

All agency staff will reference the Workplace Violence Prevention Plan to identify, mitigate, proactively manage, and respond to threats and acts of workplace violence.

PROCEDURES:

- A. The MDVA will maintain the Workplace Violence Prevention Plan that describes the standards for identifying, mitigating, managing and responding to threats and acts of workplace violence.
- B. The Workplace Violence Prevention Plan will be reviewed and maintained by the Safety Administrator to ensure compliance with regulations, policies, and best practices.
- C. All agency staff are required to follow the procedures and guidance detailed in the Workplace Violence Prevention Plan.
- D. The Workplace Violence Prevention Plan will include:
 - 1. An incident reporting process;
 - 2. The composition and function of the agency Threat Assessment Team;
 - 3. Incident documentation and recordkeeping requirements;
 - 4. Staff training;
 - 5. The response and management of incidents;
 - 6. Follow up/post incident management of incidents; and
 - 7. Unique requirements for violence prevention at Veterans Homes locations.

FORMS AND ATTACHMENTS:

Workplace Violence Prevention Plan
Violence and Threat Reporting Form

KEYWORDS: Safety, Emergency, Continuity, COOP