



WORKPLACE VIOLENCE PREVENTION PLAN

PARAMOUNT UNIFIED
SCHOOL DISTRICT

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Policy Statement

Paramount Unified School District (PUSD) is dedicated to providing a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. We strictly enforce a zero-tolerance policy for any acts of violence, threats, harassment, or intimidation within our schools or during any school-related activities. This plan outlines our proactive measures to prevent workplace violence in accordance with California state law and our unwavering commitment to the safety and well-being of our community.

Responsibility

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone # Email
Patricia Tu	Assistant Superintendent, Business Services	Overall responsibility for the plan.	(562) 602-6025 ptu@paramount.k12.ca.us
Bea Spelker	Director, Personnel Services	Responsible for employee involvement and training; and handles any reports and investigations of workplace violence.	(562) 602-6008 bspelker@paramount.k12.ca.us
Jessie Flores	Director, Safety & Security	Responsible for emergency response, hazard identification, and coordination with other employers.	(562) 602-8088 jeflores@paramount.k12.ca.us

Risk Assessment

An annual risk assessment (Appendix A) will be conducted to identify potential risks and vulnerabilities related to workplace violence. This assessment may take into account:

- Analysis of incidents occurring within the last year.
- Consultations with staff, law enforcement, and security experts.
- Examination of school facilities and existing security measures.
- Consideration of external factors, including community safety trends.

Training and Education

Mandatory training will be provided to all PUSD employees, which will include:

- Identification of behavior that may indicate potential for workplace violence.
- Strategies for conflict resolution and de-escalation.
- Detailed review of PUSD's policies for reporting and managing incidents.
- Comprehensive emergency response protocols tailored to each school's layout and resources.
- Employee training courses include the following from Keenan SafeSchools:
 - Workplace Violence: Awareness and Prevention
 - Threat Assessment

Training will be conducted upon employment and annually thereafter, with additional sessions as needed to address emerging issues.

Reporting Procedures

Employees should report workplace violence to the Director – Personnel Services and/or call 9-1-1 if the threat/act of violence is imminent and serious. (Appendix B)

Anonymous, non-emergency, reporting may occur via submitting a text, or voice message to WeTiP at 844-562-5055 or <https://www.wetip.com/submit-a-crime-tip/>.

PUSD establishes a confidential, accessible reporting system for violence or threats through an online form and direct contact with trusted staff members.

- Assurance against retaliation for individuals reporting concerns.
- Immediate and appropriate follow-up actions on all reports received.
- Link for online form: ****COMING SOON****

Response Plan

The district will adhere to the following process for accepting and responding to reports of workplace violence:

Upon the report of an incident, PUSD will:

- Activate immediate measures to secure the safety of all individuals involved.
- Provide necessary medical and psychological support to affected persons.
- Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions. (Appendix C)
- Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved.

Review and Improvement

The Workplace Violence Prevention Plan will be reviewed annually or following any significant incident, with adjustments made based on feedback from the school community, insights gained from incident reviews, and changes in legal or policy requirements.

Collaboration with Law Enforcement and Community Resources

PUSD will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities, through:

- Shared training programs.
- Exchange of relevant safety and security information.
- Access to support and recovery resources for staff and students.

Documentation and Record-Keeping

All records of training, incident reports, investigations, and response actions will be maintained confidentially to support compliance, effectiveness assessment, and continuous improvement of the prevention plan.

Compliance and Legal Considerations

This plan has been developed to align with the requirements of California state law and will be regularly reviewed to ensure ongoing compliance with all applicable legal and regulatory mandates. PUSD commits to upholding the highest standards of safety and respect within our community.

APPENDIX A – Workplace Violence Prevention Risk Assessment Template

Introduction

This document serves as a template for conducting an annual risk assessment aimed at identifying and mitigating potential risks of workplace violence within the Paramount Unified School District (PUSD). The purpose of this assessment is to ensure a safe and secure environment for all students, staff, and visitors.

Section 1: Data Collection

1.1 Incident Review:

- Summary of reported incidents of violence or threatening behavior in the past year.
- Analysis of trends or patterns (e.g., time, location, type of incident).

1.2 Input from School Community:

- Surveys or interviews with staff, students, and parents about their perceptions of safety and any concerns regarding workplace violence.
- Meetings with school safety committees or teams to discuss observations and suggestions.

1.3 Physical Security Assessment:

- Inspection of school buildings and grounds to identify security vulnerabilities (e.g., unsecured entrances, lack of surveillance cameras).
- Review of current security measures (e.g., access control systems, emergency communication tools).

1.4 Review of External Factors:

- Consideration of community safety trends or events that may impact school safety.
- Coordination with local law enforcement for insights on local threats or patterns of violence.

Section 2: Risk Analysis

2.1 Identification of Risks:

- Listing of identified potential risks based on data collected, categorized by likelihood and severity.

2.2 Vulnerability Assessment:

- Evaluation of existing safeguards and their effectiveness in mitigating identified risks.
- Identification of areas lacking sufficient protective measures.

Section 3: Action Plan

3.1 Prioritization of Risks:

- Prioritization of identified risks based on their potential impact on school safety and the likelihood of occurrence.

3.2 Development of Mitigation Strategies:

- Specific actions to address each prioritized risk (e.g., enhancements to physical security, changes to policies or procedures, additional training for staff and students).

3.3 Implementation Timeline:

- Timeline for implementing proposed mitigation strategies, including responsible parties and milestones.

Section 4: Monitoring and Review

4.1 Monitoring Procedures:

- Establishment of processes for ongoing monitoring of risk factors and the effectiveness of implemented mitigation strategies.

4.2 Annual Review:

- Commitment to an annual review of the risk assessment and action plan to ensure they remain relevant and effective, with adjustments made as needed based on new information or changing conditions.

APPENDIX B – Workplace Violence Reporting Form

Report Instructions

This form is to be used by employees or supervisors that have identified an incident, threat, or concern related to workplace violence. The original report must be forwarded to the appropriate administrators or the Director of Personnel Services.

Employee Information

Reporting Employee: _____
Affected Employee(s): _____
Affected Employee(s) Job Title(s): _____
Department: _____
Facility Address: _____

Incident Information

Date incident occurred: _____
Time incident occurred: _____
Specific address and detailed description of description where incident occurred (i.e. empty hallway, warehouse bathroom):

Definitions of Violent Incident Types

- Type I violence: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Type II violence: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type III violence: workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type IV violence: workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Checklist of Questions to Answer After a Violent Incident

1. Which type of person threatened or assaulted the employee(s)?

Type I: Stranger Thief/Suspect Other

Type II: Client/Customer Student Patient Visitor

Type III: Current Co-worker Former Co-worker Supervisor/ Manager

Type IV: Current Spouse or Partner Former Spouse or Partner Employee's Friend
 Employee's Relative Family/friend of client or patient

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2. What type of violent incident occurred (check all that apply)?

- Verbally harassed
- Verbally Threatened
- Physically Assaulted
- Punched
- Slapped
- Grabbed
- Pushed
- Choked
- Kicked
- Bitten
- Hit with Object
- Threatened with Weapon
- Assaulted with Weapon
- Animal Attack
- Other (Describe): _____

3. Was a weapon used? Yes No

Describe the incident:

4. Was/were the employee(s) working alone? Yes No

If not, who was/were with the employee(s) that may have witnessed the incident?

5. Were there threats made before the incident occurred? Yes No

If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

6. Are you willing to testify against the Respondent in Court to obtain a restraining order?
 Yes No

Reporter Information

Report Completed By: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

APPENDIX C – Violent Incident Investigation

Personnel Services will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to Pupil & Personnel Services.

Incident Analysis To be completed by PS Professional:

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

- Yes No Did the employee(s) require medical attention as a result of the incident?
- Yes No Did the employee(s) miss work as a result of the incident?
- Yes No Did the employee(s) apply for workers' compensation?
- Yes No Was security contacted?
- Yes No Was building facilities contacted?
- Yes No Was immediate counseling provided to affected workers and witnesses?
- Yes No Was critical incident debriefing provided to all affected staff who desired it?
- Yes No Was post-trauma counseling provided to affected staff who desired it?
- Yes No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

Are there modifications to be made to WVPP to reflect updated practices? Yes No

Describe updates to WVPP _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____