

**Metro Compact: Suggested Event Response team
Members and their responsibilities:**

1. Safety Officer or designee
 - a) Set-up a meeting with the following: Employee (as appropriate), department manager, safety, security, human resources, risk management (if risk to patients/visitors), employee assistance program (EAP), counselor, and other consultants as appropriate.
 - b) Department Manager
 - c) Provides data about situation(s)
 - d) Assists in the identification of department needs
 - e) Participates in implementation of plan
 - f) Communicates to staff as appropriate
 - g) Reports on actions taken
2. Security
 - a) Takes immediate steps to assure safety of environment and employees
 - b) Identifies ongoing role of security
 - c) Gives input regarding need for involvement of law enforcement
 - d) Serves as resource and advisor to team
3. Human Resources
 - a) May conduct threat assessment
 - b) Provides input in regards to confidentiality
 - c) Consults on appropriate interventions with employees
 - d) Serves as consultant on applicable policies and procedures
4. Risk Management
 - a) Advise on areas of patient/visitor risk
 - b) Recommend appropriate action
 - c) Advise when there is indication for legal counsel
5. Employee Assistance Program
 - a) Participates in assessment of environment
 - b) Advises department manager on staff needs such as fitness for duty, debriefing, counseling and referral
 - c) Provides emotional support to staff as appropriate
 - d) Access outside psychological consultation as needed

6. Other members might include, but are not limited to:

Senior management	Legal department	Clergy
Violence advocacy services	Union representatives	Communications
Patient representatives	Law enforcement	Unit Charge Nurse
Community resources	Administrative supervisor	

