[Insert Department Letterhead]

Dear [Insert Department Name] Colleagues,

Threats and actual episodes of violence against employees have grown in our world. These are not unique incidents to San Francisco but happen across the country. In an interest to protect our employees and the public, the City and County of San Francisco (City) has launched citywide Workplace Violence Prevention Plans (WVPPs).

The [Insert Department Name] has created our own department-specific WVPP to equip our department and employees to prepare and respond to potential threats of violence in the workplace. **We encourage you to review the detailed plan here [Insert Link]. You will also be required to complete an annual training on workplace violence prevention.**

The WVPP focuses on identifying violent incidents and threats using common definitions and how to report violent incidents to your manager or supervisor. Violent incidents will then be investigated to identify trends of violence against employees. This data will guide worksite improvements to limit future violent incidents.

Violent incidents or threats can come from strangers, clients, patients, coworkers (current or former), or domestic partners. Though each scenario may be different, using a common language to define events is crucial in preparing for, reporting, tracking, and decreasing incidents of workplace violence. The steps to prepare for and respond to a violent incident are summarized below. [Departments may add or subtract from the below based on their needs]

What to do before a violent incident:

* Be aware and familiar with your department’s WVPP and the procedures specific to your work location.
* Take the annual training on workplace violence, which will familiarize you with terms, definitions, and processes.
* Know who you should reach out to and how you will reach them if there is a violent incident.

What to do in the event of a violent incident:

* First, make sure that you are safe. This is the highest priority.
* Then, seek help. Call your manager or supervisor, or in extreme situations, call 9-1-1.
* After the incident, you are required to report it to your manager or supervisor. It is crucial to report the incident while the key details are still fresh in your mind.

As with all emergency planning, knowing what to do in an extreme situation is the best kind of preparedness. Together, we can have a consistent approach to violent incidents and, in doing so, create safer and more secure worksites. We look forward to your participation and preparedness. Please reach out to your manager or supervisor if you have any questions.