



## SECURITY PLAN

### **Threat Assessment Team (TAT)**

The Threat Assessment Team (TAT) is a group that is selected from the office staff. The TAT is tasked to coordinate an approach before, during and after a threatening incident. They deter potentially violent situations and maximizes the ability of Brightlife Enhancement Services to provide for the care, welfare, safety, and security for everyone involved.

The primary goal of the Threat Assessment Team (TAT) is to proactively assess the conditions, policies, and procedures of Brightlife Enhancement Services to prevent or reduce the chances that a potentially violent situation will occur. In the event of a threat, the TAT is also responsible for:

- Ensuring that security is immediately provided to all affected parties
- Acquiring the consultation and resources necessary for a comprehensive investigation
- Investigating and assessing the risk posed by the circumstance
- Planning and implementing a risk abatement action plan
- Determining the appropriate interventions for both the subject and the target/s
- Overseeing postvention<sup>1</sup>
- Documentation
- Contributing to the future safety of the organization

<sup>1</sup> Counselling and other social care given after the experience of a traumatic event

### **Threat Assessment Team (TAT) members**

TAT members should include a diverse group of personnel who can readily respond when someone is endangered. The core group typically includes representatives from human resources, security, and employee assistance. The TAT at Brightlife Enhancement Services will consist of staff members that volunteer and/or selected to be a member of the team.

TAT representatives should be sensitive to individuals' legal and civil rights, confidentiality issues, cultural issues, and should represent the diversity of the clientele. A human



resources or risk management representative is the primary point of contact. They would be tasked to coordinate and convenes TAT meetings, contacts resources, documents proceedings, and provides policy/liability information.

### **Initial TAT meetings**

The TAT's first meetings should center around the goal of assessing the work environment and setting/refining policies and procedures. According to OSHA guidelines for workplace violence prevention programs (WVPP), written policies should support the efforts of the TAT and should specifically state that the employer:

- will refuse to tolerate violence at the workplace
- will develop and implement a program to reduce incidents of violence
- will provide adequate authority and budgetary resources toward the WVPP
- will encourage employee participation in the design and implementation of the WVPP
- will apply WVPP policies consistently and fairly to all employees;
- will require prompt and accurate reporting of all violent incidents
- will not discriminate against victims of workplace violence

### **Zero tolerance Policy**

This organization **does not tolerate workplace violence**. We define workplace violence as actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger.

These actions include: -

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment)



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**Priority 1**

(Extreme Risk)

Indicates a clear and immediate threat of violence to identifiable target(s). There is a directly stated threat of violence, a clearly identified target (person, worksite, or organization), and a specific description of the intended violent act.

**Priority 2**

(High Risk)

A threat of violence, usually to an identifiable target, but currently lacking immediacy and/or a specific plan; or a specified plan of violence, but currently lacking a specific target.

**Priority 3**

(Moderate Risk)

A relatively nonspecific threat of violence from a person expressing concerns with personal and/or organizational issues. The threatener does not indicate a clear and immediate threat of violence to an identifiable target. The threatener appears to be insufficiently influenced by current circumstances to engage in a dangerous act.

**Priority 4**

(Low Risk)

No threat of violence indicated. No implication of current danger or threat of violence. Possibility of verbal or other inappropriate communications, which include derogatory comments without specific or implied threats of violence.

## Risk Scale



## **Records Reviews, Workplace Surveys, and Workplace Security Analyses**

The TAT will review previous incidents of threats or violence to identify patterns that may indicate the causes and nature of threatening incidents. This review will be used to identify areas of need and to revise and improve the current policy and procedure. This review will examine the following

- Logs
- Incident reports
- Grievances
- Minutes of safety meetings
- Training records
- Inspection records
- Employee questionnaires
- Insurance records
- Workers' compensation records

The TAT workplace security analysis will also help formulate ideas for preventative action. The inspection checklist that will be used to identify and institute control methods designed to eliminate or minimize the risks of threatening and assaultive incidents. This list will guide the TAT through several tasks that should be addressed. It includes:

- Review general building area and workstation designs for safety of employees
- Installing appropriate lighting systems for all indoor building areas
- Arranging furniture in a way that helps to prevent entrapment of employees
- Controlling access to employee work areas (locked doors, buzzers, card access, etc.)
- Providing identification cards for employees, sign-in/sign-out books, and escort policies for non-employees
- Ensuring that facilities are designed to ensure the privacy of clients, yet permit employees to communicate with staff in emergency situations



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- Providing internal communication systems that enable employees to contact assistance in an emergency and identify the location of the employee (i.e., electronic alarm systems, cellular telephones, beepers, CB radios, or hand-held alarms in field situations)
- Examining and maintaining security equipment on a regular basis to ensure its effectiveness
- Ensuring that adequate personnel are available to render prompt assistance if such systems are utilized
- Developing aid programs for employees who are victims of domestic violence and developing procedures to ensure confidentiality and safety for affected employees
- Developing and implementing security procedures for employees who work late or off hours, accounting for field staff, guidelines regarding when to involve in-house security or local law enforcement, and written procedures for employees to follow when entering any locations where they feel unsafe

### **Employee Training and Education**

All employees, regardless of their level of risk, should be trained in techniques for recognizing the potential for violence, the appropriate response to incidents of violence, the organization's workplace violence policies/ procedures, and skills for reporting and documenting incidents

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