



Sonoma County Office of Education Workplace Violence Prevention Plan

July 1, 2024

WORKPLACE VIOLENCE PREVENTION PLAN for Sonoma County Office of Education (SCOE)

Our establishment'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: July 1, 2024

Date of Last Revision(s): N/A

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 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 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.

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

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

Policy Statement

Sonoma County Office of Education (SCOE) has developed this Workplace Violence Prevention Program to address hazards known to be associated with the four major types of workplace violence as described in the Definitions Section.

SCOE is committed to promoting a safe, respectful, and non-threatening work environment for all employees, students, and members of the public. Intimidating, threatening, and/or potentially violent behaviors are disruptive to SCOE's objective of a secure and humane atmosphere for its students, employees, and visitors. While it is impossible to eliminate all risks, the following Workplace Violence Prevention Plan is designed to educate members of the SCOE community (students, employees, and visitors) on how to report alarming/threatening behavior or potentially violent acts and how this information will be assessed and analyzed.

SCOE will also take action, including involving state or local law enforcement in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

The guidelines provided in this plan shall apply to all SCOE students and employees and visitors on SCOE operated grounds. These guidelines also apply to activities and events on SCOE-owned or controlled property, buildings, premises, facilities, etc., and to activities and events, regardless of the location, sponsored by SCOE or by any SCOE-recognized organizations.

These guidelines are not intended to be a set of inflexible requirements or to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual or incident.

These guidelines do not provide for adjudication of misconduct by, discipline of, or imposition of sanctions on SCOE employees, students, or visitors. Such action may be taken against individuals whose behavior is addressed under these guidelines under SCOE's employee or student disciplinary policies and procedures as well as applicable federal, state, or local laws. This Workplace Violence Prevention Plan does not have the force and effect of law.

RESPONSIBILITY

The WVPP administrator, Amie R. Carter, Sonoma County Superintendent of Schools, has the authority and responsibility for implementing the provisions of this plan for Sonoma County Office of Education (SCOE). Additional individuals and their defined roles are outlined below.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Dr. Amie R. Carter	WVPP ADMINISTRATOR: Sonoma County Superintendent of Schools	Overall responsibility for the plan; Dr. Carter <i>approves the final plan and any major changes.</i>	(707) 524-2603	acarter@scoe.org

Dr. Rani Goyal	WVPP DEPUTY ADMINISTRATOR: Assistant Superintendent, Human Resources	Responsible for employee involvement and training; <i>Dr. Goyal organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>	(707) 524-2814	rgoyal@scoe.org
Greg Medici	WVPP DEPUTY ADMINISTRATOR, Business Support Services	Responsible for emergency response, hazard identification, and coordination with other employers; <i>Greg conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(707) 524-2628	gmedici@scoe.org
Cody Grosskopf	Chief Technology Officer	Cody maintains security of the network and technology related to SCOE and SCOE programs.	(707)524-8324	cgrosskopf@scoe.org

All managers and supervisors, as identified in the [SCOE Leadership Org Chart](#), are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP. In the event of a workplace violence incident, managers and supervisors may coordinate with SCOE Emergency Team members, as identified in SCOE's internal [Management/ Command Organization Chart](#).

EMPLOYEE ACTIVE INVOLVEMENT

SCOE 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.

SCOE's safety team will have quarterly safety meetings with employees and their representatives to discuss the identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
 - Designing and implementing training to ensure a safe workplace environment for all employees of SCOE.
 - Employees are encouraged to share ideas and concerns with their department lead. Employees are also welcome to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials.
 - Reporting and investigating workplace violence incidents. Employees can report incidents directly to their supervisor and/or can initiate a [Workplace Violence Incident Report](#). Management will ensure that all workplace violence policies and procedures within this written plan are 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 assist in maintaining a safe work environment. The plans, policies, and procedures will be reviewed during SCOE wide management meetings and during department meetings.
- 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.

EMPLOYEE COMPLIANCE

Our system ensures that employees comply with the rules and work practices that are designed to make the workplace more 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 SCOE's Workplace Violence Prevention Plan (WVPP). Training will be provided through the Public School Works online training platform, which will generate a report confirming employees who have or have not completed the training. The report will go to the SCOE HR Department which will continue tracking the compliance status of all employees internally.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP: Department leads will be trained in the WVPP at the beginning of every year, and the assistant superintendent of human resources will give reminders periodically as needed.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognize employees who demonstrate safe work practices that promote the WVPP in the workplace by acknowledging employees through SCOE Announcements for their work in support of a safe workplace environment.
- Employees who fail to follow the WVPP will be subject to possible discipline and additional training on the WVPP.
- The WVPP will be reviewed in department orientation meetings, new manager orientations, and leadership meetings at the beginning of each school year.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers about workplace violence issues is 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 programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - SCOE supervisors and employees will communicate effectively and in the employees' first language by utilizing SCOE's bilingual certified staff to translate all materials.
- Posted or distributed workplace violence prevention information.
- Options for an employee to report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal or adverse action include. Access to report forms

is made available to employees through an internal website, their supervisor, or HR. A copy of the forms are included in the WVPP Appendix.

- Employees can report an incident of workplace violence by contacting their Supervisor or a WVPP Administrator to complete a Workplace Violent Incident Report.
- Employees can anonymously report a concern about potential violence, potential threat of violence, or other safety concerns by completing a Employee Safety Concern Form.
- Employees can anonymously report a concern about a physical hazard by completing a Hazard Report Form.
- To report a threat of violence occurring in or around SCOE's campus or classroom, please call Administration at (707) 524-2603. If it is an immediate threat, please call 911.
- 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. They will be informed of the results of the investigation and any corrective actions to be taken directly from the administrator handling the situation in writing via email, with the appropriate documentation.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates during daily/weekly/monthly/quarterly meetings with other departments in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

COORDINATION WITH OTHER EMPLOYERS

Sharing training materials and incident reports with other employers ensures a coordinated response to incidents.

SCOE will implement the following effective procedures to coordinate 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 on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multi-employer worksite, SCOE will ensure that if its employees experience a workplace violence incident, SCOE records the information in a violent incident log and provides a copy to the controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

All acts or threats of violence against an SCOE employee, service provider, or student, regardless of the source of the act or threat, will be reported promptly and accurately, regardless of whether or not physical injury has occurred. The following additional practices ensure employee compliance with workplace security directives, policies, and procedures:

- Immediately report any situation or incident that generates a sense of fear for personal safety or the safety of others to the police.

- If the reporting individual is an employee, the incident will be reported to his or her supervisor as soon as possible. When an employee cannot report the matter to their supervisor, the report can be made to the Assistant Superintendent of Human Resources, Dr Rani Goyal.
- If the reporting individual is not an employee, he or she will also report the incident to a department Administrator.
- The supervisor and the reporting individual(s) will complete the Workplace Violent Incident Report. A Violent Incident Log of all reports is maintained. A copy of both documents may be found in the WVPP Appendix.
- Anyone involved in a violent attack or who witnesses an attack resulting in an injury that requires more than first aid will contact emergency services.
- Injured persons will receive prompt and appropriate medical care and be transported to medical care facilities.
- The incident will be reported to police and other authorities as required by law.
- The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- Injured persons, witnesses to the incident, and other affected employees will be provided psychological assistance and counseling to reduce trauma and stress.
- Suggestions for improving the Workplace Violence Prevention Program employee may be provided by completing the Employee Safety Concern Form. (this form may be completed anonymously). A copy of the form may be found in the WVPP Appendix.

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 discipline in accordance with the collective bargaining agreements and SCOE Superintendent Policy.

EMERGENCY RESPONSE PROCEDURES

An overview of the SCOE Emergency Operations Plan (EOP) is outlined in the Emergency Team Overview Chart, a copy of which may be found in the WVPP Appendix. SCOE has in place the following specific measures, defined in the (EOP), to handle actual or potential workplace violence emergencies:

- Employees may be alerted to workplace violence in a variety of ways including direct communication, email, phone calls, text messages, alarms, announcements on public address systems, or other methods.
- Employees should activate our emergency response plan and be ready to shelter in place or evacuate. Employees should follow our protocols for run, hide, fight.
- Information about the exact location, presence, and nature of the incident will be communicated as information is obtained through the various communication channels listed above. Understand that unannounced imminent threats may have no warning and information may be highly limited.
- In the event that you need immediate assistance, you may contact law enforcement by dialing 9-1-1. For non-imminent assistance, you should contact your supervisor or human resources/risk management.
- SCOE has evacuation or sheltering plans as described in the Emergency Actions and Procedures section of the EOP, including provisions for Office/School Closure, Shelter-in-Place, Lockdown, Evacuation, Reverse Evacuation Procedures, and for Drop, Cover & Hold. Emergency Maps are included in the EOP for buildings under SCOE control.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Dr. Amie Carter	EOC Director	Responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning/releasing staff as needed. The SCOE EOC Director or designee are authorized to speak to the media.	(707) 524-2603	acarter@scoe.org
Greg Medici	EOC Director Alternate #1	Responsibilities are the same as for the EOC Director.	(707) 524-2631	gmedici@scoe.org
Louis Ganzler	EOC Director Alternate #2	Responsibilities are the same as for the EOC Director.	(707) 524-8400	lganzler@scoe.org
Kelley Dillon	Operations Section Chief	Responsible for carrying out all emergency response activities. Those responsibilities are coordinated by the Section Chief and carried out by the Crisis Intervention, First Aid, Evacuation and Site Security, Search and Rescue, and Staff and Visitor Accounting Teams.	(707) 524-2786	kdillon@scoe.org
Jeanine Thibeau	Logistics Section Chief	Manages the procurement and distribution of supplies and equipment. Responsible for recruiting and deploying personnel, and for the acquisition of and mobilization of vehicles to move people and/or equipment as needed and in support of response activities. Manages the Food, Water & Supply Team	(707) 524-2819	jthibeau@scoe.org
Mandy Corbin	Planning/ Intelligence Section Chief	Responsible for assessing available and needed resources, monitoring incident status, and documenting response	(707) 524-2710	mcorbin@scoe.org

		activities. Responsible for Planning/ Intelligence Teams: Documentation, Situation Status, Tech Communications		
Sarah Lampenfeld	Finance/ Administration Section Chief	Responsible for buying materials and keeping financial records of response-related expenditures as well as tracking employee hours spent on response and recovery activities. Responsible for Finance/ Administration Teams: Recordkeeping, Outside Storage Key Keepers, Inside Storage Key Keepers, and Utility Shut Off	(707) 524-2635	slampenfeld@scoe.org
Sarah French	Safety Officer	Charged with the safety of staff, visitors, and guests during response activities. The SO can stop any response activity that would create an unsafe situation or put anyone at risk. Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	(707) 524-2625	sfrench@scoe.org
Eric Wittmershaus	Public Information Officer/Liaison	Acts as the liaison between SCOE, the media and the public. Prepares press releases, scripts or talking points for EOC Director. Point of contact/ coordination between the EOC Director and public agencies/organizations working on site in support of response activities. Responsible for collecting, evaluating, documenting and utilizing response-related information in support of Sonoma County School District Offices and off-site SCOE programs.	(707) 524-2620	ewittmershaus@scoe.org

Emergency Telephone Numbers

In an EMERGENCY, dial 9-1-1 for:

- Fire Department
- Police Department
- Sheriff's Office
- Highway Patrol

American Red Cross (Sonoma County Chapter)	707-577-7600
Animal Regulation (Sonoma County)	707-565-7100
CalTrans	1-800-427-7623
Central Fire Authority (Formerly Rincon Valley Fire and Windsor Fire)	707-539-1801
Pacific Gas & Electric Company	1-800-743-5002
Redwood Empire Schools' Insurance Group	707-836-0779
School and College Legal Services	707-524-2690
Sonoma County Department of Emergency Services	707-565-1152
Sonoma County Office of Education	707-524-2600
Sonoma County Sheriff's Department	707-565-2511
Sonoma County Dept. of Health Services (information)	707-565-4400
Health Services Communicable Disease Reporting	707-565-4567

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

Identification and evaluation of workplace violence security threats and hazards will be performed by the following designated SCOE personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Diann Kitamura, Deputy Superintendent	Equitable Education Services (EES)
Greg Medici, Deputy Superintendent	Business Support Services
Elizabeth Engelken, Executive Director	Special Education Local Area Plan (SELPA)
Mandy Corbin, Assistant Superintendent	Special Education
Dr. Rani Goyal, Assistant Superintendent	Human Resources

Hazard Assessment

Physical hazards within the workplace are typically reported by the department AOS through an Escape generated Work Order marked "Urgent", which is received by and acted upon by Facilities/Maintenance/Operations. For hazards related to potential workplace violence, SCOE will review all submitted/reported concerns of potential hazards submitted in the following formats:

- Online forms for reporting workplace violence hazards include the [SCOE Hazard Report Form](#) and [Employee Safety Concern Form](#). Copies of the forms may be found in the WVPP Appendix
- Reported workplace violence hazards may be made by Voicemail/email/text messages to an AOS, Supervisor or Manager.

Periodic Inspections

Periodic inspections are performed according to the following schedule:

1. When the Workplace Violence Prevention Program is implemented
2. When new, previously unidentified security hazards are recognized
3. When occupational injuries or threats of injury occur
4. Whenever workplace security conditions warrant an inspection

Periodic inspections for workplace security hazards include identifying and evaluating workplace security hazards and changes in employee work practices. They may require assessing for more than one type of workplace violence. SCOE performs inspections for every kind of workplace violence using the methods specified below to identify and evaluate workplace security hazards. All inspections will be conducted using the WVPP Hazard Inspection Checklist, a copy of which is located in the Appendix, and will be held by the Human Resources Department.

Type I workplace violence inspections. Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers;
2. The need for security surveillance measures, such as mirrors or cameras;
3. Procedures for employee response during a robbery or other criminal act;
4. Procedures for reporting suspicious persons or activities;
5. Posting of emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line;

Type II workplace violence inspections. Inspections for Type II workplace security hazards include assessing:

1. Access to, and freedom of movement within, the workplace;
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems;
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of SCOE;
4. Employee's skills in safely handling threatening or hostile service recipients;
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons;
6. Procedures for a "buddy" system for specified emergency events;
7. The availability of employee evacuation routes

Type III & IV workplace inspections. Inspections for Type III & IV workplace security hazards include assessing:

1. SCOE's communication with employees, supervisors, and managers;
2. SCOE employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence;
3. Access to and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of SCOE's employees is having a dispute;
4. Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors, or other employees;
5. Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other

- signs of strain or pressure in the workplace;
6. Employee disciplinary and termination procedures

WORKPLACE VIOLENCE HAZARD CORRECTION

Hazards that threaten the security of employees will be corrected promptly based on severity when they are first observed or discovered.

Type I workplace violence. Corrective measures for Type I workplace security hazards include:

1. Making the workplace unattractive to criminal acts;
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace;
3. Procedures for the reporting of suspicious persons or activities;
4. Posting emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line;
5. Employee, supervisor, and management training on emergency action procedures

Type II workplace violence. Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity;
2. Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems;
3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of SCOE;
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons;
5. Providing procedures for a "buddy" system for specified emergency events;
6. Ensuring adequate emergency evacuation routes

Type III & IV workplace violence. Corrective measures for Type III & IV workplace security hazards include:

1. Effectively communicating SCOE's anti violence policy to all employees, supervisors, or managers;
2. Improving how well SCOE's management and employees communicate with each other;
3. Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence;
4. Controlling access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of SCOE's employees is having a dispute;
5. Providing counseling to employees, supervisors, or managers who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers;
6. Ensuring all reports of violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat;
7. Ensuring employee disciplinary and discharge procedures address the potential for workplace violence; immediate and appropriate action will be taken by the employee's supervisor or manager to ensure safety within the workplace.

8. Applying crime prevention measures through environmental design and administrative measures, including but not limited to:
 - A. Well-lighted areas
 - B. Security/controlled access to the work area
 - C. Employees must visibly display employee ID badge at all times while in a SCOE facility
 - D. Visitor sign-in
 - E. Visitor badges
 - F. Well-lighted parking lots and area surrounding the building
 - G. Buddy system for walking to car or locations away from the building
 - H. Security cameras
 - I. Mounted area mirrors
 - J. Eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, dark areas
 - K. Panic buttons
 - L. Locks on restroom doors
 - M. Remove sharp objects from view that could be used as a weapon
 - N. Caller ID on phones
 - O. Field staff check-in (cell phones)

In the event that an imminent workplace violence hazard 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. SCOE Emergency Safety Team(s) will address the reported hazard immediately and work with the administration to inform all employees of the progress.

All corrective actions taken will be documented and dated on the appropriate forms. SCOE Emergency Safety Team(s) will log the hazard and the steps to remediate the problem.

Corrective measures for workplace violence hazards will be specific to a given work area.

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 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.
- The Violent Incident Log spreadsheet will be maintained to reflect use of the: Violent Incident Report for each workplace violence incident and all related information.
 - 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 other 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.
 - 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 from any 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.
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the Violent Incident Log. This includes information that 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.

TRAINING AND INSTRUCTION

SCOE has established the following policy on training all employees with respect to workplace security: Training is provided through Public School Works. SCOE Human Resources tracks and maintains completion of training by employees.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace security practices. Training and instruction will be provided as follows:

- When the WVPP is 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.

SCOE 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 SCOE WVPP at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Access to information on workplace violence hazards specific to the employees' jobs, the corrective measures SCOE has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- How to access the violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities SCOE has for interactive questions and answers with a person knowledgeable about the SCOE WVPP.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to respond to hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

Note: *SCOE will use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

SCOE 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:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

SCOE 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 violent incident logs 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.

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.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The SCOE 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 SCOE's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent 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. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), SCOE 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, Dr. Rani Goyal, Assistant Superintendent of Human Resources at Sonoma County Office of Education, 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 am committed to ensuring the safety and well-being of our employees and promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.



Dr. Rani Goyal, Assistant Superintendent of Human Resources
Signature

6/18/24
Date

Appendices

TABLE OF CONTENTS

APPENDIX A: Workplace Violence Incident Report

APPENDIX B: Workplace Violence Log

APPENDIX C: Employee Safety Concern Report

APPENDIX D: SCOE Hazard Report Form

APPENDIX E: Hazard Inspection Checklist

APPENDIX F: SCOE Emergency Team Overview

APPENDIX A

Sonoma County Office of Education

Workplace Violence Incident Report

Violent Incident Report Instructions: The supervisor receiving a report of workplace violence must complete this form with as much detail as possible to support an investigation. The original report will be kept on file with the outcome of the investigation attached in a confidential file system.

Reporting Employee: _____

Affected Employee(s): _____

Affected Employee(s) Job Title(s): _____

Department: _____

Facility Address: _____

Date incident occurred: _____ Time incident occurred: _____

Specific address and detailed description of description where incident occurred (i.e. empty hallway, warehouse bathroom) *(attached additional pages if necessary)*:

Definitions of Violent Incident Types

Type I 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 workers with the intent to commit a crime.

Type II violence: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type III violence: workplace violence against an employee by a present or former employee, supervisor, or manager.

Type IV 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.

Questions to Answer After a Violent Incident:

1. Which type of person threatened or assaulted the employee(s)?
 - **Type I:** Stranger Thief/Suspect Other
 - **Type II:** Client/Customer Passenger Person in Custody Patient Visitor Student
 - **Type III:** Current Co-worker Former Co-worker Supervisor/ Manager
 - **Type IV:** Current Spouse or Partner Former Spouse or Partner Employee's Friend
 Employee's Relative Family/friend of client or patient

2. What type of violent incident occurred (check all that apply)?

- Verbally harassed Verbally Threatened Physically Assaulted Punched Slapped Grabbed Pushed Choked Kicked Bitten Hit with Object Threatened with Weapon Assaulted with Weapon Animal Attack Other (Describe):

3. Was a weapon used? Yes No

Describe the incident (*attached additional pages if necessary*):

4. Was/were the employee(s) working alone? Yes No

If not, who was/were with the employee(s) that may have witnessed the incident?

5. Were there threats made before the incident occurred? Yes No

If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

6. Are you willing to testify against the Respondent in Court to obtain a restraining order? Yes No

Report Completed By: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

APPENDIX B

Sonoma County Office of Education

Violent Incident Log

DATE	TIME	LOCATION	DETAILED DESCRIPTION OF THE INCIDENT	WORKPLACE VIOLENCE TYPE				WHERE INCIDENT OCCURRED?
				1	2	3	4	
CLASSIFICATION OF PERPETRATOR:		<input type="checkbox"/> Client <input type="checkbox"/> Customer <input type="checkbox"/> Family of client <input type="checkbox"/> Friend of client <input type="checkbox"/> Family of customer <input type="checkbox"/> Friend of customer <input type="checkbox"/> Stranger	<input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor/manager <input type="checkbox"/> Partner/spouse <input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	CLASSIFICATION OF CIRCUMSTANCES AT TIME OF INCIDENT:				<input type="checkbox"/> Performing usual job duties <input type="checkbox"/> Poorly lit areas <input type="checkbox"/> Rushed <input type="checkbox"/> Isolate/alone <input type="checkbox"/> Unable to get help/assistance. <input type="checkbox"/> Working in unfamiliar/new loc. <input type="checkbox"/> Rushed <input type="checkbox"/> Low staffing level <input type="checkbox"/> Working in community setting <input type="checkbox"/> Other: _____
		TYPE OF INCIDENT:						<input type="checkbox"/> Physical attack without a weapon <input type="checkbox"/> Animal attack <input type="checkbox"/> Sexual assault or threat (including rape, attempted rape, physical display, or unwanted verbal or physical sexual contact) <input type="checkbox"/> Other
CONSEQUENCES OF INCIDENT:		Was security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	RESPONSE:					
		Was law enforcement contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	RESPONSE:					
		Action taken to protect employees from a continuing threat or other hazards as a result of the incident:						
COMPLETED BY:			JOB TITLE:			DATE COMPLETED:		

APPENDIX C

Sonoma County Office of Education

Employee Safety Concern Report

SCOE recognizes that to maintain a safe and secure workplace, there must be open, two-way communication that allows employees to report all potentially unsafe conditions and workplace violence concerns without fear of reprisal. Please complete this form to suggest ideas or report an unsafe workplace condition or practice. When using this form, employees are encouraged, but not required, to provide their name and/or department.

For imminent hazards or threats or emergencies, please dial 911.

1. What type of safety concern are you reporting (check all that apply)?

- Potential for physical violence Potential for verbal conflict Potential for written conflict
 Potential for physical safety Other (Describe):

2. Worksite location, conditions, date(s) and other circumstances related to your concern:

3. Please describe any unsafe workplace condition or practice:

4. What do you think are the causes or other contributing factors to this unsafe condition or practice?

5. Please describe what SCOE can do to improve safety:

6. Has this concern been reported to your supervisor? Yes No

Please provide your name and contact information (optional)

Report Completed By: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

Appendix D

Hazard Report

Sonoma County Office of Education

Supervisor _____ Date _____

Department/Division _____

I would like to report what I believe to be a potential hazard that could cause employee injury, illness or death, damage to County Office property, or injury to a public patron on County Office property.

The hazard is: (specify potential hazard in detail; use additional sheets if necessary)

The location of the hazard is: (be specific; include the room number, name of site, etc.)

I suggest the following corrective action:

Signed: (optional) _____

For Supervisor's Use Only

Record of supervisor analysis and/or corrective action taken within five (5) days:

Supervisor's signature _____ Date _____

For Business Services Use Only

Reviewed by Director of Operations Safety Committee

Action taken _____

APPENDIX E

Sonoma County Office of Education

WVPP Hazard Inspection Checklist

Periodic inspections for workplace security hazards include identifying and evaluating workplace security hazards and changes in employee work practices. They may require assessing for more than one type of workplace violence. Supervisors and Managers are to use this checklist and note any WVPP Hazards in the workplace where provided.

Type I workplace violence inspections. Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers;
2. The need for security surveillance measures, such as mirrors or cameras;
3. Procedures for employee response during a robbery or other criminal act;
4. Procedures for reporting suspicious persons or activities;
5. Posting of emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line;

Type II workplace violence inspections. Inspections for Type II workplace security hazards include assessing:

1. Access to, and freedom of movement within, the workplace;
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems;
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of SCOE;
4. Employee's skills in safely handling threatening or hostile service recipients;
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons;
6. Procedures for a "buddy" system for specified emergency events;
7. The availability of employee evacuation routes

Type III & IV workplace inspections. Inspections for Type III & IV workplace security hazards include assessing:

1. SCOE's communication with employees, supervisors, and managers;
2. SCOE employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence;
3. Access to and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of SCOE's employees is having a dispute;
4. Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors, or other employees;
5. Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace;
6. Employee disciplinary and termination procedures

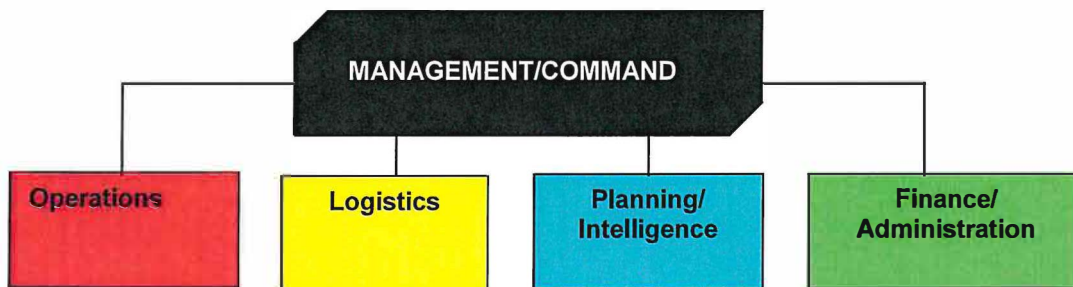
APPENDIX F

Management/Command Section

Organization Chart

MANAGEMENT/COMMAND

During a campus emergency, the Management Team is responsible for coordinating all response activities. This Team is comprised of the EOC Director, the Public Information Officer, the Safety Officer and the Liaison Officer.



- **EOC DIRECTOR** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning/releasing staff as needed. The SCOE EOC Director or designee are authorized to speak to the media.
- **PUBLIC INFORMATION OFFICER (PIO)/LIAISON OFFICER (LO)** acts as the liaison between the SCOE, the media and the public. The PIO must be aware of all incident response activities and prepares press releases, scripts or talking points for EOC Director. The PIO is the point of contact/coordination between the EOC Director and public agencies and organizations (such as the American Red Cross, or the local utility company) working on site in support of response activities. This person is also responsible for collecting, evaluating, documenting and utilizing response-related information in support of Sonoma County School District Offices and off-site SCOE programs.
- **SAFETY OFFICER (SO)** is charged with the safety of students, staff, and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk. *This position is also responsible for checking all utilities and turning them off if necessary.*

APPENDIX F

Operations Section

Organization Chart

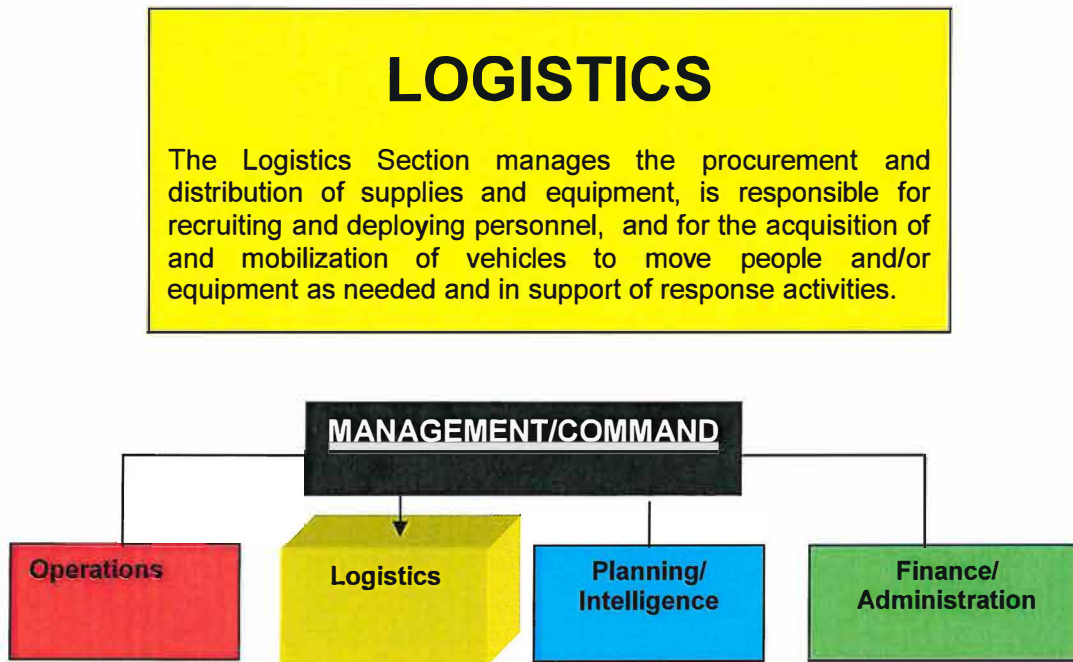


- **CRISIS INTERVENTION TEAM** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in incidents and emergencies.
- **EVACUATION AND SITE SECURITY TEAM** is responsible for evacuating the building and making sure no one returns inside. This team is also responsible for identifying and mitigating on-site hazards following an emergency. This team is also charged with site security.
- **FIRST AID TEAM** is tasked with coordinating on-site medical response and care during emergencies. This team is also responsible for establishing an on-site morgue when needed.
- **SEARCH AND RESCUE TEAM** is tasked with safely conducting on-site search and rescue activities post-disaster.
- **STAFF AND VISITOR ACCOUNTING TEAM** is responsible for accounting for all staff and visitors.

APPENDIX F

Logistics Section

Organization Chart



- **FOOD, WATER AND SUPPLY TEAM** is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.

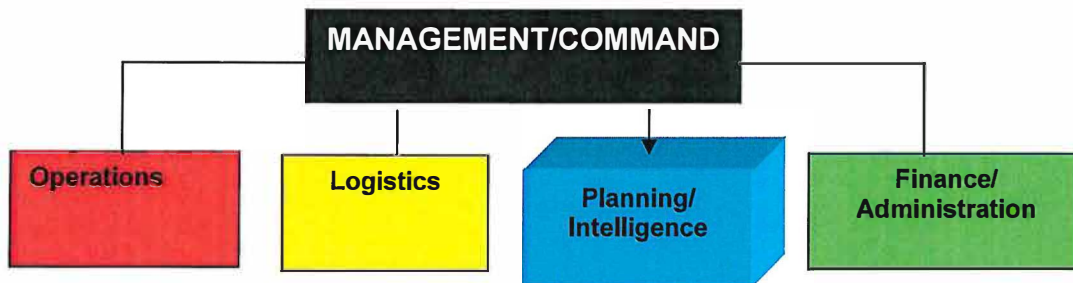
APPENDIX F

Planning/Intelligence Section

Organization Chart

PLANNING / INTELLIGENCE

The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities.



- **TECHNICAL COMMUNICATIONS TEAM** is responsible for setting up, installing, and maintaining equipment in support of on and off-site communications during a disaster.
- **DOCUMENTATION TEAM** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes. Responsible for monitoring Situation Status Reports and compiling up-to-date status reports on the incident.
- **SITUATION STATUS TEAM** is responsible for collecting, evaluating, documenting, and utilizing response-related information in support of on-site and off-site SCOE programs.

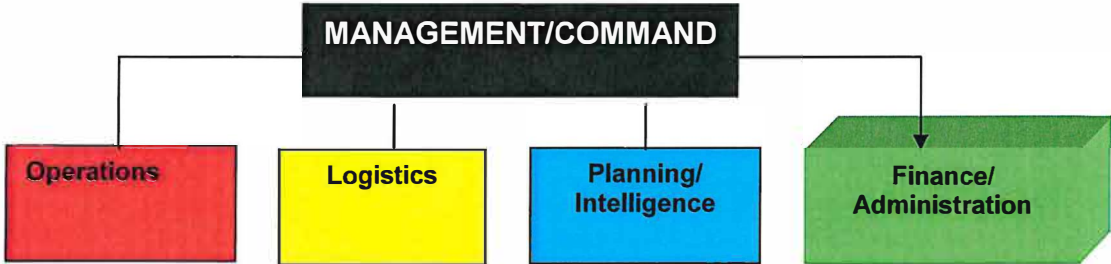
APPENDIX F

Finance/Administration Section

Organization Chart

**FINANCE /
ADMINISTRATION**

The Finance/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures as well as tracking employee hours spent on response and recovery activities.



- **RECORDKEEPING TEAM** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities.