Workplace Violence Response Plan “CODE GREEN”

1. Purpose

1.1 The purpose of the Workplace Violence Response Plan is to facilitate the immediate response to an act of workplace violence in support of a culture of safety.

2. Assumptions

2.1 Boston University is committed to having a safe and secure environment for all students, faculty staff and visitors.

2.2 This type of event could occur in an occupied or unoccupied space.

3. Definitions

3.1 Workplace violence is an act of aggression, physical assault, or threatening behavior that occurs in a work setting and causes physical or emotional harm to customers, coworkers, or managers.

3.2 “Code Green” is the phrase used on the Boston University Medical Campus to signify an occurrence of workplace violence to BUMC Public Safety officers.

3.3 “Code Green” uses the acronym SAFE that stands for:

   S  Secure your location by closing all doors. Assist staff and visitors to a secure location.
   A  Alert Public Safety of any suspicious behavior.
   F  Follow directions of Public Safety Officers.
   E  Exit only after the “All Clear” announced by Public Safety.
4. **Notifications**

4.1 Once notified, the Control Center will send out a Code Green alert using the Send Word Now Notification System when instructed to do so by the Public Safety officer. This message will include the “Code Green, the location, and any information immediately available and necessary.

4.1.1 National Emerging Infectious Diseases Laboratory Emergency Response Team (NEIDL ERT)

5. **Procedure**

5.1 Person who Observes the Incident Response

5.1.1 Any employee or staff member who witnesses an act of violence or immediate threat of an act of violence will immediately call Public Safety at 4-4444 and state “code green”. If necessary, immediately leave the area where the act is occurring and make the call from a safe location. The person making the call will be asked to provide descriptions of the person(s) involved and the location of the incident.

5.2 Public Safety Response

5.2.1 The Public Safety Desk Officer will immediately coordinate dispatching at least 2 public safety officers to the location to contain the perimeter and immediately assess the level of threat in order to request appropriate support and minimize further violence. The dispatcher will also notify the local area manager as appropriate and advise if they should respond to the area.
5.2.2 If necessary, the responding officer will declare a Code Green and call the Control Center to send the Code Green message using the Send Word Now Notification System. The Officer will include the “Code Green”, the location, and any information immediately available and necessary.

5.2.3 Public Safety will determine if any outside law enforcement agencies are needed and will make those calls.