

Threat management: Checklist for employees

1	If in immediate danger – call the police at 112 If you consider yourself to be in immediate danger – get yourself to safety and call the police.	
2	Notify your immediate manager Notify your immediate manager as soon as possible. It may be necessary to implement security measures in the work setting immediately. If you can't reach your immediate superior, contact the manager above or your local emergency preparedness adviser.	
3	Inform the Security Operation Centre at 22 85 66 66 It is important that the Security Operation Centre gets notified if you receive the threat while on campus. Alert the Security Operation Centre even if you have called the police.	
4	Fill out the reception form for threats Start securing evidence and documentation as soon as possible. The form for receipt of threats , available for download at UiO's threat management website, helps you to get started with this process.	
5	Gather as much information as you can about the threat To evaluate the severity of the threat and the need to report the incident, you need to present as much documentation as possible. Do not delete emails and messages, take screenshots and photos and save physical evidence. UIO CERT and the Unit for HSE and emergency preparedness can assist you and provide advice.	
6	In consultation with your manager, evaluate and implement immediate individual security measures In the case of serious threats, it may be necessary to implement certain immediate security measures until the situation has been further clarified. UIO CERT and the Unit for HSE and emergency preparedness can provide advice.	
7	In consultation with your manager, book a follow-up appointment with the Occupational Health Services Such follow-up interviews with the Occupational Health Services are mandatory. They are part of UiO's procedure for handling serious incidents.	
8	In consultation with your manager, make a plan for further follow-up of the incident Further follow-up procedures include security evaluations, legal considerations and psychosocial aspects.	
9	Assist the Unit of 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 the Unit for HSE and Emergency Preparedness writes and manages the report.	