

WHAT TO DO IN CASE OF ASSAULT
Prepared by the PSEA Legal Division
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1. Try to avoid responding physically. If you must respond physically to defend yourself or others, you should use reasonable force given the student's age, size and ability to inflict injury.
2. Be sure that the situation is stable and that a qualified individual assumes supervisory responsibility for your students.
3. If you suffer injury, seek immediate emergency medical attention. Contact the school nurse. (The District's Workers' Compensation policy may require additional steps after you seek immediate medical attention. Please consult your Association representatives.)
4. Immediately identify and record the names, addresses and phone numbers of all witnesses, location, time of the incident and the facts surrounding the incident.
5. **Always contact your Building Representative or Association Officers. In addition, call the appropriate PSEA office and request assistance.**
6. Immediately report the incident to the school administration. Ask for a copy of any reports generated by the administration, including any record of any medical diagnosis and treatment rendered to you by the school nurse or any emergency personnel. Request that the Association assist you in obtaining immediate sick leave and go immediately to your own doctor for an examination. The doctor should know and understand that it is important to document your injury and that his report will be important evidence. Color photos of the injury should be taken.
7. With the assistance of an Association representative, you should insist that the administration immediately document the attack. You should obtain a copy of the District's report and at least verbally reserve the right to correct or add to the report.
8. With the assistance of an Association representative, you should insist that the administration contact the police immediately. If refused, with the assistance of the Association, you should contact the police. An accurate, factual report should be filed with the police, with the help of your Association representative, and you should obtain a copy of the report.
9. Make sure an Association representative accompanies you to any meeting with the administration, and have an Association representative present if you are asked to respond to any questions by administrators concerning the assault.
10. After consulting with the PSEA region attorney and the Association representative, the victim should determine whether he/she wants to file charges.

11. You should not make any statements without contacting and consulting with your PSEA UniServ representative or PSEA region attorney. Do not agree to or sign any report or charges without such prior consultation. Do not resign. Insist upon the right to union and legal representation.
12. In the event criminal charges are filed against you and you are questioned by the police, you should remain silent until an attorney is consulted. You should assert your right to have an attorney present at any interview by the police.

Request that your UniServ representative provide you with information on PSEA's liability coverage.
13. In the event an employee sustains personal losses—i.e., glasses damaged, watch broken, medical expenses beyond that paid through hospitalization plan—such losses may be regained up to a maximum of \$500 through the liability policy.

Always contact your Building Representative or Association Officers and check your collective bargaining contract for rules, regulations or benefits which may apply when you are assaulted by a student.