

Workplace Violence Protocol

- I. Any staff member involved in an exchange with a patient or other visitor, which he/she perceives to be escalating will:
 - a. ask the visitor to remain calm. If the discussion continues to escalate he/she will notify the supervisor/practitioner.
 - b. ensure the safety of staff, patients and visitors.
 - c. if alone in the office, ask the visitor to leave.
 - d. if the situation continues to escalate, the visitor does not leave, or at any time the staff member feels threatened, **dial 911** to summon police.
- II. Any staff member who witnesses violence in the office will:
 - a. immediately dial 911.
 - b. notify the supervisor/practitioner.

Employee Alarm System:

Type of system (please circle or write in): verbal (if 10 employees or less), fire pull, alarm button or pull string in each room, code words, distinct sound/signal (silent alarm, paging system), panic button, and/or other _____.

APPROVED BY: Dr. _____ Date: _____