

Threat management: Checklist for managers

1a	<p>In the case of immediate danger – call the police at 112 If you consider the employee to be in acute danger – notify the police.</p>	
1b	<p>Prepare to receive the police (if they have been notified)</p> <ul style="list-style-type: none"> • Make sure that the police report at the main entrance. • Find a suitable location for the meeting (sheltered/protected). • Make sure that the employee subjected to the threat and any witnesses to the incident are available to the police. • Make sure that the police get all information relevant to the case as soon as possible. • Document the meeting. 	
2	<p>Inform the Security Operation Center 22 85 66 66 It is important to alert the Security Operation Center even when the police have been notified. The Security Operation Center notifies the UiO system (the unit for HSE and emergency preparedness and others)</p>	
3	<p>Inform the unit manager and local emergency preparedness coordinator They decide whether the situation requires a local emergency response. They are also important sparring the subsequent handling of the incident.</p>	
4	<p>Consider (and possibly implement) immediate security measures These could be measures concerning the employee subjected to threats, the department, the building or the whole unit. The purpose of the measures is to secure personnel until the situation is clarified. Consider measures such as:</p> <ul style="list-style-type: none"> • lockdown (of the department, the unit, the building) • local presence of security guards • stricter access control • information to the department, unit, building • protection of the threatened employee in the workplace • requisition of home transportation//pick up of the threatened employee • organised collegial support <p>Security adviser at the Unit for HSE and Emergency Preparedness can assist you in these considerations (phone 476 13 434 / 909 18 382).</p>	
5	<p>Make sure that the employee fills out the reception form for threats Start the securing of evidence and documentation as early as possible. The form for receipt of threats, available for download on UiO's threat management website, will help you start this process.</p>	
6	<p>Assist the employee in gathering as much information about the threat as possible Use the form for receipt of threats as a guideline. In the case of threats through electronic media, UiO CERT can assist (phone 22 84 09 11)</p>	
7	<p>In consultation with the employee – book a follow-up appointment with the Occupational Health Services Such follow-up interviews with Occupational Health Services are mandatory. They are part of UiO's procedure for handling serious incidents. In consultation with the employee, you should also evaluate the need for an emergency conversation (phone 22 85 80 10)</p>	
8	<p>Conduct a complete threat assessment with the purpose of identifying required security measures for the employee and the department/unit Unit for HSE and Emergency Preparedness recommends conducting a threat assessment in connection to the specific threat, and a VTS analysis to identify measures for handling and prevention on an organisational level. The evaluation and analysis should be sent to the Unit for HSE and Emergency Preparedness. A security adviser from HSE and Emergency Preparedness can facilitate such analyses upon request: sikkerhet@admin.uio.no</p>	
9	<p>In consultation with the employee – make a plan for further follow-up of the incident Procedures for further follow-up includes both security evaluations, legal considerations and psychosocial aspects. You may get advice and assistance from</p> <ul style="list-style-type: none"> • Your local emergency preparedness coordinator • Department for organisation and personnel: ap-post@admin.uio.no • Occupational Health Services: ebht-post@admin.uio.no 	

	<ul style="list-style-type: none">HSE and emergency preparedness: sikkerhet@admin.uio.no	
10	Assist HSE and emergency preparedness in reporting the incident UiO has as a policy to report threats against employees. This means that UiO, represented by Udir, is the reporter of the incident and that HSE and emergency preparedness writes and manages the report.	