

Violence Prevention Plan

(as approved by the MUNFA Executive Committee on April 3 2020)

1. Be aware of your surroundings. When entering a classroom, boardroom, or an office, take note of the exits and plan an escape route. Remove any hazards that may be in the pathway between you and the exit, (i.e. cords on floor, chairs, overhead projectors, etc.).
 2. Be observant. When interacting with others, be aware of nonverbal cues. If you sense that the person is becoming agitated and may resort to violence, begin to take steps to remove yourself from the room. Remain calm and maintain a consistent and non-threatening tone. Continue to make eye contact with the person, do not look away or turn your back to the person. Observing a person's body language is critical.
 3. If you know in advance that you will be meeting with an agitated member or colleague:
 - a. Inform others of your concern and ask them to walk by the boardroom, classroom or office regularly to check on you. You may want to establish a signal that indicates that you are in need of assistance or that security should be notified. If possible, meet with the person in an open area.
 - b. Do not close your office door, especially if the door or office does not have a window. Partially close the door for privacy, however, make sure that you are closest to the door. The person should not be between you and the door.
 - c. Remove objects from your desk that can be used as weapons (i.e. pens, pencils, envelope openers, decorations or trinkets, etc.).
 4. If threats of violence or actual violence occurs, immediately call 911 and/or Campus Enforcement and Patrol (ext. 4100). Emergency responders will respond to mitigate the emergency situation.
 5. If you are concerned that workplace violence could develop, report your concerns to the Workplace Health and Safety Designate, Mr. Travis Perry. They will gather information about the situation and contact the MUNFA President. If the MUNFA President is the source of workplace violence then contact any member of the MUNFA Administrative Committee.
 6. If needed, the Workplace Health and Safety Designate can help targeted persons develop a personal safety plan.
 7. If you have a smart phone, download the MUN Safe Application.
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