

# WORKPLACE VIOLENCE PREVENTION PLAN

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
San Pasqual Union Elementary School District	Mark Burroughs Superintendent	mark.burroughs@sanpasqualunion.net 760-745-4931

## Section 1: Policy Statement (Effective Date of Program)

San Pasqual Union School District Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence defined by Labor Code (LC) section 6401.9. subsection (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.
  - (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.

Implementation Date: 2024-2025 School Year

## Section II: Responsibility

Mark Burroughs: Superintendent

WVPP Responsibilities:

Overall responsibility for developing and updating the plan. Mr. Burroughs participates in regional safety meetings and approves the final plan and any significant changes.

Phone number: 760-745-4931

Email: mark.burroughs@sanpasqualunion.net

Kristin DiNofia: Chief Business Official

WVPP Responsibilities:

Responsible for developing and updating the plan and is responsible for employee involvement and training. Ms. DiNofia participates in safety meetings, updates training materials, and is also responsible for coordinating team members' input and ensuring the collection and maintenance of incident logs.

Phone number: 760-745-4931

Email: kristin.dinofia@sanpasqualunion.net

Nicole Zdunich: Assistant Principal

WVPP Responsibilities:

Responsible for assisting in the development and updating of the plan and employee involvement and training.

Phone number: 760-745-4931

Email: nicole.zdunich@sanpasqualunion.net

Ray Sifuentes: Director of Facilities, Maintenance, and Operations

WVPP Responsibilities:

Mr. Sifuentes is responsible for emergency response, hazard identification, and coordination with other employees.

Mr. Sifuentes conducts safety inspections, coordinates emergency response procedures, and communicates with other employees about the plan, and ensures that workplace violence is reported to Human Resources from the Facilities, M&O Department, and team members.

Phone number: 760-745-4931

Email: ray.sifuentes@sanpasqualunion.net

### The Workplace Violence Prevention Plan Committee:

Name:	Mark Burroughs	Title:	Superintendent	Phone:	760-745-4931
Name:	Kristin DiNofia	Title:	Chief Business Official	Phone:	760-745-4931
Name:	Nicole Zdunich	Title:	Assistant Principal	Phone:	760-745-4931
Name:	Ray Sifuentes	Title:	Director of M&O	Phone:	760-745-4931

### Section III: Involvement of Staff and Authorized Employee Representatives in Development and Implementation

The San Pasqual Union Elementary School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the WVPP plan:

Management will work with and allow employees and authorized employee representatives to participate in:

- Identifying, evaluating, and determining measures to prevent workplace violence.

\*Management will schedule safety meetings or add safety topics to scheduled meetings with employees and their representatives to identify workplace violence-related concerns, evaluate those hazards and concerns, and discuss how to correct them. The meetings may include brainstorming sessions, discussions 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 training materials. For example, an employee might suggest a new training scenario based on a recent incident.

- Reporting and investigating workplace violence incidents:

Employees are encouraged to report any act of violence at the workplace to their immediate supervisor. Incidents are logged, staff are interviewed, and relevant details are collected concerning location, involved persons, injuries, or equipment.

Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly. All employees will follow all workplace violence prevention plan directives, policies, and procedures and help maintain a safe work environment.

The plan shall be in effect at all times, in all work areas, at all school sites, and be specific to the hazards and corrective measures for each work area.

#### **Section IV: Coordination with Other Employers**

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

- All employees will be trained in workplace violence prevention
- Workplace violence incidents involving any employee are reported, investigated, and recorded
- If contracted employees experience workplace violence, the incident will be recorded in the violent incident log, and a copy will be provided upon request to other employers.

#### **Section V: Compliance**

Our system ensures that employees comply with the rules and work practices that are designed to make the workplace secure and do not engage in threats or physical actions that create a security hazard for others in the workplace, including at a minimum:

- Training employees, supervisors, and managers in the provisions of the San Pasqual Union School District Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and non-supervisory employees comply with the WVPP
- Provide retraining to employees whose safety performance is deficient with the WVPP
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace
- Discipline employees for failure to comply with the WVPP. (SPUSD has a process of working with employees on corrective actions.)

#### **Section VI: Communication, Reporting Workplace Violence, and Response to Investigation**

San Pasqual Union School District recognizes that open, two-way communication between management, staff, and other employees about workplace violence issues are essential to a safe and productive workplace.

The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees and consists of

one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures
- Workplace violence prevention training
- Safety meetings or safety topics incorporated into scheduled staff meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns
- Posted or distributed workplace violence prevention information
- How employees can report a violent incident, threat, or workplace violence concern anonymously to SPUSD using the "Say Something" app on the SPUSD website or report to their direct supervisor
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

Employees' concerns will be investigated promptly, and they will be informed of the results of the investigation and the corrective actions if there are any.

\*During safety meetings, employees will receive Updates on the status of investigations and corrective actions. These updates may include information about the progress of an investigation, its results, and any corrective actions that may exist.

## Section VII: Workplace Violence Response Procedures

San Pasqual 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 via in-person reporting, phone calls, or email. If it is impossible to connect with the direct supervisor, the employee will report directly to the WVPP administrator.
- Employees can report incidents to their supervisor, HR, or through the anonymous hotline "Say Something."
- 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 may receive employee discipline up to and including dismissal.

SPUSD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following methods:

\*Alarm systems and PA announcements will be used; email, text message, or automated calls are other viable options

- SPUSD has evacuation or shelter-in-place plans available to be activated depending upon the type or location of an actual emergency
- Report physical emergencies to site principals or via the work order ticket system, which is under the leadership of the Director of Facilities, Maintenance, and Operations
- Report student or dangerous person emergencies to the Superintendent, Assistant Principal, CBO, or Director of M&O.

- All immediate physical, in-person, or potential violence emergencies must be reported to the Superintendent, CBO, Assistant Principal, Director of Maintenance & Operations, direct supervisors, and/or 911, whichever is the most expedient and appropriate.

## **Section VIII: Identify, Evaluate, and Correct Workplace Violence**

The following policies and procedures are established and required to be conducted by the San Pasqual Union School District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard. (Example: "Say Something" anonymous reporting; reporting verbally, in writing, or an emailed notification to site managers regarding actual or potential workplace violence hazards.)
- 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. Site administrators and district-level administrators shall conduct periodic inspections on an ongoing basis as needed.

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the school site for potential breaches by intruders/thieves.
- If there is a need for surveillance measures such as additional outdoor or corridor cameras.
- Procedures for reporting suspicious persons or activities to the site administrator.
- Access by employees to telephone lines.
- Effective escape or evacuation routes from classrooms or the campus.
- Designated reunification areas / safe areas where staff can go during an emergency.
- Existence of adequate security systems, door locks, entry codes, and badge requirements, security windows, fences
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who visit our schools
- Efficacy of communication plans
- Frequency or severity of employees' reports of threats of physical or verbal abuse by employees, managers, or clients

## **Section IX: Post Workplace Violence Response and Investigation**

Workplace violence hazards will be evaluated and corrected promptly.

The San Pasqual 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 except those necessary to correct the existing condition.
- All corrective actions taken will be documented.

- Corrective measures for workplace violence hazards will be specific to a given work area. For example, lighting may be improved, signage may be increased, door locks may be updated, security alarms may be upgraded, and surveillance cameras may be increased.
- The District will ensure employees, supervisors, and managers know potential workplace violence warning signs.
- Human Resources will become involved in addressing reported incidents between employees to address the potential of workplace violence.
- Inform staff to report suspicious packages, persons, or activities in the school or site vicinity to their immediate supervisor.

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the site as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, and law enforcement.
- Review security footage if it exists.
- 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.
- Record information in the violent incident log with the following:
  - Date, time, location
  - The workplace violence type/types involved
  - A classification of who committed the violence, including whether the perpetrator was a staff member, student, community member, etc.
  - A classification of circumstances at the time of the incident with all ensuing details
  - A classification of where the incident occurred
  - The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical Attack
    - Attack with a weapon, 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
  - Include the consequences of the incident, including, but not limited to:
    - Whether law enforcement was contacted and their response
  - Actions taken to protect employees from a continuing threat or other hazards identified as a result of the incident
  - Information about the person completing the log, including their name, job title, and the date completed
  - Review of all previous incidents in the same location or the same personnel

Ensure that no personally identifiable information is recorded or documented in the written investigation report. This includes information that would reveal the 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.

## **Section X: Periodic Review and Revision of Workplace Violence Prevention Plan**

The San Pasqual 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

The WVPP will be reviewed and revised, including the aspects listed in the Employee Active Involvement section of this plan. A review of the plan may include:

- Review of the incident log
- Review of mitigation/resolution of incidents, if any

## Section XI: Training

SPUSD will make the WVPP available to employees and inform employees of their responsibilities to comply with the rules and work practices that are designed to make the workplace more secure and not engage in threats of physical actions that create a security hazard for others. SPUSD will offer the following:

- Training of employees on the existence of and responsibilities of the WVPP for SPUSD
- Modeling and expectations of effective procedures to ensure supervisors and all employees comply with the WVPP
- Provide additional training or assistance to employees whose safety performance is deficient

SPUSD recognizes that open communication between management teams, staff, and contracted employees about workplace violence issues are essential to a safe and productive workplace. We will implement the following communication plan to facilitate a continuous flow of information:

- New employees will receive information about the WVPP
- WVPP information will be shared in regularly scheduled safety meetings.
- The WVPP will be posted on the district website and available to employees
- Employees can anonymously report incidents and threats
- Contracted employees will have the same opportunities to communicate potential WV

## Section XII: Recordkeeping

San Pasqual Union School District will record reported incidents of WVPP and maintain records in the Human Resources Department on the Violent Incident Log. Information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence
- Witness statements
- Location, nature of threat, details
- All other investigation findings
- Names
- Contact information: Email and Phone
- Whether or not security or law enforcement was contacted
- Injuries/if any
- Cal/OSHA notification/engagement