



# WORKPLACE VIOLENCE PREVENTION PLAN

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT  
16350 Mojave Dr., Victorville, CA 92395



Cal/OSHA Publications Unit

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# Policy Statement

The **Victor Valley Union High School District** has developed this Workplace Violence Prevention Program in accordance with CAL/OSHA to address hazards known to be associated with the four major types of workplace violence as defined by [§Senate Bill 553](#).

**Type I** 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.

**Type II** which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type III** which means workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type IV** 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.

**Victor Valley Union High School District** is dedicated to fostering a safe, respectful, and non-threatening environment for all employees, students, and members of the public. Intimidating, threatening, or violent behavior undermines the District's commitment to maintaining a secure and supportive atmosphere for everyone on its campuses and facilities.

Although it is not possible to eliminate all risks, this **Workplace Violence Prevention Plan** is intended to educate members of the Victor Valley Union High School District community—including students, employees, and visitors—on how to recognize and report concerning, threatening, or potentially violent behavior. The plan also outlines how reported information will be reviewed, assessed, and addressed to promote safety and well-being throughout the District.

**Victor Valley Union High School District** will take appropriate action in response to incidents of violence or threats, including notifying state or local law enforcement and pursuing prosecution or other applicable administrative remedies when necessary.

The guidelines outlined in this plan apply to all **Victor Valley Union High School District** students, employees, and visitors while on District-operated grounds. They also extend to all activities and events held on property, buildings, premises, or facilities owned or controlled by the District, as well as any District-sponsored events or activities conducted off-site.

These guidelines are intended to provide a framework for maintaining safety and addressing potential workplace violence; they are **not** a set of rigid rules or procedures. District officials retain the discretion to determine appropriate actions based on the specific circumstances of each individual or incident.

Additionally, these guidelines do **not** serve as a mechanism for adjudicating misconduct, administering discipline, or imposing sanctions on District employees, students, or visitors. Disciplinary actions, when warranted, will be pursued in accordance with the **Victor Valley Union High School District's** established employee and student disciplinary policies and procedures, as well as applicable federal, state, or local laws.

This **Workplace Violence Prevention Program** is designed as a policy framework and educational tool; it does not carry the force or effect of law.

# Roles & Responsibilities

## Workplace Violence Prevention Program Administrator

### Administrator Responsibilities

**Administrators** are responsible for ensuring compliance with the **Workplace Violence Prevention Program** and for promptly addressing any related complaints or concerns. When made aware of a perceived threat or act of violence involving employees or students, administrators must take immediate and appropriate action to ensure the safety and well-being of all individuals involved.

**District Managers and Supervisors** who are employees of the **Victor Valley Union High School District** and have the authority and responsibility to respond to incidents involving campus violence, threats, or disruptive or alarming behavior, are required to implement all approved recommendations issued by District officials.

### Employee Responsibilities

All **Victor Valley Union High School District** employees are expected to conduct themselves in a professional, courteous, and responsible manner at all times. Such behavior helps ensure a safe and respectful workplace in alignment with the District's **Workplace Violence Prevention Plan**.

Every employee has a shared responsibility to immediately report any act or threat of workplace violence to their supervisor or manager—**without fear of reprisal**.

Employees are also encouraged to remain vigilant and report any behavior that may pose a potential threat to the safety or well-being of others. It is essential that all employees familiarize themselves with these guidelines and understand the proper procedures for reporting concerning or violent behavior within the Victor Valley Union High School District community.

All reports of workplace violence or threats must be taken seriously. An initial verbal report should be made as soon as possible and must be followed by written documentation that includes, at minimum, the following information (see *Workplace Violence Incident Log – Appendices*):

- Date of incident
- Type of workplace violence incident
- Time of incident
- Location of incident
- Location classification
- Individual(s) involved
- Employee circumstances
- Description of the incident
- Type of incident

## Victor Valley Union High School District Threat Assessment Team

The **Victor Valley Union High School District Threat Assessment Team (TAT)** is responsible for reviewing and assessing reports of alarming, threatening, or potentially violent behavior involving employees, visitors, or other outside parties. The team exercises sound judgment and discretion in evaluating such situations and developing recommended responses to behaviors that may be perceived as violent, condoning or provoking violence, or otherwise posing a risk to the safety and well-being of the District community.

Because each situation is unique, the team evaluates every case based on its specific circumstances. When necessary, the TAT may consult with subject matter experts or other relevant professionals. When appropriate, the team will provide recommendations to the affected site or district administration to guide the response and ensure coordinated action.

**The general objectives of the Threat Assessment Team include, but are not limited to:**

- Reviewing all available information regarding a reported threat or potential act of violence.
- Assessing and categorizing the level of concern associated with a specific threat and recommending an appropriate, reasonable response.
- In cases where an act of violence has already occurred, determining—based on available information—the likelihood of any additional acts of violence.
- Developing a case management strategy to address the perceived threat or incident, including plans for implementation, follow-up, and ongoing monitoring when appropriate.

### Victor Valley Union High School District Risk Management Office

The **Victor Valley Union High School District Risk Management Office** is responsible for assisting with the periodic evaluation of each site's **Workplace Violence Prevention Program** to ensure compliance with all program requirements. As part of this process, Risk Management may request documentation from sites to assess their ability to meet the program's standards and expectations.

In addition, the Risk Management Office serves as a member of the **Victor Valley Union High School District Threat Assessment Team (TAT)**, providing consultation and expertise on matters related to safety and risk prevention. This includes, but is not limited to, offering guidance on training, compliance, and best practices to help maintain a secure and supportive environment across all District sites.

### School/Site THREAT ASSESSMENT TEAM

When a situation becomes the subject of a **threat assessment inquiry or investigation**, appropriate authorities will gather relevant information, evaluate the facts, and determine whether an individual poses a potential threat of violence.

If the inquiry indicates a possible risk, the **Threat Assessment Team** will collaborate with other relevant groups—such as the **Student Study Team, Positive Behavior Intervention and Support (PBIS) Team, Probation**, or other appropriate entities—to develop and implement a plan aimed at managing or reducing the identified threat.

The **School Threat Assessment Team** is composed of a **site administrator, school counselor, a mental health professional**, and, when applicable, a **School District Police Officer**. This multidisciplinary team's role is to collect and analyze information to assess whether an individual may present a risk of violence within the school environment and to create an appropriate **action plan** to mitigate that risk and ensure the safety of all members of the school community.

# Communication

## Communication and Employee Involvement

The **Victor Valley Union High School District (VVUHSD)** recognizes that maintaining a safe, healthy, and secure workplace requires open and ongoing communication among all employees—including managers, supervisors, and staff—regarding workplace safety, health, and security matters.

To support this goal, VVUHSD has established a communication system designed to promote a continuous and transparent exchange of information between management and employees. This system encourages employees to share concerns or suggestions related to workplace safety, health, and security **without fear of reprisal** and ensures that information is presented in a format that is clear and easy to understand.

VVUHSD will communicate the policies and procedures of the **Workplace Violence Prevention Program** through the following methods:

- Reviewing the **Workplace Violence Prevention Program** with all employees at the time of hire and annually thereafter.
- Providing **training** specific to workplace violence prevention and site security, tailored to the unique needs and conditions of each District location.
- **Posting and distributing** workplace violence prevention materials and resources.
- Establishing clear **reporting processes** for workplace violence incidents, security hazards, or threats of violence.

VVUHSD will take **prompt and appropriate action** in response to any reported threats or safety concerns in the workplace and will continue investigations until the matter is resolved. In the event of a serious threat or act of violence, **District security and/or local law enforcement** will be contacted immediately.

Additionally, workplace safety and security concerns will be addressed during the District's **Workplace Violence Prevention and Safety Committee meetings**. Employees and their authorized representatives are encouraged to take an active role in reviewing and improving the plan during these meetings to ensure an ongoing culture of safety and prevention throughout the District.

## Reporting Procedures (Per District Protocol)

All **acts or threats of violence** involving any **Victor Valley Union High School District (VVUHSD)** employee, service provider, or student—regardless of the source—must be reported **promptly and accurately**, even if no physical injury has occurred.

To ensure compliance with District workplace safety policies and procedures, the following reporting practices must be observed:

- **Immediate Action:** Any situation or incident that causes fear for personal safety or the safety of others must be reported to the **police immediately**.
- **Employee Reporting:** Employees must also report the incident to their **supervisor** as soon as possible.

- If an employee is unable to notify their supervisor, the report should be made directly to **Human Resources**.
- **Student-Related Incidents:** Employees who work directly with students must follow the **Positive Behavioral Interventions and Supports (PBIS) process** when managing and reporting potential issues involving student behavior that may pose a risk of violence.
- **Non-Employee Reporting:** Individuals who are not employees (e.g., visitors, contractors, or volunteers) should report the incident to a **school or site administrator**.
- **Incident Documentation:** Upon receiving a report, the supervisor or Human Resources staff member will promptly provide the reporting individual with an **Incident Report Form** and request that it be completed in detail.

### **Workplace Violence Emergencies (Per District Protocol)**

Employees may be alerted to incidents of workplace violence through various communication methods, including direct communication, email, phone calls, text messages, alarms, public address announcements, or other official notification systems.

In the event of a potential or confirmed emergency, employees should immediately activate the District's emergency response plan and be prepared to shelter in place or evacuate as directed. All employees are expected to follow District emergency protocols and the instructions of administrators or emergency personnel.

Information regarding the location, nature, and status of the incident will be shared as it becomes available through the communication channels listed above. Please understand that in situations involving imminent or unannounced threats, there may be little or no advance warning, and details may be limited as the situation unfolds.

If you require immediate assistance, contact security or local law enforcement by dialing 9-1-1. For non-imminent concerns or follow-up support, please contact your supervisor, Human Resources, or Risk Management.

# Hazard Assessment

## Workplace Hazard Assessment and Inspections

The **Victor Valley Union High School District (VVUHSD)** conducts **workplace hazard assessments** through **periodic inspections** to identify and mitigate unsafe conditions, work practices, and potential threats of workplace violence. These inspections are performed by **on-site administrators** in collaboration with **Risk Management** to ensure ongoing safety and compliance.

## Inspection Schedule

Periodic inspections are conducted according to the following schedule:

- **Annually**
- **When the Workplace Violence Prevention Program is implemented**
- **When new or previously unidentified security hazards are recognized**
- **Following any occupational injury, threat, or act of violence**
- **Whenever workplace conditions or incidents warrant a reassessment**

## Inspection Focus Areas

Workplace inspections focus on identifying and evaluating security hazards, assessing changes in employee work practices, and addressing potential risks associated with the different **types of workplace violence**.

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## Type I Workplace Violence Inspections (Criminal Intent)

These inspections focus on risks associated with individuals who have no legitimate relationship with the District and may commit acts of violence during criminal activity (e.g., robbery or vandalism). Assessments include:

- Evaluating **exterior and interior areas** of facilities for features that may attract criminal activity.
  - Determining the need for **security surveillance measures**, such as mirrors, cameras, or improved lighting.
  - Reviewing **employee procedures** for responding to robberies or other criminal acts.
  - Confirming **protocols for reporting suspicious persons or activities**.
  - Ensuring **emergency contact numbers** for law enforcement, fire, and medical services are clearly posted near accessible phones with outside lines.
-

## Type II Workplace Violence Inspections (Customer/Client-Related)

These inspections address risks involving individuals who receive services from VVUHSD, such as students, parents, or community members. Assessments include:

- Evaluating **access control** and the **freedom of movement** within the workplace.
  - Reviewing the adequacy of **security systems**, including door locks, security windows, and physical barriers.
  - Analyzing the **frequency and severity** of threatening or hostile interactions.
  - Assessing employees' **skills and preparedness** in safely handling hostile or aggressive situations.
  - Reviewing the **effectiveness of communication systems**, such as alarms or panic buttons, to warn others or summon help.
  - Ensuring there are clear procedures for a **“buddy system”** during emergencies.
  - Confirming the **availability and accessibility of evacuation routes**.
- 

## Type III & IV Workplace Violence Inspections (Worker-to-Worker and Personal Relationship-Related)

These inspections focus on violence that may arise from current or former employees, or from personal relationships that affect the workplace. Assessments include:

- Evaluating the **effectiveness of communication** between employees, supervisors, and managers.
  - Assessing the **awareness and understanding** of warning signs and risk factors associated with potential workplace violence.
  - Reviewing existing **reporting mechanisms** and ensuring they are accessible, confidential, and non-retaliatory.
- 

By conducting these periodic inspections, VVUHSD reaffirms its commitment to maintaining a **safe, secure, and respectful workplace** for all employees, students, and community members.

## **Incident Investigations (PER DISTRICT PROTOCOL)**

**Victor Valley Union High School District** has established the following procedures for investigating incidents of workplace violence that include threats and physical injury:

1. Review all previous incidents.
2. Visit the scene of an incident as soon as possible.
3. Interview threatened or injured employees and witnesses.
4. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determine the cause of the incident.
6. Take corrective action to prevent the incident from recurring.
7. Record the findings and corrective actions taken.
8. Review the corrective measures and outcome of the investigation with reporting parties and victims of workplace violence.

# Hazard Correction (PER DISTRICT PROTOCOL)

## Correction of Workplace Security Hazards

**Victor Valley Union High School District (VVUHSD)** is committed to maintaining a safe and secure environment for all employees. Any hazards that threaten employee security will be **identified and corrected promptly**, based on the **severity and immediacy of the risk**, as soon as they are observed or reported.

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### Type I Workplace Violence (Criminal Intent)

Corrective measures for **Type I** workplace security hazards—those involving individuals with no legitimate relationship to the District—may include the following:

- Reducing the workplace’s attractiveness as a target for criminal acts.
  - Implementing **surveillance measures**, such as cameras or mirrors, to monitor both interior and exterior areas.
  - Establishing clear **procedures for reporting suspicious persons or activities**.
  - Posting **emergency contact information** for law enforcement, fire, and medical services near phones with outside lines.
  - Providing **employee, supervisor, and management training** on emergency response and action procedures.
- 

### Type II Workplace Violence (Client or Service Recipient)

Corrective measures for **Type II** workplace security hazards—those involving students, parents, or members of the public who receive services from VVUHSD—may include:

- **Controlling access** to District facilities and monitoring the movement of individuals within them, consistent with operational needs.
  - Ensuring the **adequacy of physical security systems**, such as door locks, security windows, barriers, and restraint systems.
  - Providing **training** for employees on recognizing, de-escalating, and safely handling threatening or hostile situations.
  - Implementing **emergency alert systems**, such as alarms, intercoms, or panic buttons, to summon assistance when needed.
  - Establishing and practicing a “**buddy system**” for specific emergency situations.
  - Ensuring all **evacuation routes** are well-marked, unobstructed, and accessible.
- 

### Type III & IV Workplace Violence (Employee-to-Employee and Personal Relationship-Related)

Corrective measures for **Type III and IV** workplace security hazards—those involving current or

former employees or individuals with personal connections to District staff—may include:

- Clearly communicating **VVUHSD's zero-tolerance policy** toward violence to all employees, supervisors, and managers.
- Strengthening **communication channels** between employees and management.
- Increasing **awareness and training** on recognizing early warning signs of potential workplace violence.
- **Controlling access** to District facilities by non-employees, including recently separated employees or individuals involved in personal disputes with staff.
- Providing **counseling and support services** for employees exhibiting stress, frustration, or other behaviors that could lead to conflict.
- Ensuring that **all reports of threats, violent acts, or concerning behavior** are handled promptly and effectively, and that employees who report such concerns are **protected from retaliation**.
- Reviewing **disciplinary and termination procedures** to address potential workplace violence concerns.
- Applying **crime prevention through environmental design** and administrative measures, such as:
  - Well-lit interior and exterior areas, including parking lots.
  - Controlled access to work areas.
  - Required **employee ID badge display** at all times within District facilities.
  - **Visitor sign-in procedures** and visible **visitor badges**.
  - Use of **security cameras** and **mounted mirrors** to increase visibility.
  - **Onsite security personnel** presence, where applicable.
  - Elimination of potential hiding areas (e.g., trimming overgrown shrubs, improving lighting in dark areas).
  - Installation of **panic buttons** and **lockable restrooms**.
  - Removal of **sharp or potentially dangerous objects** from view.
  - Activation of **caller ID** on the District's phone system.
  - Implementation of **check-in procedures for field staff** via cell phone or other communication methods.
  - Encouragement of a **buddy system** when walking to parking lots or remote locations after hours.

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By taking these corrective actions, **Victor Valley Union High School District** reinforces its commitment to a workplace culture rooted in **safety, respect, and proactive prevention** of violence and threats.

# Training and Instruction (PER DISTRICT PROTOCOL)

## Employee Training and Instruction

The **Victor Valley Union High School District (VVUHSD)** is committed to providing comprehensive training and instruction to all employees regarding **workplace safety and security**, including the prevention of workplace violence.

### Training Requirements

All employees—including **managers and supervisors**—will receive training and instruction on both **general** and **job-specific** workplace safety and security practices. This training will be conducted:

- When the **Workplace Violence Prevention Program** is first implemented.
- **Annually thereafter**, as part of ongoing professional development.
- Upon **hire** for all new employees.
- When an employee, supervisor, or manager is **assigned to a new position** requiring training that has not previously been provided.
- Whenever VVUHSD becomes aware of **new or previously unrecognized safety or security hazards** that require updated instruction.

### Training Content

General workplace violence safety and security training will include, but is not limited to, the following topics:

- An **overview of the Workplace Violence Prevention Plan**, including key definitions, procedures, and employee responsibilities.
- **Recognition of potential workplace violence hazards** specific to individual job duties, and instruction on implementing corrective measures to reduce risk.
- Guidance on **how to seek assistance** or intervene safely to prevent or respond to acts of violence, along with strategies to **avoid physical harm**.
- Procedures for **reporting workplace violence incidents or threats** to supervisors, management, or law enforcement—**without fear of reprisal**.
- Review of **preventive measures** and reporting processes related to workplace safety, security hazards, and threats of violence.

## Plan Review and Continuous Improvement

The **Workplace Violence Prevention Plan** and accompanying **Incident Log** shall be **reviewed annually** to ensure continued effectiveness and compliance with District standards. This review process will include opportunities for **employee input** and participation from **authorized employee representatives**, including union representatives.

In addition to the annual review, the plan will be re-evaluated **following any workplace violence incident** or whenever **deficiencies, concerns, or areas for improvement** are identified,

reported, or observed. Necessary updates and corrective actions will be implemented promptly to maintain a safe and secure environment for all members of the Victor Valley Union High School District community.

## **Employee Involvement**

Victor Valley Union High School District (VVUHSD) values and encourages employee involvement in maintaining a safe and secure workplace. Employees often possess firsthand knowledge of their work environments and daily operations, making their input essential to identifying and addressing potential hazards effectively.

Employees and their authorized representatives are invited to participate in the development, evaluation, and continuous improvement of the Workplace Violence Prevention Plan through a variety of methods, including:

- Actively participating on the Safety Committee.
- Submitting concerns or safety observations related to potential hazards or risks.
- Providing feedback during the plan's annual review process.
- Expressing interest in serving on the Workplace Violence Annual Review Committee.

Through collaboration and shared responsibility, VVUHSD aims to foster a culture of safety, awareness, and prevention across all worksites.

# Recordkeeping (PER DISTRICT PROTOCOL)

## Recordkeeping Policies

The **Victor Valley Union High School District (VVUHSD)** maintains comprehensive records to ensure compliance with workplace violence prevention requirements and to support the ongoing improvement of workplace safety. The following recordkeeping policies apply:

1. **Workplace Violence Hazard Records:**

Documentation related to the **identification, evaluation, and correction** of workplace violence hazards shall be created and maintained for a **minimum of five (5) years**.

2. **Training Records:**

Records of all employee training shall be maintained for at least **one (1) year** and must include:

- A. The **date(s)** of training.
- B. The **content** or summary of each training session.
- C. The **names and qualifications** of individuals conducting the training.
- D. The **names and job titles** of all attendees.

3. **Violent Incident Logs:**

All **violent incident logs** shall be retained for a **minimum of five (5) years**.

4. **Incident Investigation Records:**

Records related to **workplace violence incident investigations** shall be maintained for a **minimum of five (5) years**.

These records shall **not contain medical information**, as defined under **California Civil Code Section 56.05(j)**.

# Definitions

For the purpose of this section, the following definitions apply:

1. **“Emergency”** refers to unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other individuals.
2. **“Engineering controls”** denote an aspect of the built space or a device designed to eliminate a hazard from the workplace or establish a barrier between the worker and the hazard.
3. **“Log”** signifies the violent incident log mandated by this section.
4. **“Plan”** signifies the workplace violence prevention plan required by this section.
5. **“Threat of violence”** encompasses 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 is reasonably perceived to convey an intent, to cause physical harm or instill fear of physical harm in someone, and that serves no legitimate purpose.
6. **“Workplace violence”** encompasses any act of violence or threat of violence occurring in a place of employment. “Workplace violence” excludes lawful acts of self-defense or defense of others. **“Workplace violence”** includes, but is not limited to, the following:
  - The threat or use of physical force against an employee resulting in, or having 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.
7. The following four workplace violence types:
  - “Type 1 violence,”** indicating workplace violence committed by a person with no legitimate business at the worksite, including violent acts by anyone entering the workplace or approaching workers with the intent to commit a crime.
  - “Type 2 violence,”** denoting workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
  - “Type 3 violence,”** refers to workplace violence against an employee by a present or former employee, supervisor, or manager.
  - “Type 4 violence,”** signifying 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.

# **Appendix**

# Victor Valley Union High School District Workplace Violence Reporting Form

This form is used to report incidents of workplace violence involving third parties, student- related issues, or employees.

Return completed form within **48 hours** following incident through google docs and **ATTACH WITNESS STATEMENT TO THIS FORM**

|                                  |            |
|----------------------------------|------------|
| Report submitted by:             | Date:      |
| General Description Of Incident: | Telephone: |

|                               |       |
|-------------------------------|-------|
| Date of Incident:             | Time: |
| Address/Location of Incident: |       |

Individuals involved in the incident (use additional sheet(s) if necessary):

|                                                                       |                                                                       |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| Name:                                                                 | Name:                                                                 |
| <input type="checkbox"/> Victim or <input type="checkbox"/> Assailant | <input type="checkbox"/> Victim or <input type="checkbox"/> Assailant |
| Title:                                                                | Title:                                                                |
| Division:                                                             | Division:                                                             |
| Phone:                                                                | Phone:                                                                |
| Immediate Supervisor:                                                 | Immediate Supervisor:                                                 |

Assailant Relationship to Employee:

|                                                             |                 |
|-------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Co-worker <input type="checkbox"/> | Former Employee |
| <input type="checkbox"/> Other (specify)                    |                 |

Possible Reason for Incident (If known, check all that apply):

|                                                                      |                             |
|----------------------------------------------------------------------|-----------------------------|
| <input type="checkbox"/> Conflict with co-worker(s)/former co-worker | Receiving corrective action |
|----------------------------------------------------------------------|-----------------------------|

|                          |                 |
|--------------------------|-----------------|
| Conflict with management | Other (specify) |
|--------------------------|-----------------|

### Nature of Incident:

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Stalking                                                           |
| <input type="checkbox"/> Engaging in actions intended to frighten, coerce, or induce duress |
| <input type="checkbox"/> Destruction of Property                                            |
| <input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving          |
| <input type="checkbox"/> Armed Assault - Use of object as weapon (specify)                  |
| <input type="checkbox"/> Armed Assault - Use of weapon such as gun, knife, etc. (specify)   |
| <input type="checkbox"/> Verbal Harassment                                                  |
| <input type="checkbox"/> Threats of Physical Violence                                       |
| <input type="checkbox"/> Other (specify):                                                   |

### How was the incident communicated? (Check one or more)

|                                                          |                                 |                                 |                                |
|----------------------------------------------------------|---------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Communicated directly to victim | <input type="checkbox"/> Verbal | <input type="checkbox"/> Letter | <input type="checkbox"/> Email |
| <input type="checkbox"/> Communicated to another person  | <input type="checkbox"/> Verbal | <input type="checkbox"/> Letter | <input type="checkbox"/> Email |
| <input type="checkbox"/> Other (specify)                 |                                 |                                 |                                |

### Victim Injury (Check all that apply):

If employee injury has occurred, please notify **Risk Management**

|                                                                  |
|------------------------------------------------------------------|
| <input type="checkbox"/> Physical injury                         |
| <input type="checkbox"/> Physical Injury - Medical care required |

### Initial Response or Follow up Activity: (Check all that apply)

☐

|                   |                          |                                                              |
|-------------------|--------------------------|--------------------------------------------------------------|
| Situation defused | <input type="checkbox"/> | Threat Assessment Team (TAT) notified <b>[IF APPLICABLE]</b> |
|-------------------|--------------------------|--------------------------------------------------------------|





**Frequency of this Evaluation: As Needed.**

A safety job aid to assist Victor Valley Union High School District employees in identifying the level of risk based on an incident or incidents which present potential and/or real workplace violence risk.\*\*

|                                                                                                    |                          |
|----------------------------------------------------------------------------------------------------|--------------------------|
| <b>Completed by</b> (First and last name and title):                                               | <b>Date Completed:</b>   |
| <b>Worksite</b> (Department, location, Room #):                                                    | <b>Date of Incident:</b> |
| <b>Relationship to Workplace:</b> Employee <input type="checkbox"/> Other <input type="checkbox"/> | <b>Time of Incident:</b> |

| Level of Concern |                          | Descriptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Reporting Method                                                                                                                   |
|------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Low              | <input type="checkbox"/> | The threat is vague and indirect in nature. Information within threat is inconsistent, implausible, or lacks detail. The threat is <b>NOT</b> realistic in nature/presentation.                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Urgent Communication*                                                                                     |
| Medium           | <input type="checkbox"/> | Threat risk to employees, visitors and/or students appears to be moderate. Violent action is possible but not probable. The threat is still not entirely realistic in nature. Analysis of threat suggests some thought/action on how to go forward by person(s) of concern (i.e. a specific time & location noted for actions). No clear indication of preparatory steps taken by the person(s) of concern. The person(s) of concern may attempt to convey seriousness of the situation, (e.g. – “I’m not joking,” “I’m serious.”). | <input type="checkbox"/> Human Resources/Labor Relations<br><input type="checkbox"/> Threat Assessment Team <b>(If Applicable)</b> |
| High             | <input type="checkbox"/> | An attack is directed only at an object and <b>NOT</b> an individual. (E.g. the indiscriminate throwing/tossing of an object, banging, head banging, smashing of furniture, taking other’s property, etc.).                                                                                                                                                                                                                                                                                                                         |                                                                                                                                    |

\* Urgent Communications are distributed to the Victor Valley Union High School District's Superintendent, Assistant Superintendents, Director of Human Resources, Communications, Education Program Directors, the District Police Department and General Counsel. **[PER DISTRICT COMMUNICATIONS PROTOCOL AND PROCEDURES]**

*\* \* For workplace violence risks which involve students, information is distributed to the Victor Valley Union High School District's Superintendent, Assistant Superintendents, Site Administration, Director of Human Resources, Communications, Education Program Directors, the District Police Department and General Counsel*

**Corrective Actions/Comments:**

- ■ ■ ■ ■ ■ ■

# Victor Valley Union High School District

## COMMUNICATION EVALUATION CHECKLIST

### **Frequency of this Evaluation: Annual**

Communication is most effective when it involves two-way communication, and the agency's goals and objectives are clearly understood. Our communication process is to ensure the continuous flow of information relating to workplace violence, primarily between management and employees. This evaluation sheet is intended to assist Victor Valley Union High School District employees to ensure that the communication process is effective.

**Completed by** (First and last name and title): \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Worksite** (Department, location, Room #): \_\_\_\_\_

| Topic Point                                                                                                                                                     |                                                             | Comments:                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| New employee orientation on workplace violence policies, procedures and work practices in place and performed.                                                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Date(s):<br><i>Always maintain training slides and sign in sheet and training roster.</i> |
| Annual education on workplace violence policies, procedures and work practices with all managers, supervisors, and employees is performed.                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Date(s):<br><i>Always maintain training slides and sign in sheet and training roster.</i> |
| Training has been specialized to address awareness of early warning signs of potential workplace violence present at our worksite.                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Date(s):<br><i>Always maintain training slides and sign in sheet and training roster</i>  |
| At regularly scheduled meetings workplace violence is discussed with staff /personnel on all shifts.                                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Date(s):<br><i>Always maintain training slides and sign in sheet and training roster</i>  |
| There is a process in place to ensure everyone understands the workplace security policies.<br>(This process shall be in a form readily understandable to all). | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Date(s):<br><i>Always maintain training slides and sign in sheet and training roster.</i> |
| Issues concerning workplace violence are communicated in a timely manner and include suggestions for preventing incidence of violence.                          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                           |

|                                                                                                                                         |                                                             |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|
| Action and feedback are communicated in a timely manner and without fear of retaliation by either person making threats or anyone else. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                          |
| Meetings are conducted in a manner to allow free and open discussions.                                                                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                          |
| Meetings are announced and scheduled to facilitate maximum attendance.                                                                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <i>Attach proof of announcement to evaluation sheet.</i> |

# Victor Valley Union High School District

## WPV FACILITY SAFETY & SECURITY CHECKLIST

**Frequency of this Evaluation: Annual**

Completed by (First and last name and title): \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Worksite** (Department, location, Room #): \_\_\_\_\_

| Topic Point                                                                                                                                                                       |                                                             |                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Mirrors to see around corners and/or in blind spots have been installed.                                                                                                          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, where are they located?                                                   |
| Landscaping provides an unobstructed view of the workplace.                                                                                                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If not, do areas obstructed are enough for an individual to hide or hide objects? |
| Interior workspace allows for an unobstructed view of the office space.                                                                                                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If not, are areas obstructed enough for an individual to hide or hide objects?    |
| Adequate lighting in and around the workplace.                                                                                                                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |
| The parking lot is well-lit.                                                                                                                                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |
| Panic Button(s) are available.<br><b>[IF APPLICABLE]</b>                                                                                                                          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |
| Door sensor(s) are in use at the facility.                                                                                                                                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, where are they located?                                                   |
| Does the site have Closed Circuit TV (CCTV)?<br><i>A TV system in which signals are not publicly distributed but monitored, primarily for surveillance and security purposes.</i> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, are there blind spots?                                                    |
| Does the site have metal detection systems?                                                                                                                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, please describe.                                                          |
| Are there security personnel/SRO for the site?                                                                                                                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |
| Are security personnel/SRO aware of the site's WVPP                                                                                                                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Notification date:                                                                |
| Are office and classroom exits unobstructed?                                                                                                                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |
| Are visitors required to sign in?                                                                                                                                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |
| Are visitors escorted while on site?                                                                                                                                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |
| Are ID Badges in use?                                                                                                                                                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |
| Are emergency phone numbers posted by phones?                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                   |

|                                                                                                                                                                                                   |                                                             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--|
| Is there an internal phone system which is operable?                                                                                                                                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Are visits from student's family members limited to designated areas?                                                                                                                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Are there key control procedures in place?                                                                                                                                                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Is there limited access to the workplace?                                                                                                                                                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Are employees briefed about other non-routine site location hazards they may encounter due to work?<br><i>(e.g. – Adelanto Elementary School District Offices, alternate school environments)</i> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Do employees when off site have periodic check in procedures?                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Are staff when off site supplied with the necessary incident report forms or know where to obtain forms?                                                                                          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Are training on WVPP topics covered prior to assignment of an employee?                                                                                                                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Are training on WVPP topics covered at least annually after initial training of an employee?                                                                                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| When incidents occur, are Employee Assistance Program services offered to employees?                                                                                                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Are floor plans, evacuation plans posted in conspicuous locations?                                                                                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Has the site utilized crime prevention services &/or lectures provided by local or state police?                                                                                                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |