

# INTERNATIONAL CRISIS MANAGEMENT GROUP

## Planning for a High-Risk Termination

### BEFORE THE TERMINATION: Planning & Risk Assessment

Assess Risks	Review history of threats, violence, or behavioral changes. Attempt to determine if employee has access to weapons.
Plan Ahead with Security	Identify stressors that could escalate emotions (recent divorce, financial difficulties, family crises, etc.). Review public online information to identify potential risks.
Plan the Termination Setting	Choose a neutral, controlled location near an exit. Remove any items that could be used as a weapon. Minimize disruption and ensure security presence, if needed.
Coordinate with Security & IT	Prepare for immediate access removal to areas and systems Monitor social media for concerning activity.
Prepare the Team	Identify who will deliver the term message (manager or HR). Keep Employee Assistance Program (EAP) resources available.

### DURING THE TERMINATION: De-Escalation & Security Measures

Stay Professional & Calm	Use direct, respectful language. Share only facts, no opinions. Offer transition resources (EAP, outplacement services).
Monitor Behavior	Watch for agitation (clenched fists, rapid speech, pacing, etc.). If tension rises, calmly end the conversation.
Ensure a Safe Exit	Escort the employee if necessary. Supervise retrieval of personal belongings.

### AFTER THE TERMINATION: Ongoing Monitoring & Support

Secure the Workplace	Disable all access to systems and facilities. Stay alert for threats, online activity, or suspicious actions.
Support Remaining Employees	Conduct follow-up review with Security to share concerns. Maintain open communication, encourage reporting concerns, and offer support resources.
Watch for Retaliatory Behavior	Be particularly vigilant when severance benefits are set to expire. Continue to partner with Security, as needed.

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