RCSD ROSEVILLE CITY SCHOOL DISTRICT
Est. 1869

Board of Education
Cami Walker Jonathan Zachreson
Rob Baquera Alisa Fong Steve Lesch
Derk Garcia, Superintendent

Workplace Violence Prevention Plan

POLICY STATEMENT **Effective Date of Program: July 1, 2026**

Roseville City School District is committed to the health and safety of our employees, pupils and visitors to our school sites and facilities. We do not tolerate workplace violence in any form. This includes acts of violence or threats of violence. We refuse to tolerate any form of violence in the workplace and will make reasonable and appropriate efforts to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (Herein referred to as WVPP).

Roseville City School District will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, parent, student, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
  - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

All Roseville City School District supervisors and employees are responsible for implementing and maintaining our WVPP. We encourage participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents or threats, whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and the WVPP Plan is readily available to all employees in all building staff rooms and on the District website.

Our Plan ensures that all employees adhere to work practices that are designed to make the workplace more secure and do not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

All employees are responsible and accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure

work environment.

Roseville City School District will not take punitive or retaliatory action against any staff member for seeking assistance or reporting concerns, including seeking intervention from local emergency services or law enforcement when a violent incident occurs.

We define workplace violence as actions or words that endanger or harm another employee or result in other employee(s) reasonably believing to be in danger. Such actions include, but are not limited to the following:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any behavior(s) that cause others to feel unsafe (e.g., bullying, sexual harassment)

Scope

Roseville City School District policy requires an immediate response to all reports of violence. All violent and/or threatening incidents will be investigated and documented by the immediate supervisor and or district administrators. If appropriate, Roseville City School District refers the affected staff member to the EAP resources on the District website or other supportive services as needed.

The disciplinary actions may also be taken in accordance with all RCSD School Board Policies and Administrative Regulations, in addition to collectively bargained agreements with employee associations.

DEFINITIONS

For purposes of this section, the following definitions apply:

(1) “Emergency” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

(2) “Engineering controls” mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

(3) “Log” means the violent incident log required by this section.

(4) “Plan” means the workplace violence prevention plan required by this section.

(5) “Threat of violence” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services

(6) (A) “Workplace violence” means any act of violence or threat of violence that occurs in a place of employment.

(B) “Workplace violence” includes, but is not limited to, the following:

(i) The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

(ii) An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

(iii) The following four workplace violence types:

(I) “Type 1 violence,” which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

(II) “Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors. This includes parents, vendors and contractors.

(III) “Type 3 violence,” which means workplace violence against an employee by a present or former employee, supervisor, or manager.

(IV) “Type 4 violence,” which means workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

C. “Workplace violence” does not include lawful acts of self-defense or defense of others.

(7) “Work practice controls” means procedures and rules that are used to effectively reduce workplace violence hazards.

The following employers, employees, and places of employment are exempt from this section:

- Employees teleworking from a location of the employee’s choice, which is not under the control of the employer.
- Places of employment where fewer than 10 employees are working at any given time and that are not accessible to the public, if the places are in compliance with Section 3203 of Title 8 of the California Code of Regulations.

RESPONSE AND ACCOUNTABILITY

The Workplace Violence Prevention Program Administrator is Meghan Baichtal, Assistant Superintendent of Personnel Services, and she has the authority and responsibility for implementing the provisions of this program for the Roseville City School District.

Workplace Violence Prevention Plan Administrator

The Assistant Superintendent of Personnel Services, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Assistant Superintendent of Personnel Services and assigned designees will also be able to answer employee questions concerning this plan.

The Assistant Superintendent of Personnel Services, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents. The District ensures compliance with the plan by:

- Providing training and information to staff at various times, such as, but not limited to, upon hire, annually, or in periodic review as needed
- Encouraging reporting to the immediate supervisor
- Making the plan available to staff, which includes information about reporting violence and threats
- Inclusion in conducting site safety evaluations
- Debriefing of incidents (with considerations of confidentiality)
- Posting plan information at each location

The Assistant Superintendent of Personnel Services, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff, volunteers, and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on the Roseville City School District WVP plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Site and building supervisors and all safety personnel are responsible for the observation of personnel and identification of potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to the Assistant Superintendent of Personnel Services and an action plan will be developed to minimize and eliminate the potential threat, should one be required based on findings.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary

It is the responsibility of all employees to report all threatening behavior to the site supervisor immediately. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents are to be reported verbally within the first 24 hours.

In addition, a WVPP Planning Group will be established to assess the vulnerability to workplace violence at Roseville City School District and will be responsible for developing employee education and training programs in violence prevention and plans for responding to acts of violence. The WVPP Planning Group will serve as auditors for the Workplace Violence Prevention Program. The Workplace Violence Prevention Group will consist of:

Name:	Meghan Baichtal
Title:	Assistant Superintendent of Personnel Services
Phone number:	916-771-1600
Description of role and responsibility:	Program Administrator

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services

Name:	Joshua Joseph
Title:	Director of Personnel Services
Phone number:	916-771-1600
Description of role and responsibility:	Assigned designee of Program Administrator

Name:	Justin Barrett
Title:	Director of Maintenance and Facilities
Phone number:	916-771-1670
Description of role and responsibility:	Assigned designee of Program Administrator

Name:	Rachael Peck
Title:	Director of Educational Services
Phone number:	916-771-1600
Description of role and responsibility:	Assigned designee of Program Administrator

Compliance

All employees are responsible and will be accountable for using safe work practices, for following all policies and procedures, and for assisting in maintaining a safe and secure work environment.

The Roseville City School District ensures compliance with the plan by:

- Providing training and information to staff at various times, such as, but not limited to, upon hire, annually or in periodic review as needed
- Encouraging reporting to the person(s) identified, supervisors or managers
- Making the plan available to staff, which includes information about reporting violence and threats
- Inclusion in conducting site safety evaluations
- Debriefing of incidents (with considerations of confidentiality)
- Posting plan information at each location

Employees are to report workplace violence to the following individuals: the site or building supervisor.

Person(s) who receive a report or complaint about workplace violence or retaliation will investigate reports. Retaliation will be prohibited and that information will be included in the plan, in employee training and retraining programs, and in follow-up as part of an investigation and possible disciplinary action.

Site and building supervisors will:

- Inform employees about the Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with workplace security measures.
- Provide training and /or counseling to employees who need to improve work practices designed to ensure workplace security.
- Follow established workplace security policies and procedures.

Roseville City School District will develop a comprehensive Workplace Violence Prevention Plan. The Plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of the division at all times. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation. The written plan is maintained as a separate document. (See individual site safety plans).

Site and building safety teams will maintain an open, two-way communication system on all workplace safety, health, and security issues. Roseville City School District has a communication system designed to encourage a continuous flow of safety, health, and security information between employees and our WVPP Group without fear of reprisal. Our communication system consists of the following:

- New employee orientation will address workplace security policies, procedures, and work practices.
- Periodic review of our WVPP with all personnel, with updates when new information or hazards become known.
- Regularly scheduled safety meetings with all applicable personnel that include workplace security discussions and safety drill debriefs
- A system to ensure that all employees, including managers and supervisors, understand and acknowledge the workplace security policies
- Posted or distributed workplace security information and updates. (POST with other HR Mandated Notices)
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats of retaliation by the offender after making an initial report.
- Posting of the comprehensive plan at each location.
- Training program with relevant resources and information on how to obtain copies of relevant records, where appropriate.

HAZARD ASSESSMENT

The School/Building Site Safety Team will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management for implementation.

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized, and
- When workplace violence injuries or threats of injury occur.

Reports or complaints by employees about potential workplace hazards or threats of violence will be taken seriously and a thorough hazard investigation will be conducted. When a report or complaint is about a potential Type 2 or Type 3 incident, or about another employee, site and building supervisors will take every appropriate step to immediately conduct a risk assessment and investigation, using established principles of neutral, fact-finding investigations and balancing the rights of all concerned. Should the hazard assessment and investigation identify acts of violence or threats of violence that fall within Type 2 or Type 3 incidents, site and building supervisors will make immediate corrections through appropriate disciplinary action and/or other immediate and appropriate corrective action.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel;
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Record Keeping and Review

Periodic updates and reviews of the following workplace violence reports and records will be made annually:

- OSHA 300 Logs
- Workplace Violence Incident Reports (see Appendix B – Violence Incident Log)
- Information compiled regarding assault incidents or threat incidents
- Police Reports
- Workplace Surveys
- Accident Investigations
- Training records for all staff to be created and maintained for a minimum of one year, which include a summary of the training along with the names and qualifications of persons conducting the training.

VIOLENT INCIDENT LOG

The Roseville City School District records every workplace violence incident in a violent incident log on Droplet.

Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced workplace violence, on witness statements, and on investigation findings. The employer shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity. The log shall be reviewed during the periodic reviews of the WVPP.

The District reviews the plan:

- annually,
- when a deficiency is observed or becomes apparent and
- after a workplace violence incident

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services

The information recorded in the log includes all of the following:

(A) The date, time, and location of the incident.

(B) The workplace violence type or types.

(C) A detailed description of the incident.

(D) A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.

(E) A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.

(F) A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

(G) The type of incident, including, but not limited to, whether it involved any of the following:

(i) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
(ii) Attack with a weapon or object, including, but not limited to, a firearm, knife, blunt object or other object.
(iii) Threat of physical force or threat of the use of a weapon or other object.
(iv) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
(v) Animal attack.
(vi) Other.

(H) Consequences of the incident, including, but not limited to:

(i.) Whether security or law enforcement was contacted and their response.
(ii.) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
(iii.) Information about the person completing the log, including their name, job title, and the date completed.

Workplace Security Inspections

A physical security survey will be conducted once a year prior to the opening of the school year. As the Roseville City School District continues to serve as a public educational agency, the possibility of potential violence within our workplace must be continuously

reassessed.

Roseville City School District will reassess all facets of the work environment to include, but not be limited to: secure entrances, public access points, restroom facilities, parking lots, workstations, classrooms, and surveillance systems.

Daily inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the school site custodial staff:

Periodic inspections are performed according to the following schedule:

- Annually or as determined by the site safety team
- When the WVPP is initially established
- When new, previously unidentified security hazards are recognized;
- When occupational injuries or threats of injury occur, and
- Whenever workplace security conditions warrant an inspection.

Inspections for workplace security hazards from violence by Type 1 Individuals (Strangers, person(s) having no business on site, etc.) include assessing:

- The exterior and interior of the workplace for its security measures.
- The need for security surveillance measures, such as mirrors or cameras, at points of entry and travel within the premises.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- The use of work practices such as “buddy” systems or security escort, as appropriate, for identified risks (e.g., received threats, restraining orders enacted, etc.).
- Adequacy of lighting and security for parking lots and areas of travel during night conditions.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 2 Individuals (Persons known to campus but not employed [i.e., students, parents, contractors, etc.]) include assessing for the above (Type 1) as well as the following:

- Access to, and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers to entry.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance (e.g., alarms, notification systems, etc.).
- Availability of escape routes.
- Employees' skills in de-escalation methods.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 3 (i.e., co-workers, employees, supervisors, staff, etc.) include assessing for the above (Type 1 and Type 2) as well as the following:

- How well the WVPP has been communicated to all Roseville City School District employees.
- How well employees can communicate with each other and with management and support staff.
- How well do employees know the warning signs of potential workplace violence?
- Access to, and freedom of movement within, the workplace by non-employees, specifically, recently discharged employees.
- Frequency and severity of employee related threats of physical or verbal abuse reported.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 4 (i.e., personal relationships to employees otherwise having no association with the business) include assessing for the above (Type 1, Type 2, and Type 3) as well as the following:

- Access to, and freedom of movement within, the workplace by non-employees, specifically those with whom an employee is having a dispute.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs.
- Warnings or law enforcement involvement to remove personal relations (offender) of employees from the worksite. Effectiveness of restraining orders and recognition of restrained parties.
- Any other identifiable security hazards.

TRAINING and INSTRUCTION

Roseville City School District has established the following recommendations for training all employees with respect to workplace violence and security.

All employees shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to regular volunteers. Training shall also be provided to employees who have been given new job exercises for which site-specific workplace security training may be required. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services

General workplace violence and security training and instruction include, but are not limited to, the following:

- Explanation of the WVPP, including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards, including the risk factors associated with the Type 1, 2, 3, and 4 of workplace violence offenders.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to the appropriate department or person responsible for receiving reports.
- How to recognize the potential for violence and factors that contribute to the escalation of violence and how to counteract them, and when to seek assistance to prevent or respond to violence.
- Introduction to methods of de-escalation and defusing a potential hostile or threatening situation.
- Measures to summon others for assistance or support.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified routes of escape.
- Notification of law enforcement when a criminal act may have occurred.
- Provide or request emergency medical care or first aid in the event that any violent act should occur to an employee.
- Resources available to all staff for coping with incidents of violence, including, but not limited to, critical incident stress debriefing available through our EAP resources on the RCSD website.

Roseville City School District has chosen the following items for training and instruction for all employees and regular volunteers:

- Annual WVPP Training
- Comprehensive School Safety Plans
- Scheduled Safety Drills
- De-escalation training

EFFECTIVE PROCEDURES TO COMMUNICATE WITH EMPLOYEES CONCERNING POTENTIAL OR ACTUAL WORKPLACE VIOLENCE INCIDENTS

Employee concerns will be investigated in compliance with the Plan requirements, which states:

“Procedures to identify and evaluate workplace violence hazards include, but are not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.”

Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:

Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.

The Roseville City School District alerts employees about workplace violence emergencies via various communication methods, including but not limited to the public address (PA) system, Raptor Incident Management System, instant messaging system, in-person or online meetings, phone calls, or text.

Evacuation or sheltering plans that are appropriate and feasible for the worksite.
For non-school sites, evacuation and/or sheltering plans are accessible/located in staff break rooms.

For school sites, evacuation and sheltering plans are described in the Comprehensive School Safety Plan (CSSP) available at each location.

How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.

In an emergency, call 9-1-1. To obtain help from staff assigned to workplace violence, contact those listed in the Workplace Violence Prevention Group above.

Procedures to develop and provide the training required in subdivision (e), which states: "*before filing a petition under this section, an employer or collective bargaining representative of an employee shall provide the employee who has suffered unlawful violence or a credible threat of violence from any individual an opportunity to decline to be named in the temporary restraining order. An employee's request to not be named in the temporary restraining order shall not prohibit an employer or collective bargaining representative from seeking a temporary restraining order on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer.*"

The District provides all staff with information included in the Workplace Violence Prevention Plan, in SB 906-Homicidal Threats and, for school sites, the Comprehensive School Safety Plan (CSSP) via email, meetings/trainings, and annual acknowledgment/notification.

Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

POST INCIDENT INVESTIGATION and RESPONSE

The Roseville City School District procedure for investigating incidents of workplace violence, threats, and physical injury include:

Managers and supervisors will use the Workplace Violent Incident Log (Appendix B) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Provide information for resources available to staff;
- Conduct a debriefing with all affected employees (including volunteers) and agencies associated with the event.
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all employees and responding parties involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Incident Response Team

Managers and supervisors will respond in the event of a potential threat or live situation should occur. The Incident Response Team will coordinate all facets of the response, including the initial response in emergency situations, contacting local authorities, and intervention of the subject and victim.

Evaluation and Intervention

In order to assess the risk of the offender, suggested questions should be inquired of victims and individuals familiar with the offender's behavior, both prior to and after any alleged threat or action.

Assessment Review and Action

Upon completion of the assessment, review results with the site and building safety teams. Options are to be considered in terms of intervention. If a threat is imminent, local authorities should be contacted **immediately**.

Full documentation of the perceived or real threat must be well maintained. If an incident occurs, complete an appropriate job site investigation and witness statement forms.

Communication

Communicate the course of action to all management, the victim, and the subject in question. Clearly define the course of action this policy lays forth in terms of discipline.

Annual Review

Roseville City School District Workplace Violence Prevention Plan will be reviewed annually and updated as needed, considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;

- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services

Appendix A:

WORKPLACE SECURITY INSPECTION RECOMMENDATIONS TEMPLATE

Workplace Hazard Control and Prevention

In Order to reduce the risk of workplace violence, the following measures have been recommended:

Engineering Controls and Building or Work Area Design:

Workplace Practices:

Final Recommendations:
Based on the records review, workplace security inspections and workplace surveys, the Workplace Violence Prevention Group has identified the following issues that need to be addressed:

Management has instituted the following as a result of the workplace violence hazard assessment and the recommendations made by the Workplace Violence Prevention Group:

These changes were completed/implemented on

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services

Board of Education
Cami Walker Jonathan Zachreson
Rob Baquera Alisa Fong Steve Lesch
Derk Garcia, Superintendent

Appendix B:

WORKPLACE VIOLENCE PREVENTION PLAN INCIDENT LOG

(This form must be completed for every record of violence in the workplace)

Incident ID #*:	**Date and Time of Incident:**	**Department:**
Specific Location of Incident:		

** Do not identify employee by name, employee #, or SSN. The Incident ID must not reflect the employee's identity.*

Describe Incident (Include additional pages if needed):

Assailant Information: A

☐ Partner/Spouse of Victim	☐ Parent	☐ Contract Services Worker
☐ Former Partner/Spouse of Victim	☐ Family or Friend of Student	☐ Co-Worker/Supervisor/ Manager
☐ Robber/Burglar	☐ Relative of Victim	☐ Ex/Separated-Employee
☐ Stranger	☐ Animal	☐ Person In Custody
☐ Student	☐ Outside Vendor	
☐ Other:		

Classification of Offender: (Choose most applicable Type #)

☐ Type #1: Perpetrator has no legitimate relationship to the business or its employees and commits a crime in combination with the assault.	☐ Type #3: Coworkers, current or separated employee. Any person having employment at any time within the business.
☐ Type #2: Customers, clients, students, parents, or anyone else who is known to the workplace and has a legitimate reason to be there.	☐ Type #4: Personal relationships. Perpetrator does not have a relationship and is not a customer of the business, but does have a relationship with the intended victim.

Circumstances at Time of Incident:

☐ Employee Performing Normal Duties	☐ Poor Lighting	☐ Employee Rushed
☐ Employee Isolated or Alone	☐ High Crime Area	☐ Low Staffing Level
☐ Unable to Get Help or Assistance	☐ Working in a Community Setting	☐ Unfamiliar or New Location
☐ Other:		

Location of Incident:

☐ Auditorium	☐ Faculty Lounge	☐ Nurse's Office
☐ Athletic Field/Court	☐ Gymnasium	☐ Parking Lot or Outside Building
☐ Breakroom	☐ Hallway	☐ Personal Residence
☐ Cafeteria	☐ Library	☐ Reception Area
☐ Classroom	☐ Maintenance Facility	☐ Restroom or Locker Room
☐ Conference Room	☐ Multipurpose Room	☐ Theatre
☐ Other:		

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services

Type of Incident (check as many apply):

☐ Robbery	☐ Grabbed	☐ Pushed
☐ Verbal Threat or Harassment	☐ Kicked	☐ Scratched
☐ Sexual Threat, Harassment, or Assault	☐ Shot (or Attempted)	☐ Bitten
☐ Animal Attack	☐ Bomb Threat	☐ Slapped
☐ Threat of Physical Force	☐ Vandalism (of Victim's Property)	☐ Hit with a fist
☐ Threat of Use of Weapon or Object	☐ Vandalism (of Employer's Property)	☐ Stabbed (or Attempted)
☐ Assault with A Weapon or Object	☐ Brandishing of a Weapon	☐ Arson
☐ Hit with an Object	☐ Other:	

Consequences of Incident:

Medical care provided?	☐Yes	☐No
Law enforcement contacted?	☐Yes	☐No
Any outside assistance required to conclude the event?	☐Yes	☐No
Explain:		
Actions taken by the employer to protect employees from a continuing threat?	☐Yes	☐No
Mandated Reporter Report Made/Notifications Made:	☐Yes	☐No

Initial report taken by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Reviewed by (Site/Department Supervisor):

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services

Content Reviewed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Program Administrator Review:

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Investigated by: ▢ **N/A**

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Corrective Action Issued by: ▢ **N/A**

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Follow Up Shared by: ▢ **N/A**

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Adapted from: *Workplace Violence: Awareness and Prevention for Employers and Employees,* Washington State Department of Labor and Industries
California: Workplace Violence Prevention, Newfront Insurance Services