



December 2019

To: Lakes Region Members  
From: Chris Long, UniServ Director  
Re: What to do After a Violent Incident at Work

There has been a striking increase in violence in our schools. In response to the many questions about what should be done if you are harmed at work, I offer the following to the Lakes Region members.

The following is a list of possible responses if you are hit, kicked, bitten, spit on, etc. If any of the recommendations below conflicts with your School District policy, you should follow the District policy.

The first five steps are recommended for every such incident:

1. Visit the school nurse for immediate assessment and documentation.
2. Send a brief email to your principal/supervisor reporting the incident.
3. Write your own account of what happened for your personal records, including names of witnesses. Details are important.
4. Take photographs of any physical evidence (bruise, abrasion, bite, swelling, bodily fluids, etc.).
5. Fill out a "First Report of Injury" (a.k.a. Workers Compensation) form.
6. Recommend modifications to student's behavior plan, if applicable.
7. Report the incident to your Local Association representative and copy your joint loss management committee representative. With your Association representative, consult the collective bargaining agreement for health/safety language that may offer protection from such incidents.
8. Contact the Department of Labor and ask for a workplace safety inspection.
9. Seek medical and/or mental health care.
10. Report the incident to the police (not the SRO).

If you have questions or need further guidance please contact me at [clong@nhnea.org](mailto:clong@nhnea.org) or (603) 715-6757.