



BURBANK
UNIFIED SCHOOL DISTRICT

BURBANK UNIFIED SCHOOL DISTRICT

**WORKPLACE
VIOLENCE
PREVENTION
PROGRAM**

Date of Last Review: August 2025

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Section 1: BACKGROUND – CALIFORNIA SENATE BILL 553

The Burbank Unified School District Board of Education recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff and community members. Every Burbank USD Employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve the District's goal of maintaining a safe workplace, everyone must always be mindful of safety.

California Senate Bill 553 (SB 553), which was signed into law on September 30, 2023, amended Labor Code 6401.7 to require employers to develop and implement a Workplace Violence Prevention Plan, in accordance with the newly codified State of California Labor Code section 6401.9.

The purpose of this Workplace Violence Prevention Plan (WVPP) is to reduce violent incidents in the workplace at all work sites. This will be achieved through improved employee awareness, violent incident identification and reporting, tracking of violent incidents, and corrective actions when hazards are recognized. The WVPP complements the existing Comprehensive School Safety Plan (CSSP) and the Burbank Unified School District Industrial Illness & Prevention Plan (IIPP) by laying out more specifically the steps to identify, report, track, and analyze violent incidents to reduce the likelihood of re-occurrence.

The District's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Senate Bill 553 and Labor Code (LC) section 6401.9.

- **Type I: Violence by Strangers**
(i.e. A Ground Maintenance Worker assaulted by a stranger while working outdoors.)
- **Type II: Violence by Customers/ Clients**
(i.e. A school staff member being physically assaulted by a parent or student.)
- **Type III: Violence by Current or Past Coworkers**
(i.e. Co-worker violence. A disgruntled employee returns to the worksite to do harm.)
- **Type IV: Violence by someone with Personal Relations with an Employee**
(i.e. Domestic abuse situations where an employee's partner comes to worksite to harm the employee or other co-workers, students, or community members.)

Section 2: 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.

Pre-Violent Incident Activities - Includes all employee education and training with awareness as to how to recognize a violent incident, how to elevate an issue, and ongoing communication with employees on workplace violence.

Post-Violent Incident Activities – Includes a completion of a violent incident report by the site administrators or supervisor, completion of a violent incident log, and ongoing evaluation of incidents with issue identification and hazard correction.

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.

Threat Assessment Team - a group of officials that convene to identify, evaluate, and address threats or potential threats to school security.

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.

Work Practice Controls – Procedures and rules which are used to effectively reduce workplace violence hazards

Workplace Violence includes, but is not limited to, the following:

- Any act of violence or threat of violence that occurs in a place of employment.
- 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.

Section 3: RESPONSIBILITIES

The Workplace Violence Prevention Program Administrator is the Assistant Superintendent of Human Resources and has the authority and responsibility for implementing the provisions of the Workplace Violation Prevention Plan for Burbank Unified School District.

Burbank USD 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 will be developed to minimize and eliminate the potential threat.

It is also the responsibility of all Burbank USD Employees to report all threatening behavior to their Supervisor immediately. The goal of this policy is to promote the safety and well-being of all people in our

workplace. The Supervisor is to report all threatening behavior within the first 24 hours to the Assistant Superintendent of Human Resources.

Workplace Violence Prevention Plan Administrator Responsibilities include:

- The Assistant Superintendent of Human Resources, or an assigned designee, is the designated Work Violence Prevention Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports.
- Be able to answer employee questions concerning the Workplace Violence Prevention Plan.
- 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 Leadership Team meetings, staff and leadership teams meetings, and during weekly Cabinet meetings.
- Ensure compliance of the Workplace Violence Prevention Plan by:
 - Providing training and information to staff at various times such as, but not limited to, upon hire, annually or in periodic review as needed
 - Encouraging reporting to the Plan 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
- Coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff, volunteers, and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on Burbank Unified School District Workplace Violence Prevention Plan.

Burbank USD Employee Responsibilities include:

- Complying with the Workplace Violence Prevention Plan
- Maintaining a violence-free work environment
- Attending all WVPP training
- Following all directives, policies, and procedures regarding the WVPP
- Immediately reporting to their supervisor any suspicious persons or behaviors on any Burbank USD facility and alerting the proper authorities when necessary

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

The District Workplace Violence Prevention Committee will consist of:

1. Assistant Superintendent of Human Resources

Will oversee the creation, implementation and monitoring of the Workplace Violence Prevention Program and Plan for the District.

2. **Director of Secondary Education, DEI**

Will assist in the creation, implementation and monitoring of the Workplace Violence Prevention Plan at the Secondary Level.

3. **Director of Elementary Education and DEI**

Will assist in the creation, implementation and monitoring of the Workplace Violence Prevention Plan at the Elementary Level.

4. **Director of Facilities**

Will assist in the creation, implementation and monitoring of the Workplace Violence Prevention Plan as it relates to facilities and the operations of the District.

5. **Director of Student Services**

Will assist in the creation, implementation and monitoring of the Workplace Violence Prevention Plan as it relates to student services.

Section 4: EMPLOYEE ACTIVE INVOLVEMENT

Burbank Unified School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- All employees will follow all Workplace Violence Prevention Plan directives, policies, and procedures, and assist in maintaining a safe work environment, as required by the District's Injury Illness Prevention Plan and Board Policy 4157, 4257 & 4357 - Employee Safety.
- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence by creating opportunities for employees and their representatives to participate in the Burbank USD District Safety Committee Meetings. These meetings will consist of various staff from different service areas and their representatives. The meetings will review data on prior incidents of workplace violence and outcomes.
 - Identify potential hazards and make suggestions to mitigate the potential hazard.
 - Design and implement training by creating opportunities for employees and their representatives to participate in District and Site Safety Committee Meetings.
 - Report and investigate workplace violence incidents. Employees are encouraged and required to report unsafe working conditions. Reports of workplace violence are to be reported to the employee's immediate supervisor or site administration. The employee shall complete form RM-2024-1 Workplace Violence Incident Report, within 24 hours (or when safe to do so) after reporting the incident.
- Management will ensure that all workplace violence policies and procedures within the Workplace Violation Prevention Plan are clearly communicated and understood by all employees.

Managers and supervisors will enforce the rules fairly and uniformly.

The Workplace Violence Prevention 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.

Section 5:

EMPLOYEE COMPLIANCE

All Burbank USD Employees are responsible and will be accountable for using safe work practices for following all policies and procedures, and for assisting in maintaining a safe and secure work environment.

The Burbank USD will ensure compliance with the Workplace Violence Prevention Plan by:

- Providing training and information to staff at various times such as, but not limited to, upon hire, annually, or in periodic review as needed.
- Making the Workplace Violence Prevention Plan available to all staff, which would include:
 - Information about reporting violence and threat
 - Inclusion in conducting site safety evaluations
 - Debriefing of incidents
 - Posting plan information at each location

All Burbank USD Employees are expected to immediately report to their immediate supervisor and or site administrator, any suspicious persons or behaviors on any Burbank USD facility and alerting the proper authorities when necessary.

The person(s) who receive a report or complaint about workplace violence or retaliation will investigate immediately. Retaliation will be prohibited. Possible disciplinary action may occur as part of the follow-up to an investigation.

The Burbank USD Administrators, Managers, and Supervisors will ensure compliance with the Workplace Violence Prevention Plan by:

- Informing employees about the Workplace Violence Prevention Program and Plan
- Evaluating the performance of all employees in complying with workplace security measures
- Providing training and /or counseling to employees who need to improve work practices designed to ensure workplace security
- Following established workplace security policies and procedures
- Recognizing employees who perform work practices which promote security in the workplace.

Section 6:

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 information.

- 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.
- Supervisors and employees can utilize the services of the District's translators in order to ensure effective communication in the employees' first language, if applicable.
- Posted or distributed workplace violence prevention information.

Reporting concerns, incidents or threats of violence:

- Employees can anonymously report concerns of unsafe conditions, by completing form a Report of Unsafe or Hazardous Condition or through We Tip.
- Employees shall report incidents of violence or the threat of violence to their immediate supervisor, Student Services, or Human Resources immediately, within 24 hours or when safe to do so, by utilizing form RM-2024-1 - Workplace Violence Incident Report

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 in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

Section 7: COORDINATION WITH OTHER CONSULTANTS, CONTRACTORS, AND VENDORS

The Burbank Unified School District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

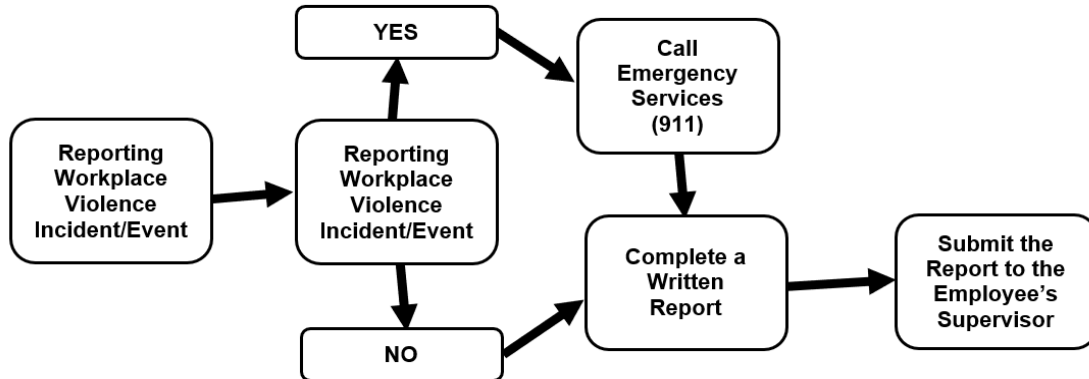
1. All employees of contractors or vendors will be required to be trained in workplace violence prevention.
2. Workplace violence incidents involving any employee will be reported, recorded, and investigated.
3. Contractors or vendors will ensure that if their employees experience workplace violence incident that the Burbank Unified School District will record the information in a violent incident log and shall also provide a copy of that log to the consultant, contractor, or vendor.

Section 8: REPORTING

The Burbank Unified School District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or other service area, who will inform the WVPP administrator.
- The employee completes the Workplace Violence Incident Report, which is available at all District locations and on the District's website. This report will be turned into the immediate supervisor.

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 could be disciplined or terminated.



Emergency Reporting

In the event of an emergency and immediate assistance is needed, any Burbank USD Employee may contact law enforcement by dialing 9-1-1.

- Immediately report any situation or incident that generates a sense of fear for personal safety or the safety of others to the police.
- Anyone involved in a violent attack or who witnesses an attack resulting in an injury that require more than first aid will contact emergency services. Injured persons will receive prompt and appropriate medical care.

Every Burbank USD facility has several "Emergency Procedures" (rainbow flip chart) posted. BUSD Employees are to familiarize themselves with the contents and locations of these flip charts throughout the site as they provide guidance for a variety of events.

- **Calling 911 for Emergency Services**
Please be aware there are no restrictions for dialing 911 for emergency services from any telephone within the District. However, it is critical to inform the main office at your site after dialing 911 in order for staff to be aware of the situation and to direct emergency services to your location.
- **Steps to access 911 from any Burbank USD telephones:**
 - Pick up the handset and dial 911 for emergency services.
 - Be prepared to give the site address, call-back number (located on the handset), your name and position, and description of the emergency.
 - After placing the call, inform the office of the situation, so they can have someone go outside to meet emergency services personnel and to direct them to your location.
 - The site administrator or designee (certificated or classified) is to immediately inform the BUSD Superintendent's Office.

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

- Employees may be alerted of a workplace violence event through direct communication, email, phone calls, text messages, alarms, announcement on PA systems and other methods.
- Employees should activate BUSD Emergency Response Plan and be ready to shelter in place or evacuate. The Site Emergency Plan provides maps and important information of the evacuation route. Employees must familiarize themselves with their site safety plan.

Reporting to Supervisor

Employees are to report any workplace violence situation or incident to their supervisor as soon as possible. In situations where an employee is unable to report the matter to their supervisor, the employee may also report to any member of the District Workplace Violence Program Committee or call 911.

Evaluation and Intervention by the Supervisor

In order to assess the risk of the offender, the victim(s) and individuals familiar with the offender's behavior, both prior to and after any alleged threat or action, should be interviewed with clarifying questions, such as:

- Why has the offender threatened, made comments that have been perceived by others as threatening, or taken this action at this particular time? What is happening in their life that has prompted this?
- What has been said to others (e.g., friends, colleagues, coworkers) regarding what is troubling them?
- How does the offender view themselves in relation to everyone else?
- Do they feel they have been wronged in some way?
- Do they have problems with supervisors or management?
- Have they received unfavorable performance reviews or been reprimanded by management?
- Are they experiencing personal problems such as divorce, death in the family, health problems, or other personal losses or issues?
- Are they experiencing financial problems, high personal debt, or bankruptcy?
- Is there evidence of substance abuse or mental illness/depression?
- Has the offender identified a specific target and communicated with others their thoughts or plans for violence?
- Has the offender spoken of homicide or suicide?
- Does the offender have a plan for what they would do?
- Does the offender have the means, knowledge, and wherewithal to carry out their plan?

Assessment Review and Action

Upon completion of the assessment, the Administrator, Supervisor, or Manager is to review the assessment/evaluation results with the Assistant Superintendent of Human Resources. Options are to be considered in terms of intervention. If a threat is imminent, local authorities should be contacted **immediately**. Refer to Board Policies/Administrative Regulations and Collective Bargaining Agreement(s) in determining potential interventions and/or solutions.

The Assistant Superintendent of Human Resources is to notify the Superintendent, Cabinet Members, and the District Workplace Violence Prevention Program Committee, and delegate duties as needed.

Full documentation of the perceived or real threat must be well maintained. If an incident occurs, complete the appropriate job site investigation and witness statement forms.

Communication

The District Workplace Violence Prevention Program Committee will communicate the course of action(s) with all Emergency Responders, Burbank USD Management, victim(s), and subject(s) in

question.

Anonymous Reporting

Reporting could also be done anonymously through We Tip by calling 800-782-7463.

Section 9:

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Burbank Unified School District 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.
- Review all submitted/reported concerns of potential hazards.
- Be part of the District Safety Committee agenda, which should include administration and District employees.
- Review reported incidents for trends and recurring acts or threats of violence

Periodic Review and 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. Annual Inspections shall be conducted. The inspections are to identify and evaluate workplace violence and hazards and will be performed by members of the District Workplace Violence Prevention Program Committee:

1. **Assistant Superintendent of Human Resources**
Will oversee the creation, implementation and monitoring of the Workplace Violence Prevention Program and Plan for the District
2. **Director of Secondary Education and DEI**
Will assist in the creation, implementation and monitoring of the Workplace Violence Prevention Plan at the Secondary Level.
3. **Director of Elementary Education and DEI**
Will assist in the creation, implementation and monitoring of the Workplace Violence Prevention Plan at the Elementary Level.
4. **Director of Facilities**
Will assist in the creation, implementation and monitoring of the Workplace Violence Prevention Plan as it relates to facilities and the operations of the District.
5. **Director of Student Services**
Will assist in the creation, implementation and monitoring of the Workplace Violence Prevention Plan as it relates to student services.

Inspections for workplace violence hazards may include any of the following:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy

prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.

- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.

Section 10:

CORRECTION OF WORKPLACE VIOLENCE HAZARD

Hazards that are identified and evaluated, will be addressed in a timely manner. 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.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- All corrective actions taken will be documented and dated on the appropriate forms.
- If corrections are significant enough, they may require an update and modification to the current WVPP. Such updates to the WVPP must be brought to the attention of all employees in a timely manner.

Examples of Corrections for Workplace Violence Hazard

- Crime prevention through environmental design
 - Windows overlooking entrances, sidewalks and parking lots
 - Window coverings remain open until a workplace violence incident dictates closure.
 - Well-lit pathways, entrances/exits, parking areas, storage areas, dumpster and recycling areas. Signage directing visitors to points of entry.

- Signage indicating prohibited practices, including prohibition of weapons.
- Well-lit pathways, entrances/exits, parking areas, storage areas, trash dumpster areas.
- School sites will have fencing, with locked gates during school hours.
- Single, clearly identifiable point of entry during business hours and school hours.
- Locks on doors.
- Personal protective equipment (PPE):
- Work Practice Controls
 - Procedures, rules and staffing which are used to effectively reduce workplace violence hazards.
 - During school hours at school sites, all visitors must sign in with the school office.
 - During student drop off and pick up times, open gates will be monitored by school staff.
 - Employees are encouraged to report domestic disputes that may be violent to Human Resources.
 - Employee training on workplace violence prevention methods.
 - Nonviolent Crisis Prevention and Intervention (NCPI) training to prevent and de-escalate medium to high-risk student behavior.
 - Single, clearly identifiable point of entry during business hours and school hours.
 - Low, thorny bushes beneath ground level windows.
 - Eliminate features that provide unauthorized access to roofs.
 - Fencing, with locking gates.

Section 11: POST INCIDENT INVESTIGATION AND RESPONSE

The Burbank Unified School District has determined procedures that are to take place for the investigation of workplace violence incidents and threats. All administrators, managers and supervisors will use the Workplace Violent Incident Log to assist in documenting incidents and investigations. These procedures that are outlined below will occur following an incident or threat. Please note that these procedures are not in chronological order.

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Provide Information for resources available to staff;
- Conduct a debriefing with all affected employees (including volunteers) and agencies associated with the event.
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all employees and responding parties involved in the incident.
- Record the incident in the Workplace Violent Incident Log
- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident,

- including any previous reports of inappropriate behavior by the offender.
- Conducting a post-incident debriefing as soon as possible after the incident with all employees, supervisors, and security involved in the incident.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and documenting the corrective actions taken.

Incident Response Team

The following individuals are named to respond in the event a potential threat or live situation should occur. The Incident Response Team will coordinate all facets of the response, including the initial response in emergency situations, contacting local authorities, and intervention of the subject and victim.

- Assistant Superintendent of Human Resources
- Director of Secondary Education and Educational Services
- Director of Elementary Education and DEI
- Director of Facilities
- Director of Student Services

Section 12: TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could 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.
- 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 BUSD 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 hazard identification, evaluation and correction, training records, and violent incident logs.
- Post-event trauma counseling for employees desiring such assistance.

Section 13: EMPLOYEE ACCESS TO THE WORKPLACE VIOLENCE PREVENTION PLAN

BUSD 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 an electronic copy of the WVPP, unless the employee or designated representative requests to receive a printed copy.
- The District will provide unobstructed access through the Burbank USD 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.

Section 14: RECORDKEEPING

Burbank Unified School District 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 workplace violence reporting forms for 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

Section 15: REVIEW AND REVISION OF THE WORKPLACE VIOLENCE PREVENTION PLAN

The Burbank Unified School District 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 Workplace Violence Prevention Plan 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 Burbank Unified School 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.]

Section 16: EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, BUSD 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, Sarah Rudchenko, Assistant Superintendent of Human Resources of the Burbank Unified 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 ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

Sarah Rudchenko, Ed.D.
Assistant Superintendent of Human Resources

Date



Burbank Unified School District - Human Resources Department

WORKPLACE VIOLENCE INCIDENT REPORTING FORM

This form is to be completed by Burbank USD Employees that have identified an incident, threat, or concern related to workplace violence. This form is to be submitted to the Employee's direct supervisor, or any member of the District's Workplace Violence Prevention Program Committee. Any witness statements or supporting documentation may be attached to this form.

IS THIS AN EMERGENCY? **Yes (If YES call 911)** **No**

❖ **REPORTING BUSD EMPLOYEE / VICTIM INFORMATION:**

Name: _____ Title: _____ Date: _____

Telephone: _____ Email: _____

Does the Reporting Employee / Victim feel their well-being or safety is threatened? ____YES ____NO

Were Emergency Services (Fire Dept. / Police Dept) notified? ____YES ____NO

If YES, please provide the Fire Dept. / Police Dept. report # and name of the officer:

Name of Officer: _____ Report #: _____ Date of Report: _____

❖ **ASSAILANT INFORMATION:**

Name: _____ BUSD Employee: ____YES ____NO

If Yes, what is their Position: _____ BUSD Work Location: _____

Contact Information, if known: _____

- | | | |
|--|--|---|
| ☐ Partner/Spouse of Victim | ☐ Parent | ☐ Contract Services Worker |
| ☐ Former Partner/Spouse of Victim | ☐ Family or Friend of Student | ☐ Co-Worker/Supervisor/Manager |
| ☐ Robber/Burglar | ☐ Relative of Victim | ☐ Ex/Separated-Employee |
| ☐ Stranger | ☐ Animal | ☐ Person In Custody |
| ☐ Student | ☐ Outside Vendor | |
| ☐ Other: | | |

❖ **CLASSIFICATION OF OFFENDER (choose most applicable type):**

- | | |
|--|--|
| ☐ Type #1: Perpetrator has no legitimate relationship to BUSD or its employees and commits a crime on a BUSD site or employee. | ☐ Type #3: Coworkers, current or separated BUSD employee. Any person having employment at any time within the BUSD. |
| ☐ Type #2: BUSD students, parents, or anyone else that is known to BUSD and has legitimate reason to be there. | ☐ Type #4: Personal relationships. Perpetrator does not have a relationship and is not an employee of BUSD, but does have a relationship with the intended victim. |

❖ **WITNESS INFORMATION:**

Name: _____ BUSD Employee: ____YES ____N

If Yes, what is their Position: _____ BUSD Work Location: _____

Contact Information, if known: _____

Name: _____ BUSD Employee: ____YES ____N

If Yes, what is their Position: _____ BUSD Work Location: _____

Contact Information, if known: _____

Name: _____ BUSD Employee: ____YES ____N

If Yes, what is their Position: _____ BUSD Work Location: _____

Contact Information, if known: _____

❖ **INCIDENT INFORMATION:**

Date and Time of Incident: _____

Specific Location of Incident: _____

❖ **CIRCUMSTANCES AT TIME OF INCIDENT:**

- | | | |
|--|---|---|
| ☐ Employee Performing Normal Duties | ☐ Poor Lighting | ☐ Employee Rushed |
| ☐ Employee Isolated or Alone | ☐ High Crime Area | ☐ Low Staffing Level |
| ☐ Unable to Get Help or Assistance | ☐ Working in a Community Setting | ☐ Unfamiliar or New Location |
| ☐ Other: | | |

Please describe the incident, and how and/or why you were threatened (you may attach additional pages):

❖ **ACTIONS OF INCIDENT:**

Medical care provided? ☐ Yes ☐ No Care provided by: _____

If applicable, Mandated Reporter Report Made? ☐ Yes ☐ No Report #: _____ Date of Report: _____

Describe any additional actions taken by Burbank USD (Include additional pages if needed):

If applicable, the following witness statements and documents have been attached:

❖ **THIS REPORT COMPLETED BY:**

Name: _____ Title: _____ Date: _____
Telephone: _____ Email: _____
Signature: _____

OFFICE STAFF ONLY:

_____ Date Superintendent Informed	_____ Date followed up with Police/Fire Dept.
_____ Date followed up with Site/Dept. Administrator	_____ Date followed up with Employee
_____ Date followed up with Student Services	_____ Date Employee offered EAP Info