

# Termination Safety Checklist

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Use this checklist to prepare for employee terminations with safety, professionalism, and clarity.

## BEFORE THE TERMINATION

- ☐ Review personnel file, disciplinary history, and documentation.
- ☐ Evaluate risk level: Any history of aggression, threats, or mental health concerns?
- ☐ Consult legal or HR advisor if risk or protected class factors are present.
- ☐ Choose a secure, private room—close to an exit, not isolated.
- ☐ Schedule termination early in the day, early in the week (never Friday afternoon).
- ☐ Alert building or on-site security; have them nearby or in view.
- ☐ Notify IT to prepare for access revocation (email, systems, badges, etc.).

## DURING THE TERMINATION MEETING

- ☐ Limit meeting to 1–2 leaders or HR + 1 witness.
- ☐ Be brief, direct, and respectful: avoid debate or escalation.
- ☐ Provide final paycheck and required documentation (per state law).
- ☐ Allow the employee to express emotion, but do not argue or negotiate.
- ☐ If needed, call a pause and involve security or HR backup.

## AFTER THE TERMINATION

- ☐ Escort the employee to retrieve belongings—never leave them unattended.
- ☐ Ensure they are escorted out calmly and respectfully.
- ☐ Revoke access immediately: keys, IDs, system logins, alarm codes.

- ☐ Document the process and who was present.
- ☐ Monitor social media and internal reports for follow-up threats or red flags.
- ☐ Debrief with involved leaders and offer support to remaining staff.

### **OPTIONAL (FOR HIGH-RISK TERMINATIONS)**

- ☐ Arrange for off-hours termination or remote meeting if appropriate.
- ☐ Consider having law enforcement or security present at a discreet distance.
- ☐ Notify neighboring tenants or front desk staff, if applicable.
- ☐ Prepare a crisis communications plan just in case.