat as possible Start securing evidence and documentation as early as possible. In order to assess the threat and potentially file a police report, as much information as possible is needed. Do not delete e-mails and/or messages, take screen shots or picture of the screen, save physical evidence. In case of threats through digital media, the IT-department may assist (it@mf.no)</p>	
5	<p>In consultation with the employee subjected to threat – book a follow-up appointment with the Occupational Health Services Such follow-up interviews with Occupational Health Services are mandatory. They are a part of MF's procedure for handling serious incidents. In consultation with the employee, you should also evaluate the need for an immediate emergency conversation</p>	
6	<p>Perform a complete threat assessment with the purpose of identifying required security measures for the employee and the department/unit We recommend to perform a threat assessment of the specific incident and an analysis to identify the potential need for handling and prevention on an organizational level</p>	
7	<p>In consultation with the employee subjected to threat – plan for further follow-up of the incident Procedures for follow-up includes security evaluations, legal considerations and psychosocial aspects</p>	
8	<p>Assist with making a complaint to the police The policy of MF is reporting threats against employees. This means that MF represented by the director, will report the incident to the police and further handle the report.</p>	

