



INCIDENT OF WORKPLACE VIOLENCE

Immediate Threat of Danger:

- Call 9-1-1
- Call WVP Administrator (Vanessa Chavez ext. 50028)

If incident is not an immediate threat:

Report incident to Supervisor or Manager

Supervisor/Manager (or Employee) reports incident to WVP Administrator and completes Workplace Violence Reporting Form (available at <https://forms.gle/UU2rCvt4Jk>)

WVPP Administrator to notify other departments as necessary

WVPP Administrator to inform Superintendent's Office (if necessary)

WVPP Administrator to notify affected site administrator or department administrator to conduct initial investigation of reported incident

Investigation of Reported Incident: Investigation may include any or all of the following:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident.
- Determine the cause of the incident.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Define corrective actions/steps to be taken and then coordinate with the necessary departments/staff to implement the corrective actions

WVPP Administrator

Results of investigation and supporting documentation transmitted to WVPP Administrator. WVPP to conduct further investigation (if necessary)

WVPP Administrator (or employee's supervisor) communicates with employee regarding reported incident of workplace violence, investigation findings, and corrective action (if any).

WVPP Administrator will update the violent incident log with incident with all required detail.