

Threat Report Checklist

Record responses to the following after receiving or learning of a threat. The Corporate Loss Prevention unit will follow-up on threats reported via e-mail the next business day or sooner

Use the intranet form or a separate sheet of paper.

1. Date of threat: _____ Time: _____
2. Location where threat was received.
3. Whether personal confrontation or phone call, list certain words or phrases used. If a phone call, list phone number to contact caller to discuss the problem.
4. Name of person issuing threat.
5. Address of person issuing threat.
6. Policyholder/Claimant/Other?
7. Physical description of perpetrator. (M/F, height, weight, hair, etc.)
8. Who is threatened?
9. Why are they being threatened?
10. Where will the threat be carried out? When? How?
11. Insurance problem? Yes No Policy #:
12. Claim problem? Yes No Claim #:
13. Personal Problem (domestic, harassment)? Yes No
14. Has a restraining order been obtained? Yes No
15. Any other details that would describe the incident.
16. Has a threat occurred before? Yes No

Please provide the following information about the employee receiving the threat:

- Name
- Location
- Region
- Phone number
- Immediate supervisor

To access the Threat Report Checklist on the SFNet:

1. Under Business Tools, open up State Farm Forms.
2. Open up the Administrative Services Folder.
3. Open up the Security Folder.
4. Click on Threat Checklist.
5. Fill out and click on "submit".

If you contact Corporate Loss Prevention, you should also fax checklist responses to (309) 766-9400.

Workplace Security Procedures

Workforce

If you receive a threat or feel threatened:

1. Seek safety if you are in immediate danger.
Contact local law enforcement. Alert others who may be in immediate danger.
2. Record as much information as possible about the situation by following the checklist on the back of this card.
3. Report this information to management.
They will alert others as appropriate and seek additional guidance.
4. If no management is available, call Corporate Loss Prevention at (309) 766-0911. Ask for guidance on additional security measures and appropriate action. Corporate Loss Prevention is available 24 hours a day and accepts collect calls.
5. Stay in contact with Corporate Loss Prevention or your management until the situation is no longer an immediate threat. Let your management know if any situation continues to be a concern.