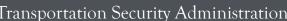
## WORKPLACE VIOLENCE PREVENTION WORKSHEET Transportation Security Administration





BEHAVIORS ASSOCIATED WITH WORKPLACE VIOLENCE MUST BE REPORTED TO THE LOCAL WORKPLACE VIOLENCE PREVENTION COORDINATOR. IF YOU WITNESS BEHAVIORS ASSOCIATED WITH WORKPLACE VIOLENCE, USE THIS WORKSHEET TO ASSIST YOU IN GATHERING RELEVANT INFORMATION TO REPORT.

Name of Person Completing Worksheet:	Tit	tle:	Work Location:
Name of Local WVP Coordinator Notified:	Te	lephone No	Date Notified:
Name of Person Alleged to be Acting Inappropiately: $\_$			Work Location:
Date on which this event occurred:	Place in which this event occurre	d:	
REVIEW THE BROAD RANGE OF BEHAVIORS THAT FALL AT DIFFERENT POINTS ALONG A SPECTRUM.			
Inappropriate statements include:  • Verbal or written threats  • Verbal abuse	Who or what was threatened?		
Inappropriate references to death, suicide, violence, assassinations, weapons or terrorism     Obsessive interest in another employee	What was said? Use exact quotes v	vhen possible.	
Claims of mental illness prompting problematic behavior  Inappropriate behaviors include:      Bullying and or frightening other employees	Did physical action accompany the	threat? If so, describe.	
Suspicious activity     Stalking     Violent or threatening gestures     Research into personal life of another employee	What was the person's demeanor?		
Physical aggression includes:  *Intimidating behavior  *Brandishing a weapon—real, toy, or imaginary  *Aggressive emotions	What weapons were used, if any?		
*Violence against inanimate objects     *Throwing things randomly  Physical assaults include:     *Inappropriate physical contact with	Who else was present? Include na telephone number.	me, department, address, and	
enother employee  Physical assault  Damaging or destroying property  Acting out anger  Use of fists, feet, or body as a weapon	Has this happened before? When a	and where did previous episod	e occur?
Assault with a weapon includes:  • Use of a firearm  • Use of an edged weapon  • Use of bombs or incendiary devices  • Use of weapon of opportunity, such as loose	Please include additional relevant	information:	