



**Terrorism - Violence in the Workplace – A Self Assessment**

Physical Location: \_\_\_\_\_

Date(s) \_\_\_\_\_

A. Violence in The Workplace Policy & Procedures	OK or N/A	We Need Help
<ul style="list-style-type: none"> <li>When did your board last review and approve the violence in the workplace policy? _____</li> </ul>		
<ul style="list-style-type: none"> <li>Who's on your response team? Are all departments and branch locations represented? _____ _____ _____</li> </ul>		
<ul style="list-style-type: none"> <li>Who leads the team and how are threats channeled to that person for review and action? _____ _____ _____</li> </ul>		
<ul style="list-style-type: none"> <li>Where is the written record of threat, the details of action taken and other documentation of the resolution kept? _____ _____ _____</li> </ul>		
<ul style="list-style-type: none"> <li>When was the last time the response team met, discussed potential threats, and reviewed their response policies and procedures _____ _____</li> </ul>		
<ul style="list-style-type: none"> <li>When were all team members trained on response protocol to include changes made since 9-11? _____</li> </ul>		
<ul style="list-style-type: none"> <li>What response protocol changes have been discussed or made since 9-11? _____ _____</li> <li>Have they been tested and rehearsed? _____</li> <li>Have they been communicated to all emergency response personnel to include hospitals, EMT, police, fire and emergency government personnel? _____</li> </ul>		
<ul style="list-style-type: none"> <li>What is your notification protocol for emergency services? _____ _____</li> </ul>		
<ul style="list-style-type: none"> <li>When did the response team last receive "critical incident training" and who conducted the training? _____ _____</li> </ul>		

B. Victim Assistance	OK or N/A	We Need Help
<ul style="list-style-type: none"> <li>Describe trauma management/victim assistance training given to your management team? _____ _____</li> </ul>		
<ul style="list-style-type: none"> <li>Have alternative victim assistance services been identified that are considered local and available to each credit union office?</li> </ul>		
<ul style="list-style-type: none"> <li>Do you have a written contingency plan that includes trauma management and victim assistance offered after a disaster? _____</li> </ul>		
<ul style="list-style-type: none"> <li>What trauma management/victim assistance service is use by your local hospitals, schools, sponsor, law enforcement, fire department, District Attorney and emergency government offices, etc. and are they available to your credit union? _____ _____</li> </ul>		
<ul style="list-style-type: none"> <li>When was the last time all employees received robbery training to include what to do before, during and after a robbery? _____ _____</li> <li>Were local police involved in the training? _____</li> <li>Who did the training? _____ _____</li> </ul>		
C. Handline Potentially Violent People	OK or N/A	We Need Help
<ul style="list-style-type: none"> <li>What training has been given to managers and HR personnel relative to handling potentially violent people? _____ _____</li> <li>Did this training include where and how to interview, where to position the interviewer and interviewee and what to have and not have in the room? _____</li> <li>What plans are in place with regard to notifying security, establishing backups, and arranging for third party intervention? _____ _____ _____</li> </ul>		

D. Bomb & Biological Threats	OK or N/A	We Need Help
<ul style="list-style-type: none"> <li>• When were all employees last trained as to how to handle a threatening call, how and what to record, how to notify other and how to begin an evacuation? _____</li> <li>• Have all employees been instructed how to do a three - 360 inspection of their office before evacuating, why their chair is placed in front of their office door and why they don't assemble at a predetermine point outside the building? _____</li> <li>• When were all employees last trained to handle a biological threat such as anthrax? _____</li> <li>• Have all employees been trained as to what to look for and how to identify a suspicious looking package or envelop? _____</li> <li>• Who has diagrammed you mail handling procedures to determine the most vulnerable employees to an anthrax threat? _____</li> <li>• Do you have a written response protocol for handling an anthrax or other biological threat? _____</li> <li>• How are your HVAC vents protected against being used in a biological attack? _____</li> <li>• Where do you get your water and how is it safeguarded against a biological attack? _____</li> <li>• What is your opinion about profiling potential terrorists both internal and external to your credit unions? _____ _____ _____</li> </ul>		