



WORKPLACE VIOLENCE PREVENTION PROGRAM

WORKPLACE VIOLENCE PREVENTION PROGRAM for Lawndale Elementary School District

PROGRAM OBJECTIVES AND POLICY STATEMENT

Lawndale Elementary School District ("LESD") is committed to providing an environment free of violence or threats of violence and to safeguarding all students, employees, and all other guests entering LESD property.

LESD prohibits and will not tolerate any form of workplace violence by any employee or third party, including employees, vendors, visitors, parents, students, or others, either on any LESD property or at any LESD -sponsored events.

This Workplace Violence Prevention Plan ("WVPP" or "Plan") is intended to supplement LESD's Comprehensive School Safety Plan developed pursuant to California Education Code § 32281 and general Injury and Illness Prevention Program ("IIPP") required by 8 C.C.R. § 3203. This Plan is in effect at all times in all work areas and is intended to be specific to the hazards and corrective measures for each work area and operation.

The WVPP shall be available to employees, authorized employee representatives and Cal/OSHA at all times.

LESD shall provide all safeguards required by law and regulation, including provision of personal protective equipment and training at no cost to the employee, at a reasonable time and place for the employee, and during the employee's paid time.

The primary objective of the WVPP is to prevent and/or eliminate workplace violence as follows:

- Establish and maintain an effective WVPP.
- Provide a safe working environment.
- Establish policies, training and communications to improve workplace violence prevention.
- Provide written records of workplace violence incidents and investigations, in accordance with the Plan.

LESD's Plan addresses the hazards known to be associated with the four types of workplace violence as defined by California Labor Code § 6401.9.

LESD hereby authorizes and ensures the establishment, implementation, and maintenance of this Plan and the documents/forms within this Plan. LESD is committed to a culture of safety and violence prevention. These policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety of LESD's employees.

Date of Last Review: 4/8/2025

Date of Last Revision(s): 4/8/2025

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 this Plan and California Labor Code § 6401.9.

Plan – This WVPP as required by California Labor Code § 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, including, but not limited to, the following: (i) the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury; (ii) an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury; and (iii) 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, 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.

RESPONSIBLE PERSONS

The WVPP Administrator, Howard Ho (Assistant Superintendent of Business), has the authority and overall responsibility for implementing the provisions of this Plan for LESD, including approving the final Plan and any major changes. He can be contacted at (310) 973-1300 ext. 50026 or howard_ho@lawndalesd.net. The Safety and Risk Management Coordinator, Vanessa Chavez, is responsible for assisting Dr. Howard Ho with the implementation of this Plan. Ms. Chavez can be contacted at (310) 973-1300 ext. 50028 or vanessa_chavez@lawndalesd.net. In the absence of the WVPP Administrator, the person with authority and responsibility for implementation of this Plan is the immediate supervisor of affected employee[s].

The Safety and Risk Coordinator, Vanessa Chavez, is responsible for (a) employee involvement and training, including organizing safety meetings, updating training materials, and overseeing handling of workplace violence reports; and (b) emergency response, hazard identification, and coordination with other employers, including conducting safety inspections, coordinating emergency response procedures, and communicating with other employers about the Plan. She can be contacted at (310) 973-1300 ext. 50058.

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

LESD 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.
 - District-wide Safety Committee Meetings.
 - Management will have quarterly safety meetings with employees and their authorized representatives to discuss 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. Suggestions from employees and their authorized representatives regarding designing and implementing training programs will be incorporated into training materials as reasonable and appropriate.
 - Reporting and investigating workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules set forth in this Plan fairly and uniformly.
- All employees will follow all Plan directives, policies, and procedures, and assist in

maintaining a safe work environment. This includes promptly reporting any incidents or concerns related to workplace violence, cooperating fully with investigations, and actively participating in training sessions aimed at enhancing awareness and response capabilities.

Together, we prioritize the well-being and security of our staff, students, and visitors, fostering an environment where everyone feels respected, supported, and secure. 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

LESD's system to ensure 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 which create a security hazard for others in the workplace, include:

- Training employees, supervisors, and managers in the provisions of this WVPP.
 - All training must be documented. Individual training records shall be placed in the employee's personnel file. All training records shall be kept on file for a minimum of one (1) year.
- Procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
 - Provide retraining to employees whose safety performance is deficient with the WVPP.
 - Discipline employees for failure to comply with the WVPP. Refer to LESD Board Policies 4118 and 4128 for more information regarding employee discipline.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by memos, emails, or certificates of recognition from the site administrators.

COMMUNICATION WITH EMPLOYEES

LESD recognizes that open, two-way communication between all employees, including teachers, managers, and supervisors, about workplace violence issues is essential to a safe and productive workplace. LESD's communication procedures are 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 the following:

- New-employee orientation shall include information and training about the Plan.
- All training conducted in accordance with this Plan shall permit an opportunity for interactive questions.
- Regular communications with employees' supervisors and site administrators about workplace violence prevention and workplace violence concerns.
- Posted or distributed workplace violence prevention information.

- Reports by employees of any violent incident, threat, or other workplace violence concern to their supervisor, site administrator, or law enforcement without fear of reprisal or adverse action.
- 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 will be informed of the results of any investigation and any corrective actions to be taken as permitted or required by law and the applicable board policy. Updates on the progress or results of investigations and corrective actions may be provided to employees through email and/or at safety meetings. No personally identifying information of any other employee which is the subject of the investigation will be provided to employee(s) not involved in the incident.
- Regularly scheduled District Safety Committee meetings that address security issues and potential workplace violence hazards. Updates during quarterly District Safety Committee meetings may also involve sharing updates to the Plan, discussing recent incidents, and coordinating training sessions.

COORDINATION WITH OTHER EMPLOYERS

LESD will implement the following procedures to coordinate implementation of this Plan with other employers whose employees (“third party employers and/or employees”) provide services to LESD on LESD’s property 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, third-party employers will ensure that if its employees experience a workplace violence incident, that LESD will record the information in the Log and shall also provide a copy of the Log to the controlling employer.

LESD may coordinate the implementation of the Plan with other employers by the following methods:

METHODS TO COORDINATE THE PLAN

1. Provide third-party employers LESD’s training materials
2. Require all third-party employees to report all reportable incidents (as defined in this Plan) to the appropriate supervisor, manager or other designated person, and participate in any investigations, as required by this Plan.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

LESD will implement the following procedures to ensure that all threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP Administrator. This will be accomplished by email, phone call, or in-person meeting. If that's not possible, employees will report incidents directly to the WVPP Administrator or designee (Assistant Superintendent of Business or Safety and Risk Management Coordinator).

- Employees can report incidents to their supervisor, LESD, or through an anonymous hotline. The hotline could be a dedicated phone number or an online form.
 - Workplace Violence Reporting form (WeTIP):
<https://mobile.catapultems.com/lawndale-esd/Sites>
 - Workplace Violence Reporting number (WeTip): 844-310-9878
 - Supervisor Completes the Form: <https://forms.gle/UU2rCvtt4JkPRV19A>

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident may be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

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

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the use of PA announcements. PA announcements will be used to alert employees of emergencies as needed.
- All LESD school sites will have emergency procedure plans. The plans include maps of evacuation routes, locations of emergency exit, instructions for sheltering in place, and instructions for each type of emergency.
- LESD employees can obtain help from staff, security personnel, or law enforcement. Employees can refer to their emergency procedure flipcharts for local law enforcement contact information.
- LESD employees can seek out additional information from their direct supervisor or WVPP Administrator.
- If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, (dial outside access number first if applicable) and then notify the WVPP Administrator.

Contact Person	WVPP Responsibility(ies)	Phone #
Troy Hilliard, School Resource Deputy	Law Enforcement (Lawndale Sheriff Substation)	(310) 219-2750

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by LESD to ensure that workplace violence hazards are identified and evaluated:

Inspections shall be conducted when the Plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard. Inspections include review of all submitted/reported concerns of potential hazards from the following sources:

Online form for reporting workplace violence hazards (ex. WeTIP Anonymous Alert)

Voicemail/email/text messages

Workplace Violence Incident Reporting Form (Attachment A and available at <https://forms.gle/UU2rCvtt4JkPRV19A>)

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted annually.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Jami Valentine, Principal	Jane Addams Middle School
Emilie Leigh, Principal	Will Rogers Middle School
Kevin Corrinet, Principal	Anderson Elementary
Jennie Whitaker, Principal	FDR Elementary
Laura Quane, Principal	Green Elementary
Dalia Coronel, Principal	Mitchell Elementary
Cristal Moore, Principal	Smith Elementary
Michael Bosler, Principal	Twain Elementary
Tia Belt-Brown, Director	Kit Carson Elementary
Vanessa Chavez, Safety & Risk Coord.	District Office
Karla Bertran, Director of M&O	District Office
Howard Ho, Assistant Superintendent	District Office

Inspections for workplace violence hazards include assessing:

- Workplace vulnerability to robberies, considering both exterior and interior factors.

- Installation of surveillance measures like mirrors and cameras to deter and monitor violent incidents.
- Establishment of clear protocols for employee response during criminal acts, emphasizing non-confrontation for non-security personnel.
- Implementation procedures for reporting suspicious activities or individuals promptly.
- Display of emergency contact numbers for law enforcement, fire, and medical services prominently.
- Employee access to telephones with external lines for emergencies.
- Planning and communication of effective escape routes and safe areas within the workplace.
- The adequacy of security systems including locks, entry codes, and physical barriers.
- The frequency and severity of threatening situations involving service recipients.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. LESD will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed 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.
 - This policy applies to all workers within the organization who may be exposed to imminent workplace violence hazards. This includes employees across various departments and roles, from frontline staff to management positions.
 - The policy is necessary to ensure the safety and well-being of employees in situations where there is an immediate threat of violence in the workplace. By promptly removing exposed employees from the hazardous situation, the policy aims to prevent harm and mitigate potential risks.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST-INCIDENT RESPONSE AND INVESTIGATION

LESD shall promptly investigate and communicate with an employee regarding employee concerns of workplace violence and conduct investigations to prevent or respond to workplace violence. The primary goal of investigation is the prevention of similar incidents. Management, administrative and supervisory personnel are responsible for ensuring investigations in their

areas of responsibility are conducted. The Workplace Violence Incident Reporting Form (Attachment A) requests details of the incident, including what happened, why it happened, what should be done to prevent it from happening again and what action has been taken to reduce or eliminate future incidents.

In the event an employee is injured or sought medical treatment, supervisors shall also comply with the appropriate procedures, including completing the required entries or forms. Should an injury qualify as a “serious” injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) LESD must report the injury to Cal/OSHA as required by CCR, Title 8, Section 342.

When an employee reports workplace violence or a concern of workplace violence or when LESD otherwise becomes aware of a concern of possible or actual workplace violence, LESD shall conduct an investigation and respond to the workplace violence. The initial investigation is conducted by the site or department administrator or other designated person. Procedures for investigating workplace violence incidents may include any or all of the following as appropriate to the circumstances of the incident:

- 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, 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.
- Reviewing previous incidents.
- Conduct an investigation in accordance with LESD’s existing policies and procedures, including but not limited to LESD policies and procedures for investigating misconduct and/or discipline. An investigation in accordance with LESD policies and procedures may serve as an investigation under the Plan.

LESD will maintain a Log for every workplace violence incident and will include the information required by California Labor Code § 6401.9, including but not limited to:

- 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.
-

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions may involve presentations, discussions, and practical exercises. 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.

LESD will provide its employees with training and instruction on:

- The definitions found on page 1 of the Plan.
- The Plan, how to obtain a copy of the Plan at no cost, and how to participate in development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures LESD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to violent hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities LESD has for interactive questions and answers with a person knowledgeable about the Plan.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

LESD ensures that the 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 providing 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

LESD 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 authorized representatives, upon request and without cost, for examination and copying within **20 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 Plan 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 the District'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](#), the District 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.

K-12 EDUCATION SETTINGS AND DISABLED STUDENTS

In the K-12 school context, workplace violence scenarios involving disabled students or students suspected of being disabled require consideration of additional laws and intra-school district coordination with responsible departments (e.g. Student Services, Special Education, Educational Services, etc.). Laws that must be considered include those concerning special education, Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act.

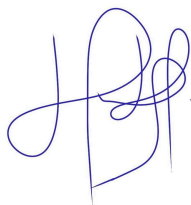
Students that are alleged to have engaged in workplace violence related to school attendance, regardless of disability status, will frequently be subject to disciplinary proceedings, including expulsion. In addition to LESD's board policies and administrative regulations addressing student discipline, Education Code §§ 48900-48927 will need to be consulted with the appropriate district personnel and, if need be, legal counsel.

Students currently identified as disabled, or suspected of being disabled under special education laws and/or Section 504 laws, and subject to removal from school or school activities for violations of codes of conduct such as those found in the Education Code, and that are considered a "change of placement" (e.g. more than ten (10) days of suspension in a school year, disciplinary transfers to different schools or settings, expulsion, etc.) are likely entitled to additional legal protection in the form of manifestation determination meetings that potentially can halt continued school removal absent narrow exceptions that allow removals of no more than forty-five (45) school days in accordance with narrowly tailored parameters. In addition to manifestation determinations connected to students with individualized education programs ("IEP") or those that should have an IEP but do not, the law also favors manifestation determinations for Section 504 eligible students that are subject to a "significant change of placement" arising out of school related misconduct.

Additionally, IEP eligible students involved in behavioral emergencies, defined as "unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior" will be entitled under California law to additional considerations, including but not limited to, the potential right to an IEP meeting within two (2) days of the behavior emergency in qualifying scenarios. (See Cal. Educ. Code § 56521.1(g).)

I, Howard Ho, Assistant Superintendent of Lawndale Elementary School District, 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 promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Name: Dr. Howard Ho, Assistant Superintendent of Business



Signature:

Date: 4/8/25

Attachment A

Note: To be completed by employee's supervisor only

VIOLENT INCIDENT REPORT

Employee Name: _____

Name/Title/Contact Information of Person Completing Form: _____

<u>Date/Time</u>	<u>Location/ Department</u>	<u>Incident Description</u>	<u>Violence Committed By?¹</u>

Type of Incident: (check all that apply)

☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting) ☐ Attack with weapon (e.g. gun, knife, other object) ☐ Threat of physical force or use of weapon or other object ☐ Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact) ☐ Verbal Harassment ☐ Animal Attack ☐ Other _____

Incident Location Specifics: (check all that apply)

☐ Office ☐ Sales Floor ☐ Hallway ☐ Restroom/Bathroom ☐ Parking Lot ☐ Other Area Outside Building ☐ Personal Residence ☐ Break Room ☐ Cafeteria ☐ Other

Incident Specifics: (check all that apply)

☐ Victim Performing Usual Job Duties ☐ Poor Lighting ☐ Rushed ☐ Working During Low Staffing Level ☐ High Crime Area ☐ Isolated/Alone ☐ Unable to Get Help/Assistance ☐ Working in Community Setting ☐ Working in Unfamiliar/New Location

Consequence Specifics: (check all that apply)

☐ Medical Treatment Provided ☐ Assistance Provided to Conclude Incident (detail in Incident Description) ☐ Security Contacted ☐ Law Enforcement Contacted ☐ Lost Time of Work Hours: _____ ☐ Actions Requested to Protect from Continuing Threat (if any): _____

¹ The perpetrator will be classified as: (1) client or customer; (2) family or friend of a client or customer; (3) stranger with criminal intent; (4) co-worker, supervisor or manager of victim, (5) partner or spouse, parent or relative of victim, or (6) other perpetrator.



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/UU2rCvt4JkPRV19A>)

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

WVPP Administrator

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

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.