



WORKPLACE VIOLENCE PREVENTION PLAN

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
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THERMAL, CA 92274

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Organizing The Workplace Violence Prevention Plan

Before new legislation was passed requiring the creation of the WVPP, many of the elements of the plan were already in place in current policies and procedures that addressed workplace incidents outlined in the four types of workplace violence.

In addition, CVUSD owned facilities, including those leased by CVUSD for educational and administrative activities, have been improved to provide a safe environment for students, employees, and guests.

As concerns have arisen regarding facility safety and/or the conduct of employees, students, or visitors, these concerns have been addressed through various policies or mechanisms, such as the Safety Committee.

Organizing the WVPP allows CVUSD to bring these policies and mechanisms together in one plan to help prevent workplace violence and increase safety in our properties and facilities where CVUSD activities take place.

The expectation is that the WVPP will evolve and mature over time based on need. The plan will be updated at least annually or more frequently as needed.

Policy Statement

Coachella Valley Unified School District does not ignore or tolerate workplace violence in any form. This includes acts of violence or threats of violence. CVUSD is committed to promoting a safe, respectful, and non-threatening work environment for all employees, students, and members of the public.

- Threats of violence include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility that he or she might be physically injured and that serves no legitimate work-related purpose.
- Workplace violence means any act of violence or threat of violence that occurs at the work site. The term workplace violence does not include lawful acts of self-defense of others. Workplace violence includes 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 injury.
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

The **COACHELLA VALLEY UNIFIED SCHOOL DISTRICT (CVUSD)** has developed this Workplace Violence Prevention Program to address hazards associated with the four major types of workplace violence as defined by Senate Bill 553.

1. **Type I violence** - means workplace violence committed by a person who has no legitimate business at the worksite/ school site and includes violent acts by anyone who enters the workplace/ school site, or approaches employees with the intent to commit a crime.

2. **Type II violence** - means workplace violence directed at employees by parents, students, or visitors.
3. **Type III violence** - means workplace violence against an employee by a present or former employee, supervisor, or manager.
4. **Type IV violence** - 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.

Intimidating, threatening, and/or potentially violent behaviors disrupt CVUSD'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 CVUSD community (students, employees, and visitors) on how to report alarming/threatening behavior and/or potentially violent acts and how this information will be assessed and analyzed.

Scope

CVUSD policy requires an immediate response to all reports of violence. Depending on the type of violent and/or threatening incident, it will be investigated and documented by the CVUSD Human Resources Department or School Site Administration. CVUSD will also take action, including involving local law enforcement in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur. All CVUSD supervisors and employees are responsible for complying with and adhering to our WVPP.

The guidelines provided in this plan shall apply to all CVUSD students and employees as well as visitors on CVUSD-operated grounds. These guidelines also apply to activities and events that occur on CVUSD-owned and/or controlled property, buildings, premises, facilities, etc., and to activities and events, regardless of the location, sponsored by CVUSD.

These guidelines are not intended to be a set of inflexible requirements, nor are they intended to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual/incident.

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

DEFINITIONS

For purposes of this section, the following definitions apply:

- (1) **"Emergency"** refers to unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.
- (2) **"Engineering controls"** denote an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
- (3) **"Log"** signifies the violent incident log required by this section.
- (4) **"Plan"** signifies the workplace violence prevention plan required by this section.
- (5) **"Threat of violence"** encompasses 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.
- (6) **"Workplace violence"** encompasses 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:
 - (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, parents, students, or visitors. This includes parents, vendors, and contractors.
 - (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.
- "Workplace violence" does not include lawful acts of self-defense or defense of others.
- "Work practice controls" means procedures and rules which are used to effectively reduce workplace violence hazards. The following employers, employees, and places of employment are exempt from this section:
 - o Employees teleworking from a location of the employee's choice, which is not under the control of the employer.
 - o Places of employment where there are less than ten (10) employees working at the place at any given time and that are not accessible to the public, if the places are in compliance with Section 3203 of Title 8 of the California Code of Regulations.

Roles and Responsibilities

Workplace Violence Prevention Program Administrator- District

The Assistant Superintendent of Human Resources, or an assigned designee, is the designated WVPP Administrator and has the authority and responsibility for overseeing the development, implementation, and maintenance of this plan and conducting or overseeing any investigations of workplace violence reports. The Assistant Superintendent of Human Resources will also be able to answer employee questions concerning this plan. The Assistant Superintendent of Human Resources is responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Program.

The Assistant Superintendent of Human Resources and Director of Risk Management are responsible for ensuring compliance with the provisions of the Workplace Violence Prevention Program. The plan will supplement the Injury Illness Prevention Plan (IIPP).

The Assistant Superintendent of Human Resources, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVPP. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents through negotiations with labor groups, the District Safety Committee meetings, Departmental meetings, District Extended Cabinet meetings, Cabinet meetings, and staff and leadership team meetings.

Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

CVUSD employees and all safety personnel are responsible for the observation of personnel and identification of potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to the Assistant Superintendent of Human Resources and an action plan developed to minimize and eliminate the potential threat.

CVUSD employees are expected to:

- Comply with the plan.
- Maintain a violence-free work environment.
- Act professional, courteous, and responsible at all times.
- Attend all trainings.
- Follow all directives, policies, and procedures.
- Report any and all acts of workplace violence to their supervisor or manager without fear of reprisal.

CVUSD employees are urged to be alert for any behavior that presents a threat of violence. Further, CVUSD employees should be familiar with these guidelines and with the methods for reporting actual or potential threats to the CVUSD community. **All incidents are to be reported within 24 hours to the Supervisor or Human Resources at (760) 848-1091.**

Active Involvement

Employee involvement is appreciated and often better suited to correcting hazards in the workplace due to the intimate knowledge of the location and operation. Employee and authorized representatives may participate in plan development, hazard correction, and identifying, evaluating, and implementing of the plan in a variety of methods including:

- Participating with the District Safety Committee
- Submitting concerns or feedback to Supervisor, Human Resources, Risk Management, Director of Safety and Security, or Director of Emergency Operations & Public Information

District Safety Committee

The purpose of the CVUSD Safety Committee is to bring district employees and management together in a cooperative effort to identify, evaluate, and take action to mitigate or eliminate safety and health hazards in the workplace. The committee is dedicated to building a culture of safety through training, education,

and policy development. CVUSD District Safety Committee is to ensure the safety of all people in the district, including students, staff, and visitors. This committee is responsible for reviewing and supporting site safety plans, the Workplace Violence Prevention Group, Crisis Response Teams, and Site/District Threat Assessment Teams.

WVPP Group

In addition, a WVPP Group will be established to assess the vulnerability to workplace violence within the CVUSD and will be responsible for developing employee education and training programs in violence prevention and plans for responding to acts of violence. The WVPP Group will serve as auditors for the Workplace Violence Prevention Program. The Workplace Violence Prevention Group will consist of:

Name	Title	Phone Number	Role
Monica Makiewicz	Assistant Superintendent of Human Resources	(760) 848-1091	Oversees development, implementation, and monitoring of plans.
Lawrence Luna	Director Risk Management	(760) 848-1108	Assist in the development, implementation, and monitoring of plans.
Sumer Martinez	Director of Human Resources - Certificated	(760) 848-1149	Assist in the development, implementation, and monitoring of plans.
Cindy Maldonado	Director of Human Resources - Classified	(760) 848-1093	Assist in the development, implementation, and monitoring of plans.
Leticia Torres	Interim Director of Facilities Development & Planning	(760) 848-1843	Assist in the development, implementation, and monitoring of plans as it relates to facilities and the operations of the District.
Baker Alloush	Director of Maintenance & Operations	(760) 848-1873	Assist in the development, implementation, and monitoring of plans as it relates to facilities and the operations of the District.
Gustavo Paiz	Director of Safety and Security	(760) 848-1929	Assist in the development, implementation, and monitoring of plans. Assist in training.
Cindy Harrison	Director of Emergency Operations and Public Information	(760) 791-2593	Assist in the development, implementation, and monitoring of plans. Assist in training.
Carissa Carrera	Coachella Valley Teachers Association President	(760) 619-9236	Assist in the development, implementation, and monitoring of plans as it relates to employee-authorized representation.
Isadora Jimenez	California School Employees Association, Chapter 109 President	(760) 969-0091	Assist in the development, implementation, and monitoring of plans as it relates to employee-authorized representation.

Compliance

CVUSD has developed a comprehensive Workplace Violence Prevention Plan. This Plan is in writing, available at all school sites, and easily accessible to employees and authorized employee representatives at all times. 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. The district ensures compliance with the plan by:

- Providing training and information to staff at various times, such as upon hire, annually, or during periodic review as needed.
- Encouraging reporting to the WVPP Administrator.
- Making the plan available to staff, which includes information about reporting violence and threats.
- Inclusion in conducting site safety evaluations.
- Debriefing of incidents (with considerations of confidentiality).
- Posting plan information at each location.

The Assistant Superintendent of Human Resources, or an assigned designee, shall coordinate the implementation of the workplace violence prevention plan with other employers (e.g., contracted security staff, volunteers, after-school programs, and other employers on site), when applicable, to ensure that those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be trained on CVUSD WVPP.

Employees are to report workplace violence to their Immediate Site Supervisor. The site supervisor will immediately report WPV to Human Resources, Risk Management, and others from the WVPP Group when appropriate.

Person(s) who receive a report or complaint about workplace violence or retaliation will investigate reports. Retaliation will be prohibited and that information will be included in the plan, in employee training and retraining programs, and in follow-up as part of an investigation and possible disciplinary action.

District/Site Supervisors/Administrators:

Are responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Program. In addition, designated school site administrators/designees must take immediate action when employees or students have made the supervisor aware of a perceived threat, and/or act of violence.

Supervisors/Administrators will:

- Provide the reporting individual with a copy of the Incident Report and ask that it be completed.
- Inform employees about the Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with workplace security measures.
- Provide training and /or counseling to employees who need to improve work practices designed to ensure workplace security.
- Follow established workplace security policies and procedures.

District/Site Supervisors will maintain an open, two-way communication system (Raptor, E-mail, Keenan safe schools) on all workplace safety, health, and security issues. CVUSD has a communication system designed to encourage a continuous flow of safety, health, and security information between employees and our WVPP Group without fear of reprisal. Our communication system consists of the following:

- New employee orientation will address workplace security policies, procedures, and work practices.
- Periodic review of our WVPP with all personnel, with updates when new information or hazards become known.
- Regularly scheduled safety meetings with all applicable personnel that include workplace security discussions and safety drill debriefs.
- A system to ensure that all employees, including managers and supervisors, understand and acknowledge the workplace security policies.
- Posted or distributed workplace security information and updates.
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats of retaliation by the offender after making an initial report.
- Posting of the comprehensive plan at each location.
- Training program with relevant resources and information on how to obtain copies of relevant records, where appropriate.

Hazard Assessment

CVUSD will perform a workplace hazard assessment for workplace hazards in the form of periodic inspections. Periodic inspections to identify unsafe conditions, work practices, and threats of workplace violence are performed by onsite Administration, Risk Management, CVUSD Security, Riverside Sheriff's Office, and/or Imperial County Sheriff's Office.

Periodic inspections are performed according to the following schedule:

1. Annual review of the past year/s workplace violence incidents
2. When the Workplace Violence Prevention Program is implemented
3. When new, previously unidentified security hazards are recognized
4. When occupational injuries or threats of injury occur
5. Whenever workplace security conditions warrant an inspection

Periodic inspections for security hazards consist of the identification and evaluation of workplace security hazards and changes in employee work practices and may require assessing for more than one type of workplace violence. CVUSD performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace hazards.

Type I Workplace Violence Inspections. Inspections for Type I workplace hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to bad actors;
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, and physical barriers;
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of CVUSD;
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. CVUSD's communication with employees, supervisors, and managers;
2. CVUSD 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 CVUSD'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

Hazard Correction

Hazards that threaten the security of employees will be corrected in a timely manner 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 CVUSD;
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. Improving how well CVUSD's management and employees communicate with each other;
2. Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence;
3. Controlling access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of CVUSD's employees is having a dispute;
4. 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;
5. 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;
6. Ensuring employee disciplinary and discharge procedures address the potential for workplace violence; and
7. Applying crime prevention measures through environmental design and administrative measures including but not limited to:
 - A. Well-lit areas
 - B. Security/controlled access to the work area
 - C. Employees must visibly display an employee ID badge at all times while in a CVUSD facility
 - D. Visitor sign-in, scan license through Raptor, and may receive a badge
 - E. Well-lit parking lots and the area surrounding the building
 - F. Buddy system for walking to car or locations away from the building
 - G. Security cameras
 - H. Mounted area mirrors
 - I. Campus Safety Assistants

- J. Eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, and dark areas.
- K. Panic buttons (if applicable)
- L. Locks on restroom doors
- M. Remove sharp objects from view that could be used as a weapon
- N. Caller ID on the district phone system
- O. Field staff check-in (district-issued cell phones)

Recordkeeping

CVUSD has established the following recordkeeping policies:

1. Each site records every violent workplace incident in the violent incident log. The master log will be maintained by Human Resources.
2. Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five (5) years.
3. Training records will be maintained for a minimum of one (1) year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions (Appendix E).
4. Violent incident logs will be maintained for a minimum of five (5) years.
5. Records of workplace violence incident investigations will be maintained for a minimum of five (5) years. These records shall not contain "medical information" as defined by Civil Code Section 56.050).

Violence Incident Log

CVUSD records every workplace violence incident in a violent incident log, which will be maintained by Human Resources. All acts of violence or threats of violence against a CVUSD 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.

Information that is recorded in the log for each incident shall be based on information solicited from the employee(s) who experienced workplace violence, witness statements, and investigation findings. The employer shall omit any element of personal identifying information sufficient to allow 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. The log shall be reviewed during the periodic reviews of the WVPP.

All reports should be taken seriously. The initial verbal report will be followed up with written documentation (Appendix A), which should include, but not be limited to the following critical information:

- Date, time, and location of the Incident
- Workplace Violence Incident Type
- Location Classification
- Who Committed the Violence

- o Was the perpetrator a contractor, family or friend of staff member, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator
- Employee Circumstances
 - o Was the employee 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.
- Description of Incident
- Type of Incident
 - o Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - o Attack with a weapon or object, including, but not limited to, a firearm, knife, blunt object or other object.
 - o Threat of physical force or threat of the use of a weapon or other object.
 - o Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - o Animal attack.
 - o Other
- Consequences of the incident, including, but not limited to:
 - o Whether security or law enforcement was contacted and their response.
 - o Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - o Information about the person completing the log, including their name, job title, and the date completed.

CVUSD District Threat Assessment Team

The Assistant Superintendent of Human Resources, Director of Risk Management, Director of Safety and Security, Director of Emergency Operations and Public Information, Indio Police, the Riverside County Sheriff, and the Imperial County Sheriff are members of the CVUSD District Threat Assessment Team.

The CVUSD Threat Assessment Team (TAT) reviews alarming/threatening behavior and potential acts of violence where employees, visitors, and other outside parties are involved. The team will employ its judgment and discretion in working toward a recommended response to adverse behaviors that may be perceived as violent, condoning violence, provoking violence, and/or alarming behaviors that have the potential to negatively impact the CVUSD community.

Each situation is unique and must be addressed based on individual circumstances. When necessary, the team may consult with other subject matter experts. When appropriate, the team will recommend a course of action to the affected administration.

The objective of the TAT generally, but not always, includes the following:

- A review of provided information regarding a threat or potential act of violence.
- Categorize the Level of Concern for a specific threat and recommend a reasonable response. In the case of a completed act of violence, determine, with the available information, the risk of any additional acts of violence.

District Threat Assessment Team		
Assistant Superintendent of Human Resources	Dr. Monica Makiewicz	760-848-1186 Office 760-399-0185 Cell
Director of Safety and Security	Gustavo Paiz	(760) 848-1929
Director of Emergency Operations and Public Information	Cindy Harrison	(760) 791-2593
Law Enforcement- Police Department, Sheriff Department		

CVUSD Risk Management

CVUSD Risk Management assists with the periodic evaluation of the site's Workplace Violence Prevention Program to determine the location's compliance with the program's elements. The office will request documents from the site to review the division's capability to satisfy the program's requirements. Risk Management will also serve as a member of the CVUSD Threat Assessment Team, acting in a consultative role to the site in matters concerning safety, including but not limited to training.

School/Site THREAT ASSESSMENT TEAM

The School Threat Assessment Team is composed of **[Administrators, the Director of Safety & Security, and the Local Law Enforcement Agency (if appropriate)]**. The role of the multi-disciplinary Threat Assessment Team is to gather information and assess whether an individual poses a risk of violence at school and to develop an action plan to mitigate that risk.

- If a situation becomes the focus of a threat assessment inquiry or investigation, appropriate authorities gather information, evaluate facts, and decide whether a given individual poses a threat of violence. If an inquiry indicates that there is a risk of violence in a specific situation, team members conducting the threat assessment collaborate with others (e.g., Positive Behavior Intervention Support Team, District Threat Assessment Team, etc.)

Site / Department Threat Assessment Team		
Site/ Department Administrator	Contact Name	Contact Number
Director of Safety and Security	Gustavo Paiz	(760) 848-1929
Director of Emergency Operations and Public Information	Cindy Harrison	(760) 791-2593

Communication

CVUSD recognizes that to maintain a safe, healthy, and secure workplace, CVUSD must communicate to all employees, including managers and supervisors, all workplace safety, health, and security issues. CVUSD has a communication system designed to encourage a continuous flow of safety, health, and security information between management and employees, without fear of reprisal and in a readily understandable form. CVUSD will communicate the Workplace Violence Prevention Program policies and procedures:

- At the time of hire and annually thereafter, the Workplace Violence Prevention Program should be reviewed with all employees.
- Provide training designed to address specific aspects of workplace violence prevention and security unique to each of CVUSD's operating locations.
- Posting and distributing workplace violence prevention information.
- Reporting processes for workplace violence/security hazards or threats of violence.

- CVUSD will promptly take the appropriate actions to investigate threats in the work area until the situation is resolved. For serious threats or acts of violence, security and/or the local police will be called.
- Addressing safety concerns at CVUSD's workplace violence prevention/district safety committee meetings. Active involvement of employees and authorized employee representatives in reviewing the plan will occur at these meetings.
- Debriefing of incidents (with considerations of confidentiality) when appropriate.
- Posting plan information at each location.

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 of 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 district protocols.

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.

- If you need immediate assistance, you may contact CVUSD Patrol (24-Hour) at (760) 848-1929 or law enforcement by dialing 9-1-1. For non-imminent assistance, you should contact your supervisor, Human Resources or Risk Management department.
- 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.

Incident Investigation and Response

CVUSD has established the following procedures for investigating incidents of workplace violence that include threats and physical injury:

1. Visit the scene of an incident as soon as possible.
2. The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
3. Provide immediate medical care or first aid.
4. Identify all employees involved in the incident.
5. Interview threatened or injured employees and witnesses.
6. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
7. Determine the cause of the incident.
8. Take corrective action to prevent the incident from recurring.

9. Record the findings and corrective actions taken.
10. Provide information for resources available to staff.
11. The incident will be reported to police and other authorities as required by law.
12. Review all previous incidents.
13. Take corrective action to prevent the incident from recurring.
14. Conduct a debriefing with all affected employees, visitors, and agencies associated with the event.
15. Review the corrective measures and outcome of the investigation with reporting parties and victims of workplace violence.

Training and Instruction

CVUSD has established the following policy on training all employees concerning workplace security. Training is provided via Keenan - Safe Schools Training portal, ALICE Training, and CVUSD WVPP Interactive Training.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace safety/security practices. Training and instruction will be provided when the Workplace Violence Prevention Program is first established and annually thereafter.

Training will also be provided to all new employees and to other employees for whom training has not previously been provided, and to all employees, supervisors, and managers given new job assignments for which specific workplace safety and security training for that job assignment has not previously been provided.

Additional training and instruction will be provided to all personnel whenever CVUSD is made aware of new or previously unrecognized safety and security hazards.

General workplace violence safety and security training and instruction includes, but is not limited to, the following:

1. Overview of the Workplace Violence Prevention Plan and associated terminology.
2. Recognition of workplace violence hazards specific to job duties, the implementation of corrective measures, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
3. How to report workplace violence incidents or concerns without fear of reprisal.
4. Measures to prevent workplace violence, including procedures for reporting workplace safety and security hazards or threats of violence to managers and supervisors, how to prepare for and respond to an active shooter, de-escalation and communication training.
5. Awareness of the employee assistance program.

Review of this Plan

The plan and the incident log shall be reviewed annually and shall allow for the inclusion of employee input, and authorized employee representatives (union representatives). The plan shall also be reviewed following workplace violence incidents and when deficiencies are observed and reported. Other documents that may be included in the review: police reports, accident investigations, safety grievances) inspection information and other relevant records.

Appendix A
COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
Workplace Violence Reporting Form

To be completed by the individual investigating the incidents related to third-party or employee-related workplace violence. For student-related issues, please refer to [PBIS](#) reporting methodology.

Return the completed form within **48 hours [Per district protocols]** following the incident to **(District Assigned Department/Contact)**. **Attach a witness statement to this form**

Report submitted by:	Date:
General Description of Incident:	Telephone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary):

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Title:	Title:
Division:	Division:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Assailant Relationship to Employee:

<input type="checkbox"/> Co-worker	<input type="checkbox"/> Former Employee
<input type="checkbox"/> Other (specify)	

Possible Reason for Incident (If known, check all that apply):

<input type="checkbox"/> Conflict with co-worker(s)/former co-worker	<input type="checkbox"/> Receiving corrective action
<input type="checkbox"/> Other (specify)	
Employee Assistance Services Referral:	

<p>Describe the Incident in Detail <i>(Include what happened, where, who was involved, what you heard, saw, etc.):</i></p>
<p>List Names of Witnesses:</p>
<div style="display: flex; justify-content: space-between;"> Signature: Date: </div>
<div style="display: flex; justify-content: space-between;"> Person Receiving Witness Statement: Date: </div>

Routing		Name	Signature	Date
Yes	No			
<input type="checkbox"/>	<input type="checkbox"/>	Supervisor		
<input type="checkbox"/>	<input type="checkbox"/>	Director/Designee		
<input type="checkbox"/>	<input type="checkbox"/>	CVUSD TAT* Director of Safety & Security		
<input type="checkbox"/>	<input type="checkbox"/>	Human Resources/Labor Relations		
<input type="checkbox"/>	<input type="checkbox"/>	Risk Management		
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____		

***TAT – CVUSD Threat Assessment Team. [If applicable]**

UPON COMPLETION OF THE INVESTIGATION, ATTACH A FINDINGS/FOLLOW-UP DOCUMENT TO THIS FORM