



WORKPLACE VIOLENCE PREVENTION PROGRAM

Bellevue Union School District

Policy Statement: BUSD is committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

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 which create a security hazard for others in the workplace.

All BUSD employees are responsible for implementing and maintaining our WVPP Program and are also responsible and accountable for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe and secure work environment.

Our management employees of BUSD are responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Directors are expected to enforce policies and practices fairly and uniformly.

We encourage employee participation in designing and implementing our WVPP program. We require prompt and accurate reporting of all violent incidents whether physical injury has occurred or not. We will not discriminate against victims of workplace violence.

A copy of the WVPP Plan is readily available to all employees on the BUSD District website at www.busd.org and a physical copy is located with the IIPP in the main office of each school.

The plan shall always be in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

The WVPP Plan will be reviewed and updated annually.

Requirements: BUSD's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

- **Date of Last Review:** May 31, 2024
- **Date of Board Presentation:** June 18, 2024
- **Date of Last Revision(s):** _____, 2024

Definitions:

- **Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- **Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
- **Log** - The violent incident log required by LC section 6401.9.
- **Plan** - The workplace violence prevention plan required by LC section 6401.9.
- **Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a



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public street or highway, unless the accident occurred in a construction zone.

- **Threat of violence** - 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.
- **Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment. **Workplace violence** does not include lawful acts of self-defense or defense of others. **Workplace violence** includes, but is not limited to, 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 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.
 - The following four workplace violence types:
 - Type 1 violence** - 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 employees with the intent to commit a crime.
 - Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - Type 4 violence** - 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.
- **Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

Responsibility: The Superintendent and the WVPP administrator have the authority and responsibility for implementing the provisions of this plan for Bellevue Union School District.

All Leadership team members are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

Additionally, key personnel at the district and site level will assist in a WVPP Planning team that will be established to assess the vulnerability to workplace violence and recommend preventive actions to be taken.

This group will be responsible for developing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit our overall Workplace Violence Prevention Program.



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Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Michael Kellison	Superintendent	Overall responsibility for the plan; <i>Superintendent approves the final plan and any major changes.</i>	707-542-5197	mkellison@busd.org
Stacy Spector	Director Human Resources	Responsible for employee involvement and training; <i>organizes safety meetings, & updates training materials.</i>	707-542-5197	sspector@busd.org
Bill Jereb	Director Maintenance & Operations WVPP Administrator	Responsible for emergency response and coordination with other employers; <i>coordinates emergency response procedures, and communicates with other employers about the plan.</i> Responsible for hazard identification; <i>conducts safety inspections & communicates them to Supe for resolution.</i>	707-542-5197	bjereb@busd.org
Site and District Administrators	Chief Business Officer, Director of Student Services, Director of Technology, Food Services Program Manager, Principals	Responsible for implementing and enforcing the plan within their respective sites and departments; assists in identifying, evaluating, and correcting workplace violence hazards and assists in implementing emergency procedures and providing assistance during emergencies	707-542-5197	lmartin@busd.org , twhitaker@busd.org , rgreen@busd.org , sjones@busd.org , mjacobson@busd.org , dmccullough@busd.org , ncraig@busd.org , jwalker@busd.org

Employee Active Involvement: BUSD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in: Identifying, evaluating, and determining corrective measures to prevent workplace violence.
- Management will have monthly meetings with employees and their representatives to include a discussion identifying workplace violence related concerns/hazards, evaluation of those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions



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of recent incidents, and reviews of safety procedures.

- Designing and implementing training
- Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
- Reporting and investigating workplace violence incidents.

Employee Compliance: All BUSD employees will comply with work practices that are designed to make the workplace more secure and will not engage in threats or physical actions that create a security hazard for others in the workplace.

All employees are responsible and will be held accountable for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe and secure work environment. All district and site administrators, at a minimum will:

- Inform employees, supervisors, and managers about our Workplace Violence Prevention Program.
- Follow established workplace security directives, policies, and procedures.
- Evaluate the performance of all employees in complying with our Workplace Violence Prevention Program.
- Recognize employees who perform work practices that promote security in the workplace.
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.

Communication with employees: Directors and supervisors will maintain an open, two-way communications system on all workplace safety, health, and security issues.

Our district has a communication system designed to encourage a continuous flow of safety, health, and security information between management and our employees without fear of reprisal and in a readily understandable form.

Our communication system consists of the following items:

- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs designed to address specific aspects of workplace security unique to our district.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Periodic review of our Workplace Violence Prevention Program with all personnel.
- Posted and/or distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action through anonymous reporting methods



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below:

- Rosa Police non-emergency number: 707-543-3600
 - Sonoma County Sheriff non-emergency number: 707-565-2121
 - Emergency: 911
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- Employees will not be prevented from accessing their mobile to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
 - Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
 - Updates on the status of investigations and corrective actions provided to employees through email and/or at safety meetings.
 - Procedures for protecting employees who report threats from retaliation by the person making the threats.

Coordination with other Employers: The Bellevue Union School District will implement the following effective procedures to coordinate implementation of its plan with other districts to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multi-employer worksite (COOL School, Preschool), the Bellevue Union School District will ensure that if its employees experience workplace violence incident that BUSD will record the information in a violent incident log and shall also provide a copy of that log to other employers.

Employer Agency	Contact Person	Phone Number	Email
COOL School	Melissa Moore	707-260-4286	napacoe.org
North Bay Children's Center (NBCC)	Ktistina Sisseck, VP of Programs	415-883-6222	ksisseck@nbcc.net

Training and Instruction: All BUSD employees will have training and instruction on general and job-specific workplace violence practices. These sessions shall involve presentations, discussions, and practical exercises.

In addition, we will provide specific instructions to all employees regarding workplace security hazards unique to their job to the extent that such information was not already covered in other training. Training and instruction will be provided (and logged [Staff Training Log](#)) as follows:

- When the WVPP was first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.



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The Bellevue Union School District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- How to obtain a copy of the WVPP at no cost, and how to participate in its development and implementation.
- How to report workplace violence incidents or concerns to BUSD or law enforcement without fear of reprisal.
- How to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs ([Violence Incident Log](#)).
- Recognition of workplace security hazards including the risk factors associated with the four types of violence and hazards specific to the employees' jobs.
- The corrective measures BUSD has implemented, and how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- Provide opportunities for interactive questions and answers with a person knowledgeable about the District's plan.
- Strategies to avoid physical harm, measures to summon others for assistance and employee routes of escape.
- Detail the emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.

Workplace Violence Incident Reporting Procedure: The Bellevue Union School District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by directly reporting incidents to the WVPP administrator, **Director Bill Jerob, Maintenance and Operations**.
- All incidents, including potential incidents, of workplace violence should be reported within 24 hours or as soon as possible following the occurrence. The following process shall be followed:
 - A "Workplace Violence Incident Report Form" ([Workplace Violence Incident Report Form](#)) must be completed by the victim, or the victim's supervisor if the victim is unavailable, for all incidents. The supervisor is to ensure that the employee completes other reports, such as a worker's compensation claim if applicable.
 - The completed Workplace Violence Incident Report Form should be sent by the employee or supervisor to Human Resources for all incidents occurring on campus. Human Resources shall coordinate the review of incidents with the Workplace Violence Prevention Team.
 - Where there is a reasonable basis to believe that an employee involved with a workplace incident may be the subject of disciplinary action, a copy of the incident will be placed in their file in accordance with District Policy.
 - After review, the incident report may be provided to the Workplace Violence Prevention Team, which is charged with evaluating incidents referred to them and if appropriate, make recommendations to prevent future similar occurrences.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action through anonymous reporting methods



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below:

- Santa Rosa Police non-emergency number: 707-543-3600
- Sonoma County Sheriff non-emergency number: 707-565-2121
- Emergency: 911



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A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- An employee who retaliates against a coworker for reporting an incident will be subject to applicable disciplinary procedures up to and include termination.
- Reports of injuries shall be maintained in accordance with applicable laws and regulations, including California Department of Labor and Federal OSHA laws and regulations.

Emergency Response Procedures: The Bellevue Union School District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- A situation is an emergency if an injury has occurred OR there is an immediate threat of physical harm.
- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies will occur through:
 - Alarm systems
 - PA announcements
 - Emails
 - Parent Square Notices/Alerts
- The Bellevue Union School District will have evacuation or sheltering plans as outlined in our Comprehensive School Safety Plan.
- Staff should consider their safety first in all emergencies. If possible, staff should use the following response procedures:
 - **Step 1:** The first person on the scene quickly assesses the situation and risk.
 - **Step 2:** The first person on the scene calls for security/medical assistance and ensures the needs of the injured are met. Employees must also immediately notify the supervisor of the situation.
 - **Step 3:** The Supervisor will immediately assess whether there is an emergency situation and make a prompt report to their supervisor or if they are unavailable to Human Resources.
 - **Step 4:** The supervisor, in an emergency where there is an immediate threat of violence, will ensure that local or County police and medical personnel have been notified.
 - **Step 5:** Proceed with Non-Emergency Response Procedures, Steps 3-5.
 - **Step 6:** Complete Workplace Violence Incident Report Form.
- Obtain help from staff, security personnel, or law enforcement by:
 - Using your classroom phone, cell phone, or office phone to dial 911 then alert campus administration/security using your office phone, cell phone or radio.
 - Using the Sheriff's non-emergency dispatch line listed above then alert campus administration/security using your office phone, cell phone or radio.



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Non-emergency Response Procedures: The Bellevue Union School District has in place the following specific measures to handle threatening non-emergencies:

- A situation is a threatening non-emergency when one person, through intimidating words or gestures, has induced fear and apprehension of physical or other harm to another person but there is no immediate danger of such harm being inflicted.
- Staff should consider their safety first in all non-emergencies. If possible, staff should use the following response procedures:
 - **Step 1:** Employee immediately notifies supervisor.
 - **Step 2:** The supervisor conducts a preliminary inquiry and makes a prompt report to Human Resources.
 - **Step 3:** If there has been serious misconduct or criminal behavior by an employee, the coordinator of Human resources will contact Law Enforcement and take no further action. Or if there is no immediate threat of violence and no serious misconduct or criminal behavior by an employee, the supervisor will continue the investigation, resolve/mediate matters, initiate disciplinary action, if appropriate, and make referrals to Human Resources, as appropriate
 - **Step 4:** The Supervisor ensures that a written summary report of the incident and all actions taken is prepared and submitted within three business days to Human Resources.
 - **Step 5:** If an emergency develops, follow the steps for the emergency response procedure
 - **Step 6:** Complete Workplace Violence Incident Report Form

Procedures for Post Incident Response and Investigation: After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.



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- The violent incident log ([Violence Incident Log](#)) will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - 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 another perpetrator.
 - 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.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal 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.

Workplace Violence Hazard Identification and Evaluation: The following policies and procedures are established and required to be conducted by The Bellevue Union School District to ensure that workplace violence hazards are identified and evaluated:

- 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.
- Review all submitted/reported concerns of potential hazards:
 - Weekly review of all submitted and reported concerns.
 - Online form for reporting workplace violence hazards
 - Voicemail/email/text messages



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Periodic Inspections: Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted annually in conjunction with the FIT report conducted by the Maintenance and Operations Manager.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Name/Job Title	Person	Area/Department/Specific location	How Often for "Periodic"
Maintenance Operations Director		District Office Properties	At least every 3 months
Principal		Campus	At least every 3 months

Inspections for workplace violence hazards include assessing:

- Physical:
 - The exterior and interior of the workplace for its attractiveness to robbers.
 - The need for violence surveillance measures, such as mirrors and cameras.
 - Effective location and functioning of emergency buttons and alarms.
 - Posting of emergency telephone numbers for law enforcement, fire, and medical services.
 - Whether employees have access to a telephone with an outside line.
 - Whether employees have effective escape routes from the workplace.
 - Whether employees have a designated safe area where they can go in an emergency.
 - Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Procedures and Training:
 - Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
 - Procedures for reporting suspicious persons or activities.
 - Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
 - Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
 - Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
 - The use of work practices such as the "buddy" system for specified emergency events.



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- Communication and Reporting:
 - Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - How well our establishment's management and employees communicate with each other.
 - Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
 - Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

Workplace Violence Hazard Correction: Workplace violence hazards will be evaluated and corrected in a timely manner. The Bellevue Union School District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

Employee Access to the Workplace Violence Prevention Plan: The Bellevue Union School District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- A copy of the WVPP Plan is readily available to all employees on the District website at www.busd.org and a physical copy is located with the IISP in the main office of each school.

Record Keeping: Periodic updates and reviews of the following workplace violence reports and records will be made. The Bellevue Union School District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violence incident logs ([Violence Incident Log](#)) for a minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
- The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.



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Employee Access to Records: The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records ([Staff Training Log](#)).
- Violent incident logs ([Violence Incident Log](#)).

Review and Revision of the WVPP: The Bellevue Union School District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of The Bellevue Union School District WVPP shall include, but is not limited to:
 - Review of incident investigations and the violent incident log ([Violence Incident Log](#)).
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
 - Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

Employer Reporting Responsibilities: As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, The Bellevue Union School District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Michael Kellison, Superintendent of Bellevue Union School District, on May 31, 2024, do hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan.

I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention

Signature: _____

Date: _____