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For the future of every student

June 9, 2025

To whom it may concern:

Thank you for providing services to the Ventura Unified School District (VUSD).

In compliance with California Labor Code section 6401.9, VUSD has established and implemented a Workplace Violence Prevention Program (WVPP). The components of our WVPP include:

- Coordination with Other Employers
- Workplace Violence Incident Reporting Procedure
- Workplace Violence Hazard Identification and Evaluation
- Workplace Violence Hazard Correction
- Emergency Response Procedures, including:
 - a. Dangerous person on school site or an LEA office site.
 - b. Threat of Violence or Violence in the community surrounding a school site or an LEA office site.
- Employee Access to the Written Workplace Violence Prevention Plan

If an imminent threat of violence is impacting a school site, the school office will sound an alarm to lockdown or shelter in place. If a general threat is made, steps will be taken to assess the threat and communicate to the school site.

Evacuation, lockdown, and shelter-in-place procedures are found on the following pages.

If you have any questions regarding the WVPP or would like to obtain a copy of the WVPP, please contact Director, Risk Management, Eric Reynolds. If your organization or staff receive a threat of violence or would like to report a potential violent incident, contact the same person at (805) 641-5000 x 1241 or go to <https://www.venturausd.org/staff-careers/workplace-violence-prevention-programscan> for the reporting link/QR code.

Thank you,

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Procedures

- a) In the event of a dangerous person on campus or on a VUSD site, employees, students, visitors, vendors, etc., will do the following:
- (1) Utilize the “Three Outs”:
 - Lock Out
 - Lock the dangerous person out of the building or interior rooms
 - Employees will lock themselves and others away from the assailant to avoid detection.
 - Layer to further protect the room
 - (a) Lock and bridge or stack/pile furniture in front of doors that open in, or
 - (b) Lock and belay or tie doors that open out.
 - Get Out
 - If the dangerous person is in an immediate area with employees and/or students, employees will Get Out, attempt to escape, for themselves and others.
 - Get out can lead to Lock Out.
 - If in an open area, employees and others will move to cover or other safe area.
 - Take Out
 - Take out the assailant when there are no other options
 - (a) If the dangerous person is close to employees and/or students and escaping is not an option, employees and/or students should fight
 - (b) If Lock Out fails.
 - Employees and/or students will improvise weapons from materials found in the office or classroom including, but not limited to:
 - (a) Chairs, books, fire extinguisher, scissors, etc.
 - (2) The best “out” action is determined by the circumstances.
 - (3) More than one “out” action can be utilized in a single workplace violence incident.
 - (4) Cancellation
 - (a) Emergency responders will go to see each “Lock Out” location and inform the occupants that all is safe.
 - (b) Emergency responders will go to see each “Get Out” location and inform the occupants that all is safe.

- (c) Emergency responders will give the All Clear when appropriate.
- b. Threat of Violence or Violence in the community surrounding a VUSD office or school site.
 - 1) Shelter in place
 - 2) Warning
 - a) The warning signal at a VUSD office or school site for Action “Shelter in Place” shall be:
 - (1) “Our Site/School is in a Shelter in Place – this is not a drill.” Or
 - (2) “Shelter in Place, Shelter in Place, Shelter in Place.”
 - b) Additional information:
 - (1) Example: “Police Activity near campus, take immediate action.” Or
 - (2) Example: “Shots fired at the park.”
 - c) Cancellation
 - (1) “The Shelter in Place has been cancelled, the campus is safe.” Or
 - (2) “The Shelter in Place is Clear, all clear.”
 - 3) Actions for Shelter in Place
 - a) All applicable procedures from lockdown
 - b) Exception: Employees may continue working inside locked rooms or offices, teachers may continue teaching inside locked classrooms, and students may remain in their seats.
- c. Evacuation (“Get Out”)
 - 1) Students and staff shall move in an orderly fashion from inside of the school building(s) to the designated assembly area or off site, if the site is dangerous.
 - 2) Evacuation in the event of a dangerous person on campus or a VUSD office will likely be different than normal evacuation routes.