



# NVUSD

NAPA VALLEY UNIFIED SCHOOL DISTRICT

2425 Jefferson Street Napa, CA 94558 (707)253-3435 [www.nvUSD.org](http://www.nvUSD.org)

## POLICY STATEMENT

Effective Date of Program: July 1, 2024

The Napa Valley Unified School District (NVUSD) does not tolerate workplace violence in any form. This includes acts of violence or threats of violence. We are committed to the health and safety of our employees, pupils and visitors to our school sites and facilities. We refuse to tolerate any form of violence in the workplace and will make reasonable and appropriate efforts to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (Herein referred to as WVPP).

The NVUSD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee appointed or elected official, volunteer, contractor, parent, student, or visitor.

- *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 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 shall not include lawful acts of self-defense or 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 an 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

All NVUSD supervisors and employees are responsible for implementing and maintaining our WVPP. We encourage participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents or threats, whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and the WVPP Plan is readily available to all employees on the NVUSD Staff Portal (accessible at [nvUSD.org](http://nvUSD.org)) or by contacting a site supervisor.

Our Plan ensures that all employees adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees are responsible and accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. The NVUSD will not take punitive or retaliatory action against any staff member for seeking assistance or reporting concerns including seeking intervention from local emergency services or law enforcement when a violent incident occurs.

We define workplace violence as actions or words that endanger or harm another employee or result in other employee(s) reasonably believed to be in danger. Such actions include but are not limited to the following:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any behavior(s) that causes others to feel unsafe (e.g., bullying, sexual harassment)

## LEGAL REQUIREMENTS

This plan includes the requirements of Senate Bill 553 approved by the Governor and filed with the Secretary of State on September 30, 2023. See information regarding restraining orders and the Workplace Violence Prevention Plan (WVPP) below.

Per California Education Codes 32280-32289.5, school sites are required to maintain and annually update a Comprehensive School Safety Plan (CSSP).

Additionally, Senate Bill 906 (effective July 1, 2023) requires school officials whose duties involve regular contact with pupils in any of grades 6 to 12, inclusive, as part of a middle school or high school, and who is alerted to or observe any threat or perceived threat to immediately report the threat or perceived threat to law enforcement, as provided.

The overlap of these codes and requirements is referenced herein.

### SB 553-Restraining Orders and Workplace Violence Prevention Plan

- Existing law authorizes any employer, whose employee has suffered unlawful violence or a credible threat of violence from any individual that can reasonably be construed to be carried out or to have been carried out at the workplace, to seek a temporary restraining order and an order after hearing on behalf of the employee and other employees at the workplace, as described.
- Commencing January 1, 2025, a collective bargaining representative of an employee, as described, is authorized to seek a temporary restraining order and an order after hearing on behalf of the employee and other employees at the workplace, as described. The employer or collective bargaining representative of an employee, before filing such a petition, is to provide the employee who has suffered unlawful violence or a credible threat of violence from any individual an opportunity to decline to be named in the temporary restraining order. An employee's request to not be named in the temporary restraining order would not prohibit an employer or collective bargaining representative from seeking a temporary restraining order on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer. Reference [Senate Bill 553](#) for full details.
- The California Occupational Safety and Health Act of 1973 imposes safety responsibilities on employers and employees, including the requirement that an employer establish, implement, and maintain an effective injury prevention program, and makes specified violations of these provisions a crime. The act is enforced by the Division of Occupational Safety and Health (division) within the Department of Industrial Relations, including the enforcement of standards adopted by the Occupational Safety and Health Standards Board (standards board).

Effective on and after July 1, 2024, Employers, as specified, are required to:

- establish, implement, and maintain, at all times in all work areas, an effective workplace violence prevention plan containing specified information
- record information in a violent incident log for every workplace violence incident, as specified
- provide effective training to employees on the workplace violence prevention plan, among other things, and provide additional training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan
- create and maintain records of workplace violence hazard identification, evaluation, and correction and training and violent incident logs and workplace incident investigation records, as specified
- make certain records available to the division, employees, and employee representatives, as specified
- include the workplace violence prevention plan (WVPP) as part of their effective injury prevention program (IIPP), a violation of which is a misdemeanor in specified circumstances.

In addition, Employers are authorized to appeal a citation and penalty, as specified.

The division:

- is required to issue, with reasonable promptness, a citation to an employer if, upon inspection or investigation, the division believes the employer has violated any standard, rule, order, or regulation established pursuant to specified provisions of law
- adheres to specific procedures for issuance of the citation
- provides there is a rebuttable presumption that a violation is enterprise-wide if an employer has multiple worksites and the division has evidence of a pattern or practice of the same violation or violations committed by the employer involving more than one of their worksites, or if the employer has a written policy or procedure that violates specified provisions of law, except as provided
- is authorized to impose certain civil penalties pursuant to specified law, including when any employer violates any occupational safety or health standard, order, or special order, depending on whether the violation is serious
- is required to enforce the workplace violence prevention plan and related requirements by issuance of a citation and a notice of civil penalty, as specified
- is required to propose, no later than December 1, 2025, and the standards board to adopt, no later than December 31, 2026, standards regarding the plan required by Senate Bill 553, as specified.

## SCOPE

In accordance with Section 6401.9 of the Labor Code, this Workplace Violence Prevention Plan fulfills the requirements of Senate Bill 553 (effective July 1, 2024).

NVUSD policy requires an immediate response to all reports of violence. All violent and/or threatening incidents will be investigated and documented by the Assistant Superintendent of Human Resources or designee. If appropriate, the NVUSD refers the affected staff member to the current Employee Assistance Program (EAP) or other supportive services as needed.

The following disciplinary actions may also be taken:

- Oral reprimand
- Written reprimand
- Suspension
- Termination

## DEFINITIONS

(a) For purposes of this section, the following definitions apply:

(1) “Emergency” means unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

(2) “Engineering controls” mean 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” means the violent incident log required by this section.

(4) “Plan” means the workplace violence prevention plan required by this section.

(5) “Threat of violence” means 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) (A) “Workplace violence” means any act of violence or threat of violence that occurs in a place of employment.

(B) “Workplace violence” includes, but is 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.

(iii) 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, patients, students, inmates, 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.

C. "Workplace violence" does not include lawful acts of self-defense or defense of others.

(7) "Work practice controls" means procedures and rules that are used to effectively reduce workplace violence hazards.

The following employers, employees, and places of employment are exempt from this section:

- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.
- Places of employment where less than 10 employees are 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.

## **RESPONSE AND ACCOUNTABILITY**

The Workplace Violence Prevention Program Administrator is the Assistant Superintendent of Human Resources, or assigned designee, who has the authority and responsibility for implementing the provisions of this program for the NVUSD.

### **(A) Workplace Violence Prevention Plan Administrator**

The Assistant Superintendent of Human Resources, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining 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, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. 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. The District ensures compliance with the 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

The Assistant Superintendent of Human Resources, or an assigned designee, shall 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 WVPP plan training during the 2024-25 academic year.

### **(B) Managers and 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.

The NVUSD Director of Student/School Safety, the NVUSD Coordinator of Safety and Emergency Services, 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 NVUSD Director of Student/School Safety and/or the NVUSD Coordinator of Safety and Emergency Services and an action plan developed to minimize and eliminate the potential threat.

### **(C) Employees**

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

It is the responsibility of all 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. All incidents are to be reported as soon as possible. A Workplace Violence Incident Report (WVIR) should be filed after the immediate threat has been reported to a site supervisor and the situation resolved.

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

Title:	Assistant Superintendent of Human Resources (or Designees)
Phone number:	(707)253-3571

Title:	Coordinator, Safety & Emergency Services
Phone number:	(707)312-2926

Title:	Representatives of NVEA, CSEA, and NAPS bargaining units
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### **Compliance**

All 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 NVUSD ensures compliance with the 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 person(s) identified in item (A) Workplace Violence Prevention 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)
- Making plan information available at each location

Employees are to report workplace violence to 1) their supervisor or manager and 2) Human Resources.

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.

NVUSD Management will:

- 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.

The NVUSD will develop a comprehensive Workplace Violence Prevention Plan (WVPP). The Plan shall be in writing and shall be posted on the NVUSD website to employees. 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. The written plan is maintained as a separate document.

NVUSD Supervisors will maintain an open, two-way communication system on all workplace safety, health, and security issues. The NVUSD 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 include training regarding workplace security policies and procedures.
- 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.

The NVUSD Human Resources Department will coordinate ongoing training, review, and implementation of the plan with employees, managers, union leaders, coaches, and, vendors/contractors throughout each school year, to ensure that those employers and employees understand their respective roles, as described in the plan.

## **HAZARD ASSESSMENT**

The Workplace Violence Prevention Group will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management for implementation.

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and

- When workplace violence injuries or threats of injury occur.

Reports or complaints by employees about potential workplace hazards or threats of violence will be taken seriously and a thorough hazard investigation will be conducted. When a report or complaint is about a potential Type 2 or Type 3 incident, or about another employee, the District/COE/Site will take every appropriate step to conduct a risk assessment and investigation, using established principles of neutral, fact-finding investigations and balancing the rights of all concerned. Should the hazard assessment and investigation identify acts of violence or threats of violence that fall within Type 2 or Type 3 incidents, the NVUSD will make immediate corrections through appropriate disciplinary action and/or other immediate and appropriate corrective action.

## **HAZARD CORRECTION AND ABATEMENT**

*Work practice controls* will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

*Work practice controls* are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

## **RECORD KEEPING AND REVIEW**

Periodic updates and reviews of the following workplace violence reports and records will be made of:

- OSHA 300 Logs
- Workplace Violence Incident Reports (see Appendix B)
- Information compiled regarding assault incidents or threat incidents
- Police Reports
- Workplace Surveys
- Accident Investigations
- Training records for all staff are to be created and maintained for a minimum of 1 year, which include a summary of the training along with the names and qualifications of persons conducting the training
- Safety Grievances
- Inspection information
- Other relevant records
- NVUSD Workplace Violence Training communications

## **VIOLENT INCIDENT LOG**

The NVUSD records workplace violence incidents in a violent incident log. This log is created by submitting an NVUSD Violent Incident Report Google Form, available through the NVUSD Staff Portal, NVUSD site supervisors, or the Human Resources Department. Information that is recorded in the log for each incident shall be based on information provided by and/or solicited from the employees who experienced workplace violence, on witness statements, and on 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 plan as required.

The District reviews the plan:

- annually,
- when a deficiency is observed or becomes apparent and
- after a workplace violence incident

NVUSD employees who experienced the workplace violence incident shall record the information in a violent incident

log pursuant to subparagraph (A) and shall also provide a copy of that log to the controlling employer.

The information recorded in the log includes all of the following:

(A) The date, time, and location of the incident.

(B) The workplace violence type or types, as described in clause (iii) of subparagraph (B) of paragraph (6) of subdivision(a), involved in the incident.

(C) A detailed description of the incident.

(D) 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.

(E) 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.

(F) A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

(G) The type of incident, including, but not limited to, whether it involved any of the following:

(i) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

(ii) Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

(iii) Threat of physical force or threat of the use of a weapon or other object.

(iv) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

(v) Animal attack.

(vi) Other.

(H) Consequences of the incident, including, but not limited to:

(i) Whether security or law enforcement was contacted and their response.

(ii) (ii) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

(iii) (I) Information about the person completing the log, including their name, job title, and the date completed.

## WORKPLACE SECURITY INSPECTIONS

A physical security survey will be conducted annually at each work site. As the NVUSD continues to serve as a public educational agency, the possibility of potential violence within our workplace must be continuously reassessed. The NVUSD will reassess all facets of the work environment to include, but not be limited to: secure entrances, public access points, restroom facilities, parking lots, workstations, classrooms, and surveillance systems.

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the following observer(s) in the following areas:

Albert DeSousa	Maintenance	707-253-3520	All NVUSD facilities
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Gloria Aguiar	Operations	707-253-3520	All NVUSD facilities
Jordan Michels	Technology	(707)253-3829	All NVUSD facilities
Johana Navarro	Coordinator, Safety & Emergency Services	(707)312-2926	All NVUSD facilities

Periodic inspections are performed according to the following schedule:

- Annually at each work site, with site reviews to be conducted before the end of the calendar year;
- When the WVPP is initially established;
- When new, previously unidentified security hazards are recognized;
- When occupational injuries or threats of injury occur; and
- Whenever workplace security conditions warrant an inspection.

Inspections for workplace security hazards from violence by Type 1 Individuals (Strangers) include assessing:

- The exterior and interior of the workplace for its security measures.
- The need for security surveillance measures, such as mirrors or cameras at points of entry and travel within the premises.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- The use of work practices such as “buddy” systems or security escort, as appropriate, for identified risks (e.g. received threats, restraining orders enacted, etc.).
- Adequacy of lighting and security for parking lots and areas of travel during night conditions.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 2 Individuals (Persons known to campus but not employed or enrolled) include assessing for the above (Type 1) as well as the following:

- Access to, and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers to entry.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance (e.g. alarms, notification systems, etc.).
- Availability of escape routes.
- Employees skills in de-escalation methods.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 3 (co-workers/enrolled students/parents) include assessing for the above (Type 1 and Type 2) as well as the following:

- How well the WVPP has been communicated to all NVUSD employees.
- How well employees can communicate with each other and with management and support staff.
- How well employees know the warning signs of potential workplace violence.
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees.
- Frequency and severity of employee-related threats of physical or verbal abuse reported.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 4 (personal relations) include assessing for the above (Type 1, Type 2, and Type 3) as well as the following:

- Access to, and freedom of movement within, the workplace by non-employees, specifically with whom an employee is having a dispute.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs.
- Warnings or law enforcement involvement to remove personal relations (offender) of employees from the worksite. Effectiveness of restraining orders and recognition of restrained parties.
- Any other identifiable security hazards

A Workplace Security Inspection Recommendations template will be located within Appendix A of the WVPP.

## **TRAINING AND INSTRUCTION**

The NVUSD has established the following recommendations for training all employees concerning workplace violence and security.

All employees shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to regular volunteers. Training shall also be provided to employees who have been given new job exercises for which site-specific workplace security training may be required. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

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

- Explanation of the WVPP, including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards, including the risk factors associated with the Type 1, 2, 3, and 4 of workplace violence offenders.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to the appropriate department or person responsible for receiving reports.
- How to recognize the potential for violence and factors that contribute to the escalation of violence and how to counteract them, and when to seek assistance to prevent or respond to violence.
- Introduction to methods of de-escalation and defusing potential hostile or threatening situations.
- Measures to summon others for assistance or support.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified routes of escape.
- Notification of law enforcement when a criminal act may have occurred.
- Provide or request emergency medical care or first aid in the event any violent act should occur to an employee.
- Resources available to all staff for coping with incidents of violence, including, but not limited to, critical incident stress debriefing and referral to the current NVUSD Employee Assistance Program (EAP).

The NVUSD has chosen the following items for training and instruction for designated managers, employees, and regular volunteers:

- How to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence.
- Communication procedures.
- Employee assistance program (EAP).
- How to prepare for and respond to an intruder or active shooter scenario at the workplace.
- Awareness of indicators that may lead to violent acts.
- Review of anti-violence policy and procedures.
- De-escalation and communication training.
- Use of the “buddy” system or obtaining proper security, co-worker assistance in potential escalated situations.
- Pre-employment screening practices.

## **EFFECTIVE PROCEDURES TO COMMUNICATE WITH EMPLOYEES CONCERNING POTENTIAL OR ACTUAL WORKPLACE VIOLENCE INCIDENTS**

Employee concerns will be investigated in compliance with the Plan requirements, which states:

“Procedures to identify and evaluate workplace violence hazards, include, but are not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. 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.”

Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:

Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.

The NVUSD alerts employees about workplace violence emergencies via various communication methods including but not limited to public address (PA) system, instant messaging system, in-person or online meetings, phone calls, and text messaging.

Evacuation or sheltering plans that are appropriate and feasible for the worksite.

For non-school sites, evacuation and/or sheltering plans are accessible/located with the site supervisor and/or the coordinator of Safety & Emergency Services.

For school sites, evacuation and sheltering plans are described in the site-specific Comprehensive School Safety Plan (CSSP) available at each location.

How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.

In an emergency, call 9-1-1. To obtain help from staff assigned to workplace violence, contact those listed in the Workplace Violence Prevention Group above.

Procedures to develop and provide the training required in subdivision (e) which states: *“before filing a petition under this section, an employer or collective bargaining representative of an employee shall provide the employee who has suffered unlawful violence or a credible threat of violence from any individual an opportunity to decline to be named in the temporary restraining order. An employee’s request to not be named in the temporary restraining order shall not prohibit an employer or collective bargaining representative from seeking a temporary restraining order on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer.”*

The NVUSD provides all staff with information included in the Workplace Violence Prevention Plan and, for school sites, the Comprehensive School Safety Plan (CSSP) via email, meetings/trainings, annual acknowledgement/notification. Training provided by the NVUSD may be offered in meetings (in-person and/or online) as well as via online course assignments.

Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. 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.

## **POST-INCIDENT INVESTIGATION AND RESPONSE**

The NVUSD procedure for investigating incidents of workplace violence, threats, and physical injury includes that managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- 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 as to the cause of this incident and if injuries occurred, how the injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

These procedures may occur following an incident:

- Reviewing of 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 [named here](#) are 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 of local authorities, and intervention of the subject and victim.

### **(A) Evaluation and Intervention:**

To assess the risk of the offender, suggested questions should be inquired of victims and individuals familiar with the offender's behavior, both before and after any alleged threat or action. Refer to Appendix C for the Individual Risk Assessment Questions Form.

### **(B) Assessment Review and Action**

Upon completion of the assessment, review results with NVUSD Human Resources. Options are to be considered in terms of intervention. If a threat is imminent, local authorities should be contacted immediately.

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.

### **(C ) Communication**

Communicate the course of action with management, victim, and subject in question. Clearly define the course of action this policy lays forth in terms of discipline.

## **ANNUAL REVIEW**

The Napa Valley Unified School District Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback as provided by employees and their authorized representatives.

## **Appendix A –**

### **Workplace Hazard Control and Prevention**

***A review of all NVUSD sites will be completed by October 2024 and will address the following:***

To reduce the risk of workplace violence, the following measures have been recommended:

- **Engineering Controls and Building or Work Area Design:**
- **Workplace Practices:**
- **Based on the records review, workplace security inspections, and workplace surveys, the following issues need to be addressed:**
- **Management has instituted the following as a result of the workplace violence hazard assessment and the recommendations made by members of the Workplace Violence Prevention Team:**
- **These changes were completed/implemented on {Date}**

## Appendix B – Violent Incident Log Template

[Click here to complete an NVUSD Violent Incident Report](#)

***“The employer shall record information in a violent incident log about every incident, post-incident response, and workplace violence injury investigation performed in accordance with paragraph (11) of subdivision (b). Information about each incident shall be based on information solicited from the employees who experienced the workplace violence. The employer shall omit from the violent incident log 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.”***

(1) The date, time, specific location, of the incident:

(2) A detailed description of the incident:

(3) A classification of who committed the violence, including whether the perpetrator was a Type 1, Type 2, Type 3, or Type 4, or other perpetrator:

(4) A description 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, working in an unfamiliar or new location, or other circumstances:

(5) A description of where the incident occurred, including, but not limited to, whether it was in an office, hallway, restroom or bathroom, parking lot or other area outside the building, personal residence, break room, cafeteria, or other area:

(6) The type of incident, including whether it involved any of the following:

(A) Physical attack, including biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

(B) Attack with a weapon or object, including a gun, knife, or other object.

(C) Threat of physical force or threat of the use of a weapon or other object.

(D) Sexual assault or threat, including rape or attempted rape, physical display, or unwanted verbal or physical sexual contact.

(E) Verbal harassment.

(F) Animal attack:

(G) Other.

(7) Consequences of the incident, including:

(A) Whether medical treatment was provided to the employee.

(B) Who, if anyone, provided necessary assistance to conclude the incident.

(C) Whether security was contacted and whether law enforcement was contacted.

(D) Amount of lost time from work, if any.

(E) Actions taken to protect employees from a continuing threat, if any.

The person completing the violent incident log:

Name:

Job Title:

Phone Number:

Email Address:

Date Completed:

## Appendix C – Individual Risk Assessment Questions

[Click here to complete an NVUSD Individual Risk Assessment](#)

Date	Name and Title:	Supervisor and Title:
1	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?	
2	What has been said to others (e.g., friends, colleagues, coworkers) regarding what is troubling them?	
3	How does the offender view themselves in relation to everyone else?	
4	Do they feel they have been wronged in some way?	
5	Do they accept responsibility for their own actions?	
6	How does the offender cope with disappointment, loss, or failure?	
7	Do they blame others for their failures?	
8	How does the offender interact with coworkers?	
9	Do they feel the company is treating them fairly?	
10	Do they have problems with supervisors or management?	
11	Are they concerned with job practices and responsibilities?	
12	Have they received unfavorable performance reviews or been reprimanded by management?	
13	Are they experiencing personal problems such as divorce, death in the family, health problems, or other personal losses or issues?	
14	Are they experiencing financial problems, high personal debt, or bankruptcy?	
15	Is there evidence of substance abuse or mental illness/depression?	
16	Have they shown an interest in violence through movies, games, books, or magazines?	
17	Are they preoccupied with violent themes; interested in publicized violent events; or fascinated with and/or recently acquired weapons?	
18	Has the offender identified a specific target and communicated with others their thoughts or plans for violence?	
19	Are they obsessed with others or engaged in any stalking or surveillance activity?	
20	Has the offender spoken of homicide or suicide?	
21	Do they have a past criminal history or history of past violent behavior?	
22	Does the offender have a plan for what they would do?	
23	Does the plan make sense and is it reasonable and specific?	
24	Does the offender have the means, knowledge, and wherewithal to carry out their plan?	

Form Completed By:

Other Individuals Present:

Date Completed:

Time: