**Sample Employee Termination Security Measures**

* Security should coordinate a threat assessment with the employee’s supervisor and Human Resources to evaluate the probability for violence to occur at the termination meeting so that appropriate protective measures can be taken.
* This should consist of discussing with the employee’s supervisor the demeanor of the employee, any known issues affecting the employee, reviewing social media, e-mails, public court records and reviewing the employee’s personnel file looking for signs of alcohol or substance abuse, anger issues and reprimands that signal a potential for hostilities.
* Human Resources should notify Security and IT well in advance of informing the employee of the termination meeting so all physical security and IT access controls are disabled.
* Determine what sensitive company documents and equipment the employee possesses or has access to.
* Inform the employee’s co-workers that they are not to provide any company files or equipment to the employee after the termination.
* Ensure the employee does not carry any items with him to the meeting such as bags, backpacks, lunch box etc. which can conceal a weapon.
* Have Security, and if necessary law enforcement, in close proximity but not in sight, to assist in the event of any violence erupting.
* The meeting should have at least 2 people present and be conducted in a room configured with 2 exits and without any items (e.g. stapler, scissors) that may be easily accessible by the employee to be used as weapons.
* Consider the need to escort the employee off the company property immediately following the meeting while someone gathers the employee’s personal property.
* Provide the Receptionist with information on the employee including a photo to ensure the employee does not attempt to enter the facility in the future in an unauthorized manner.