

CALIFORNIA MONTESSORI PROJECT

Workplace Violence Prevention Plan

7/1/2024

California Montessori Project Workplace Violence Prevention Plan

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California Montessori Project Workplace Violence Prevention Plan

I. Workplace Violence Prevention Policy

At California Montessori Project (CMP), we believe that every worker is essential and deserves to be treated with respect, dignity, and kindness. [We value diversity and are committed to fostering a safe and inclusive work environment for all employees.](#) Our Workplace Violence Prevention Program places utmost importance on preventing any form of violence in the workplace, helping to ensure the physical and emotional well-being of every individual associated with our organization.

CMP has adopted a zero-tolerance policy towards workplace violence, firmly rooted in compassion and care. The policy aims to promote understanding, empathy, and open communication to address issues effectively and proactively. CMP is dedicated to creating a harmonious workplace where all employees can thrive without fear of violence or harassment.

Key principles of our zero-tolerance policy include:

- A. **Violence-Free Workplace Expectation:** Every employee should expect a violence-free workplace. They have the right to work in an environment that prioritizes their safety, physical, and emotional well-being.
- B. **Respect and Dignity:** All employees deserve to be treated with respect and dignity, regardless of their position, background, or personal characteristics.
- C. **Respect for Diversity:** CMP respects and values the diversity of our workforce, embracing employees' differences in gender, race, ethnicity, religion, sexual orientation, age, disability, and any other protected characteristic. CMP will not tolerate any acts of violence, discrimination, or harassment based on these attributes.
- D. **Openness and Communication:** CMP encourages open and timely communication among employees, supervisors, and management to address any concerns related to workplace violence.
- E. **Prompt Investigation and Resolution:** All reported incidents or complaints related to workplace violence will be thoroughly and promptly investigated.
- F. **Continuous Education and Training:** CMP is committed to educating all employees about the importance of preventing workplace violence and valuing diversity.
- G. **Supportive Environment:** CMP understands that individuals who have experienced workplace violence may require support and assistance. We will provide resources, counseling services, and guidance to affected employees, ensuring they receive the care they need to recover physically and emotionally.

By adopting this Workplace Violence Prevention policy, CMP aims to cultivate a work environment where each employee feels valued, safe, and respected. CMP will continue to uphold its commitment to preventing violence and promoting the well-being of every individual associated with the California Montessori Project.

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A. Leadership

1. **The Senior Director of Operations** has the executive responsibility to oversee the overall Workplace Violence Prevention Plan (WVPP) effort and is responsible for the written program, ensuring the Workplace Violence Prevention (WVP) Incident Log is kept up to date, and ensuring employees receive the training necessary to follow our WVPP. An annual review of the WVPP will be completed to ensure the program is kept updated.
2. **The Human Resources** team lead is the day-to-day program and Incident Investigation Team Lead and has full authority and responsibility to investigate workplace violence issues.
3. Operations will be responsible for the overall program.

B. Purpose

The purpose of this program is to prevent workplace violence by treating all educational partners with dignity and respect. Bullying, harassment, abuse, and violence of all types will not be tolerated. The program's purpose includes the following:

1. Encouraging everyone to speak up in an honest, compassionate, and responsible way. Raising your voice is allowed. Shouting is not.
2. Provide a platform to ensure we listen to all points of view. We can challenge and disagree respectfully as needed.
3. Maintain a professional workplace environment. Communicate respectfully, remaining cognizant of body language, personal boundaries, tone, and content accordingly.
4. Ensuring concerns are immediately brought to a supervisor or principal. If someone reports concerns to an individual regardless of job title or position, ensure the information is relayed to the supervisor or HR while remaining mindful of privacy.
5. Maintain confidentiality when concerns are voiced. CMP's goal is to create a workplace environment where all employees are free to ask questions without fear of reprisal.
6. Reinforce that encouragement and constructive feedback is appreciated. Negative opinions and unproductive feedback are not.
7. Continually improve our processes to help ensure CMP has no victims of workplace violence.

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C. Scope

This plan will provide information to the employees of California Montessori Project on the Prevention of Workplace Violence Incidents through the following:

1. Provide the name and/or job title of the person responsible for implementing the program.
2. Procedures for California Montessori Project to receive and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
3. Information about how an employee can report a violent incident, threat or other concern to California Montessori Project or law enforcement without fear of reprisal.
4. Methods to alert employees of the presence, location, and nature of workplace violence incidents.
5. Evacuation or sheltering plans that are appropriate and feasible for CMP schools and worksites.
6. Information about how employee concerns will be investigated and how employees will be informed of the results of the investigation.
7. Procedures to obtain the active involvement of employees in developing and implementing the violence prevention plan.
8. Procedures to review the effectiveness of the WVPP and revise it as needed.

D. Definitions

1. "Assailant" refers to an individual who engages in aggression, threat, or physical violence towards others in a workplace setting. The assailant may be an employee, a former employee, an educational partner, or even an outsider who enters a school site or workplace with the intent to harm others. Such individuals may be motivated by a variety of factors, including personal grievances, emotional distress, political or ideological beliefs, or other reasons. The term "assailant" emphasizes the active and intentional nature of the aggression displayed by the individual.
2. "Bullying" is repeated aggressive behavior that intends to cause harm or distress, typically occurring within a power imbalance. Bullying can manifest in various forms, including physical, verbal, or relational aggression, and it often involves an ongoing pattern of behavior rather than a one-time incident. This includes behaviors that create a hostile, intimidating, or offensive environment, impacting an individual's ability to perform their job. It can include actions such as threats,

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intimidation, humiliation, or interference that undermines an individual's dignity or creates a hostile work environment.

3. “Course of conduct” is a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including following or stalking an employee to or from the place of work; entering the workplace; following an employee during hours of employment; making telephone calls to an employee; or sending correspondence to an employee by any means, including, but not limited to, the use of the public or private mail, interoffice mail, facsimile, or computer email.
4. “Credible threat of violence” is a knowing and willful statement or course of conduct that would place a reasonable person in fear for their safety, or the safety of their immediate family, and that serves no legitimate purpose.
5. “Employer” and “employee” mean persons defined in Section 350 of the Labor Code. “Employer” also includes a federal agency, the state, a state agency, a city, county, or district, and a private, public, or quasi-public corporation, or any public agency thereof or therein. “Employee” also includes the members of boards of directors of private, public, and quasi-public corporations and elected and appointed public officers. For purposes of this section only, “employee” also includes a volunteer or independent contractor who performs services for the employer at the employer’s worksite.
6. In a report of a workplace violence incident, the terms "subject" and "suspect" are used to refer to different individuals involved in the incident:
 - a) Subject: The subject is the individual who is the primary focus or target of the investigation or report. This person may be the victim of the violence, a witness to the incident, or someone who played a significant role in the event but is not considered the perpetrator. The subject may have important information or perspectives to provide regarding the incident.
 - b) Suspect: The suspect refers specifically to the individual who is believed to have committed an act of violence or aggression in the workplace. This person is seen as the primary responsible party for the incident being investigated. The suspect is the target of the investigation and efforts are made to gather evidence to prove their involvement or establish their guilt. *It's important to note that the subject and suspect are not always separate individuals. In some cases, the subject and suspect may be the same person if the victim is also the alleged perpetrator of the violence.*
7. “Harassment” is the term that generally refers to unwelcome or offensive conduct directed at an individual or group based on protected characteristics. This conduct

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creates a hostile, intimidating, or offensive work environment that interferes with an individual's ability to perform their job.

8. "Temporary restraining order (TRO)" and "order after hearing" mean orders that include any of the following restraining orders, whether issued ex parte or after notice and hearing. An order enjoining a party from harassing, intimidating, molesting, attacking, striking, stalking, threatening, sexually assaulting, battering, abusing, telephoning, including, but not limited to, making annoying telephone calls as described in Section 653m of the Penal Code, destroying personal property, contacting, either directly or indirectly, by mail or otherwise, or coming within a specified distance of, or disturbing the peace of, the employee. TROs may be sought based on determinations by **California Montessori Project**.
9. "Unlawful violence" is any assault or battery or stalking as prohibited by currently enforced penal codes in the local jurisdiction but shall not include lawful acts of self-defense or defense of others.

II. Staff Engagement

A. Active Involvement of all Staff

1. California Montessori Project will seek active involvement of employees, law enforcement and/or others in the development and/or implementation of our Workplace Violence Prevention Plan.
2. Employees will participate in the following as needed:
 - a) Identifying, evaluating, and correcting workplace violence hazards
 - b) Completing training, including drills
 - c) Reporting and investigating workplace violence incidents
 - d) A site-based Workplace Violence Prevention Team (WVPT) will be assembled that includes, but not limited to, the Superintendent and Senior Director of Operations, Human Resources team lead and/or designees. The following tools and processes will be used:
 - (1) The Senior Director of Operations, will send an email request to all staff asking for volunteers to serve on the workplace violence Prevention Team (WVPT) for their school site.
 - (2) The following employees have been designated as workplace violence Prevention Team Representatives:

Jen Rosenberg and Joanne Ahola

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III. Responsibilities

A. All Employees are responsible for:

1. Interacting responsibly with fellow employees, supervisors, and clients.
2. Familiarity with California Montessori Project's policy regarding workplace violence.
3. Promptly reporting actual and/or potential acts of violence.
4. Cooperating fully in investigations/assessments of allegations of workplace violence.
5. Familiarity with the services provided by the Employee Assistance Program.
6. Informing appropriate personnel about restraining or protective court orders related to domestic situations.

B. Managers and Supervisors are additionally responsible for:

1. Informing employees of California Montessori Project's workplace violence policy and plan found in the Personnel Handbook.
2. Taking all reported incidents of workplace violence seriously and reporting them to the Human Resources team lead.
3. Assisting the Human Resources team lead, in investigating all acts of violence, threat, and similar disruptive behavior.
4. Providing feedback to employees regarding the outcome of investigations regarding violent or potentially violent incidents.
5. Requesting, where appropriate, assistance from the Human Resources team lead.
6. Being cognizant of situations that have the potential to produce violent behavior and promptly addressing them with all concerned parties.
7. Encouraging employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the Employee Assistance Program or from their primary care provider.
8. Ensuring, where needed, that employees have time and opportunity to attend training, e.g., conflict resolution, stress management, etc.

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C. Law Enforcement are responsible for:

1. Providing security and helping to defuse violent situations.
2. Providing technical advice and support regarding physical security matters.
3. Assisting with or conducting investigations of threats or incidents of violence.
4. Making arrests for acts of violence when appropriate.

D. Human Resources is responsible for:

1. Assisting in assessing and investigating allegations of workplace violence raised by employees, supervisors, and/or managers, as requested.
2. Providing technical expertise and consultation to help supervisors determine what course of administrative action is most appropriate in specific situations, including alternatives to discipline and use of CMP's Dispute Resolution process found in the Personnel Handbook.
3. Providing advice and counsel regarding personnel rules and regulations; and
4. Offering training courses to assist employees in dealing with situations which may lead to potential violence, e.g., conflict resolution, stress management, negotiation skills, etc.
5. Assisting, when appropriate, California Montessori Project staff with threat assessment and response activities.
6. Assisting, when appropriate, in assessing the physical and social environment for potential negative and positive stressors (e.g., space, lighting, temperature, and noise level).
7. Preparing trend reports and other analyses of safety and health incident report data; and
8. Assisting in emergency preparedness activities.

E. Employee Assistance Program is responsible for:

1. Providing problem assessment for employees experiencing personal problems on and off the job.
2. Providing short-term counseling and referral service to employees.
3. Referring employees needing long-term counseling to appropriate treatment resources.

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IV. Identifying Workplace Violence Risks at California Montessori Project

A. Methods of Identifying Workplace Violence Risks & Associated Controls

1. California Montessori Project will work diligently to identify, evaluate, and control workplace violence risks including, but not limited to:
 - a) **Scheduled periodic inspections** of evacuation routes and shelter in place options.
 - b) **Initial risk assessment** to identify potential risk factors and vulnerabilities within the workplace. California Montessori Project will assess the physical environment, work procedures, and interactions among employees and any other areas that may contribute to potential violence.
 - c) **Walkthrough the premises:** California Montessori Project will complete routine inspections of CMP school sites and workplaces to identify any existing or potential security threats, such as inadequate lighting, broken locks, or areas that obstruct visibility.
 - d) **Seek employee feedback:** California Montessori Project will provide an anonymous reporting system to allow employees to express concerns regarding potential violence. This confidential and safe channel for employees to report any incidents, threats, or concerns they may have regarding workplace violence will be monitored by the Human Resources Director.
 - e) **Training and education:** California Montessori Project will provide training for employees covering: (1) how to recognize warning signs of potential violence, (2) conflict resolution techniques, and (3) de-escalation strategies. CMP will equip employees with the necessary skills to respond appropriately to emergencies or violent situations they may encounter.
 - f) **Performing background checks:** Conduct thorough background checks on potential new hires to identify red flags such as past criminal records, violent tendencies, or restraining orders.
 - g) **Crisis response plan:** California Montessori Project has a clear and practical plan to address violent incidents if they were to occur. Our plan defines the roles, responsibilities, and communication channels to follow during an emergency. We will conduct lock down drills quarterly.
 - h) **Encourage an open-door policy:** All employees have access to anyone in management to report workplace violence concerns. California

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Montessori Project supervisors and/or principals will actively listen to employee concerns and take them seriously. Retaliation for reporting workplace violence concerns will not be tolerated.

- i) **Engage security professionals:** Consult with security experts or law enforcement agencies to assess CMP's security measures and receive recommendations on improving safety. These professionals can provide valuable insights and expertise on risk mitigation strategies.

- j) **Being aware of performance and/or conduct problems** which may be warning signs of potential trouble is a good prevention strategy. These signs may show up in perpetrators of violence, those who are victims, and those involved in domestic violence. Remember that the presence of any of these characteristics does not necessarily mean a violent act will occur. They may be indicators of another type of problem such as being ill, depressed, bereaved, etc. Some examples of performance and/or conduct indicators are listed below (listing is not intended to be all inclusive):
 - (1) Attendance problems – excessive sick leave, excessive tardiness, leaving work early, improbable excuses for absences.
 - (2) Adverse impact on supervisor's time – supervisor spends an inordinate amount of time coaching and/or counseling employee about personal problems, re-doing the employee's work, dealing with co-worker concerns, etc.
 - (3) Decreased productivity – making excessive mistakes, poor judgment, missed deadlines, wasting work time and materials.
 - (4) Inconsistent work patterns – alternating periods of high and low productivity and quality of work, inappropriate reactions, overreaction to criticism, and mood swings.
 - (5) Concentration problems – easily distracted and often has trouble recalling instructions, project details, and deadline requirements.
 - (6) Safety issues – more accident prone, disregard for personal safety as well as equipment and machinery safety, needless risks.
 - (7) Poor health and hygiene – marked changes in personal grooming habits.
 - (8) Unusual/changed behavior – inappropriate comments, threats, throwing objects.
 - (9) Evidence of possible drug or alcohol use/abuse.

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- (10) Evidence of serious stress in the employee's personal life – crying, excessive phone calls, recent separation.
- (11) Continual excuses/blame – inability to accept responsibility for even the most inconsequential errors; and/or
- (12) Unshakable depression – low energy, little enthusiasm, despair.

V. Reporting

- A. Employees are encouraged to report incidents to trusted administrator, the Human Resources team, and/or supervisors without fear of reprisal. The California Montessori Project is committed to responding to these reports quickly, privately, and aggressively to reduce the risk of injury to our team.
- B. Anonymous reporting method
 - 1. Human Resources team lead, will monitor anonymous reporting.
 - 2. Employees may choose to report incidences of workplace bullying, harassment, and violence or suggestions to improving workplace safety through our anonymous reporting method:
 - a) Anonymous Email – reportWPV@cacmp.org

VI. Notification of WPV Incidents

- A. Upon receipt of a report of workplace violence or threat of workplace violence, California Montessori Project personnel will immediately assess level of threat:
 - 1. Level One (Early Warning Signs)
 - a) The person is:
 - (1) Intimidating or Bullying
 - (2) Discourteous or Disrespectful
 - (3) Uncooperative
 - (4) Verbally Abusive
 - b) Response at Level One
 - (1) Observe the behavior in question.
 - (2) Report situation to the supervisor.

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- (3) The supervisor assesses and responds to the situation.
- c) If the offending employee is the reporting employee's immediate supervisor, the employee should notify the next level of supervision.
 - (1) If the offending person is not an employee, the supervisor of the employee reporting the incident is still the appropriate individual to receive and provide an initial response.
 - (2) Document the observed behavior in question using the Workplace Violence Prevention Log and additional notes.
 - (3) If an employee, supervisor and/or Human Resources should meet with the offending employee to discuss concerns:
 - (a) Schedule private time and place.
 - (b) Get straight to the point.
 - (c) Ask the employee for their input.
 - (d) Ask the employee what should be done about the behavior.
 - (e) Ask how you can help.
 - (f) Identify the performance and/or conduct problems that are of concern.
 - (g) Identify the steps you would like to see to correct problems.
 - (h) Set limits on what is acceptable behavior and performance.
 - (i) Establish time frames to make changes and subsequent consequences for failing to correct behavior and/or performance.
 - (j) Review CMP policies and/or Personnel Handbook.
- 2. Level Two (Escalation of the Situation)
 - a) The person:
 - (1) Argues with parents, students, co-workers, educational partners, and/or management.

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- (2) Refuses to obey policies and procedures.
 - (3) Sabotages equipment and steals property for revenge.
 - (4) Verbalizes wishes to hurt co-workers and/or management.
 - (5) Sends threatening note(s) to co-worker(s) and/or management; and/or
 - (6) Sees self as victimized by management (me against them).
- b) Response When the Situation Has Escalated to Level Two
- (1) If warranted, call 911 and other appropriate emergency contacts, particularly if the situation requires immediate medical and/or law enforcement personnel.
 - (2) Immediately contact the supervisor and, if needed, the supervisor will contact Human Resources to seek help in assessing/responding to the situation.
 - (3) If necessary, the supervisor should secure their own safety and the safety of others, including contacting people who are in danger.
 - (4) Document the observed behavior in question using the Workplace Violence Log and additional notes.
 - (5) Supervisor and/or Human Resources should meet with the employee to discuss concerns and, if appropriate, begin or continue progressive discipline. The supervisor should follow these procedures:
 - (a) Call for assistance in assessing/responding, if needed.
 - (b) Avoid an audience when dealing with the employee.
 - (c) Remain calm, speaking slowly, softly, and clearly.
 - (d) Ask the employee to sit down; see if they can follow directions.
 - (e) Ask questions relevant to the employee's complaint such as:
 - (i) What can you do to try to regain control of yourself?

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- (ii) What can I do to help you regain control?
- (iii) What do you hope to gain by committing violence?
- (iv) Why do you believe you need to be violent to achieve that?
- (v) Try to direct aggressive tendencies into another kind of behavior so that the employee sees they have choices about how to react.

3. Level Three (Further Escalation – Usually Resulting in an Emergency Response)

a) The person displays intense anger resulting in:

- (1) Suicidal threats.
- (2) Physical fights.
- (3) Destruction of property.
- (4) Display of extreme rage; and/or
- (5) Utilization of weapons to harm others.
- (6) Response When Situation is a Level Three Emergency

b) Any individual observing violent or threatening behavior which poses an immediate danger to persons or property is expected to:

- (1) Call 911, particularly if the situation requires immediate medical and/or law enforcement personnel.
- (2) Remain calm and contact supervisor.
- (3) Secure the safety of students and yourself first. Leave the area if your safety and the safety of the students in your care are at risk.
- (4) Cooperate with law enforcement personnel when they have responded to the situation.
 - (a) Once law enforcement personnel are on the scene, they will assume control of the situation.
 - (b) Witnesses should be prepared to provide a description of the violent or threatening individual.

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- (c) Details of what was observed.
 - (d) The exact location of the incident.
 - (5) Document the observed behavior in question using Workplace Violence Log and Notes.
 - (6) Supervisor will contact Human Resources and the Senior Director of Operations, and will follow the procedures described in the Level Two section.
- 4. Domestic Violence
 - a) Except when those involved in domestic violence are co-workers, most incidents are perpetrated by individuals outside the company.
 - b) Unlikely that the levels of violence described above will be evident. There may be early warning signs that this type of violence is escalating outside the workplace.
 - (1) Symptoms such as increased fear, emotional episodes, and/or signs of physical injury can indicate domestic violence.
 - (2) Victims, as well as perpetrators, also show signs of work performance deterioration. By intervening when the early warning signs occur, even though violence may not yet have been committed at work, a serious incident may be prevented.
 - c) Response Involving Domestic Violence
 - (1) In the event the perpetrator shows up at a CMP school site or worksite with the intent of harming the employee and any others who happen to be in the way or involved, follow the procedures described in Level Three in responding to the immediate crisis.
 - (2) If it is known that an employee is being affected by domestic violence, whether the perpetrator has shown up at a CMP school site or worksite, it is important to provide support and assistance.
 - (a) Talk with the employee about your concern of the possibility of the violence extending into the workplace.
 - (b) Recommend that the employee contact the Employee Assistance Program for assistance in dealing with the problem.

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- (c) Recommend that the employee call the National Domestic Violence Hotline for more information about domestic violence or to help find local resources.
- (d) Recommend that a workplace safety plan be developed in case an incident occurs at the workplace.

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VII. Investigation of Workplace Violence Incidents

A. Recordkeeping

1. Each violent incident that occurs will be recorded in California Montessori Project's violent incident log.
2. The information from each log must come from an employee who witnessed the incident, other witness statements, or investigative findings.
3. No personal identifying information may be included in the log, such as a name, address, email, phone number, Social Security Number, or any other information that could identify the person providing information for the log entry.
4. Additionally, information in the log must include the following:
 - a) Date, time, and location of the incident.
 - b) Workplace violence type (see types below).
 - c) Detailed description of the event.
 - d) Classification of the offender, such as parent, family, friend, stranger, co-worker, supervisor, or other titles like these.
 - e) Classification of the circumstances, such as the employee finishing up job duties or working in a poorly lit area.
 - f) Classification of the incident's location, such as the workplace, parking lot, or some other area.
 - g) Type of violence, such as physical force or threat of physical force, use of a weapon, animal attack, or sexual assault or threat of sexual assault.
 - h) Consequences of the incident, such as the use of law enforcement, any actions taken to protect the employees.
5. There are four distinct workplace violence types the California Montessori Project will classify incidents under:
 - a) Type 1 is workplace violence committed by someone with no legitimate business interests at California Montessori Project's workplace.
 - b) Type 2 is violence directed at employees by related individuals to students we serve, students of CMP, or visitors to California Montessori Project's facilities and workplaces.

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- c) Type 3 is violence between two current employees or one current and one former employee.
- d) Type 4 is violence committed by a non-employee who has a personal relationship with an employee.
- e) Notably, “workplace violence” does not include lawful acts of self-defense or defense of others.

B. Incident Investigation

1. The Human Resources team lead, is the Lead Investigator for workplace violence issues and has full authority and responsibility to investigate workplace violence issues. She can be reached at 916-971-2432 ext. 169.
2. The lead investigator will:
 - a) Immediate Response: When possible the lead investigator will ensure the safety of everyone involved by assessing the situation and taking any necessary actions to protect those at risk. This may involve securing the scene, evacuating the area if necessary, and contacting authorities or emergency services.
 - b) Initial Documentation: The investigator will gather preliminary information about the incident, including the date, time, location, and a summary of what occurred. They may also collect any available physical evidence, such as photos, videos, or written documentation related to the incident.
 - c) Identify and Interview Witnesses: The lead investigator will identify individuals who witnessed or have relevant information about the incident. They will conduct interviews with these individuals, documenting their statements and obtaining any supporting evidence they may have.
 - d) Review Policies and Procedures: The investigator will review the workplace's policies and procedures regarding violence and security to assess whether any policies have been violated. They will also look for potential contributing factors to the incident, such as conflicts, past incidents, or grievances that may have led to the violence.
 - e) Analyze Evidence: The investigator will analyze all the gathered evidence, including witness statements, physical evidence, documentation, and any other relevant information. They will try to

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establish a timeline of events and determine the sequence of actions leading up to the incident.

- f) **Decision:** Based on the gathered evidence, the lead investigator will assess the involvement of each involved party, including any potential responsibility held by the workplace. They will determine if any workplace policies or procedures were violated and if there were any failures in ensuring a safe working environment.
- g) **Documentation and Reporting:** The investigator will prepare a detailed report that outlines the findings, including a clear understanding of the incident, contributing factors, identified liabilities, and recommendations for preventing similar incidents in the future.
- h) **The Workplace Violent Incident Log** will be completed as documentation of the incident and be available for employee review upon request.
- i) **Collaboration with Authorities:** If criminal actions are involved, the lead investigator may collaborate with law enforcement agencies, providing them with all relevant information to support their investigation and potential prosecution.
- j) **Implement Corrective Measures:** The lead investigator will work with relevant stakeholders, such as human resources or supervisors to implement any necessary measures to prevent similar incidents from occurring in the future. This may involve revising policies, incorporating

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additional security measures, providing training or counseling to employees, or any other appropriate actions.

VIII. Active Shooter, Evacuation, and Sheltering Plans

- A. Quickly determine the most reasonable way to protect your own life, and those of the students. In the event of an active shooter situation:
1. Notification – Workplace Violence Lockdown – Evacuation and Sheltering alarm will be via walkie talkies and/or CMP’s network phone system.
 2. Evacuate - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - a) Have an escape route and plan in mind.
 - b) Evacuate regardless of whether others agree to follow.
 - c) Leave your belongings behind.
 - d) Help others escape, if possible.
 - e) Prevent individuals from entering an area where the active shooter may be.
 - f) Keep your hands visible.
 - g) Follow the instructions of any police officers.
 - h) Do not attempt to move wounded people.
 - i) Call 911 when you are safe.
- B. **Shelter in Place**
1. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - a) Be out of the active shooter’s view.
 - b) Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - c) Not trap you or restrict your options for movement.
 - d) To prevent an active shooter from entering your hiding place:
 - (1) Lock the door.

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- (2) Blockade the door with heavy furniture.
 - e) How to respond when an active shooter is nearby:
 - (1) Lock the door.
 - (2) Silence your cell phone and/or pager.
 - (3) Turn off any source of noise (i.e., radios, televisions).
 - (4) Hide behind large items (i.e., cabinets, desks).
 - (5) Remain quiet.
 - f) If evacuation and hiding out are not possible:
 - (1) Remain calm.
 - (2) Dial 911, if possible, to alert police to the active shooter's location.
 - (3) If you cannot speak, leave the line open and allow the dispatcher to listen.
- C.** Act against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- a) Acting as aggressively as possible against them.
 - b) Throwing items and improvising weapons.
 - c) Yelling.
 - d) Committing to your actions.

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IX. Employee Training and Information

- A. California Montessori Project will provide initial and annual training on Workplace Violence to our employees:
1. California Montessori Project Workplace Violence Prevention Plan and how employees can obtain copies and participate.
 2. Basic skills for de-escalation of crisis situations.
 3. Definitions and requirements of this law.
 4. How to report workplace violence incidents or concerns without fear of retaliation.
 5. Workplace hazards specific to a particular employee's duties.
 6. Controls that California Montessori Project has implemented.
 7. How to seek assistance to prevent or respond to violence and avoid physical harm.
 8. The violent incident log, and how to get copies of workplace violence incidents.
 9. The training will provide an opportunity for interactive Q&A with Joanne Ahola, Senior Director of Operations, Jen Rosenberg, Human Resources Director and Carrie Klagenberg, Safety Coordinator.
- B. Training is required for all new employees, employees who are given new job assignments, and all employees when a new hazard is presented by newly introduced procedures or processes.

X. Questions

Questions regarding the California Montessori Project Workplace Violence Prevention Program can be directed to Joanne Ahola, Senior Director of Operations, at 916-971-2432 ext. 172 or jahola@cacmp.org.