

**EXHIBIT B – Incident Log**  
**Submit to Paul Irving in the HR Department**



**SOUTHERN KERN UNIFIED SCHOOL DISTRICT**

2601 Rosamond Blvd.  
Rosamond, CA 93560  
(661)256-5000 Fax (661)256-1247

**Embracing the Whole Child**

**WORKPLACE VIOLENCE PREVENTION PLAN - VIOLENT INCIDENT LOG**

**THE DATE AND TIME OF THE INCIDENT:** \_\_\_\_\_

**LOCATION OF THE INCIDENT:** \_\_\_\_\_

**WHAT TYPE OF WORKPLACE VIOLENCE OCCURRED?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAILED DESCRIPTION OF THE EVENT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAILED DESCRIPTION OF ANY INJURY, PSYCHOLOGICAL, TRAUMA, OR STRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHO COMMITTED THE VIOLENCE?** \_\_\_\_\_

---

**WHAT WERE THE CIRCUMSTANCES AT THE TIME OF THE INCIDENT?** \_\_\_\_\_

---

---

---

---

**WHERE DID THE INCIDENT OCCUR?** \_\_\_\_\_

**WHAT TYPE OF WORKPLACE VIOLENCE OCCURRED?**

- \_\_\_\_\_ 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: \_\_\_\_\_

**WHAT WERE THE CONSEQUENCES OF THE INCIDENT, INCLUDING, BUT NOT LIMITED TO:**

Whether security or law enforcement was contacted and their response: \_\_\_\_\_

---

Actions taken to protect employees from a continuing threat or any other hazards identified as a result of incident:

---

---

**WAS THE WORKPLACE VIOLENCE PREVENTION PLAN REVIEWED AFTER THIS INCIDENT? (YES OR NO)** \_\_\_\_\_

WAS THE WORKPLACE VIOLENCE PREVENTION PLAN REVISED DUE TO THIS INCIDENT AND IF SO, HOW?

---

---

**THIS LOG COMPLETED BY:**

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_