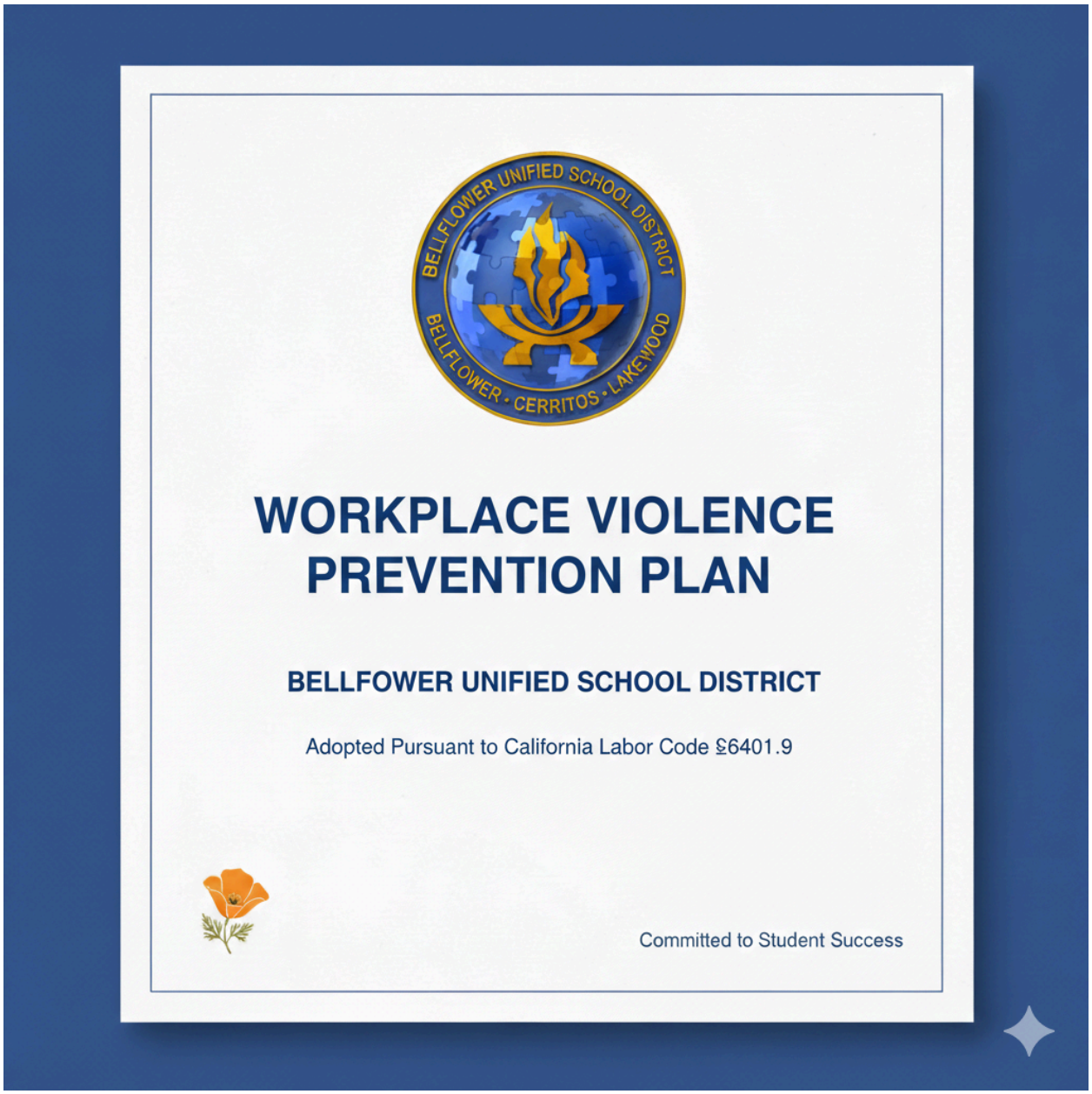


Effective Date: March 2026

Alternate Versions of this Guide:
1-Page Quick Reference Guide

Presentation Version of the Guide::
Presentation Version of the WVPP Guide

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SECTION 1
POLICY STATEMENT AND COMMITMENT

1. POLICY STATEMENT AND COMMITMENT

Bellflower USD has a strong safety record and supportive work environment. This plan builds on our existing culture of caring and respect to ensure we are prepared for any situation.

This Workplace Violence Prevention Plan (WVPP) is designed to:

- Comply with California Senate Bill 553 (SB 553) and Labor Code §6401.9
- Protect employees from workplace violence hazards
- Establish clear procedures for reporting, responding to, and investigating incidents
- Create a culture of safety and respect

🛡️ **BELLFLOWER USD'S COMMITMENT: We are dedicated to creating a safe, respectful, and violence-free workplace for every employee. Safety is everyone's responsibility.**

Zero Tolerance Means:

- All threats and acts of violence are taken seriously
- Prompt investigation of all reports
- Appropriate corrective action will be taken
- No retaliation against employees who report concerns in good faith

All employees are expected to comply with this policy and participate in creating a safe workplace.

SECTION 2
SCOPE AND APPLICATION

2. SCOPE AND APPLICATION

This WVPP applies to:

All Employees:

- Certificated staff (teachers, counselors, administrators)
- Classified staff (office personnel, custodians, food service, instructional aides)
- Temporary employees and substitutes
- Volunteers (when performing work-related activities)

All Locations:

- All school campuses
- District office facilities
- Maintenance and transportation yards
- Off-site locations during work-related activities
- District vehicles during work use

All Work Times:

- Regular work hours
- Before/after school programs
- Evening and weekend events
- Field trips and excursions

SECTION 3
DEFINITIONS

3. DEFINITIONS

Workplace Violence

Under California Labor Code §6401.9, **"workplace violence"** means any act of violence or threat of violence that occurs in a place of employment. This includes:

1. **Use of physical force** against an employee causing or capable of causing injury
2. **Statement or behavior** causing a reasonable fear of injury
3. **Use or threat** of a firearm or dangerous weapon

Excluded: Lawful acts of self-defense or defense of others.

The Four Types of Workplace Violence

Understanding these types helps identify risks and develop prevention strategies:

QUICK REFERENCE - INCIDENT TYPES:

🚨 Type 1	👥 Type 2	💼 Type 3	❤️‍🩹 Type 4
Criminal Intent (Intruder)	**Student / Parent / Visitor**	**Employee-on-Employee**	**Personal Relationship Spillover**

- **Type 1: Intruder/Criminal (no business at school)**
- **Type 2: Student/Parent/Visitor violence**
- **Type 3: Employee-on-Employee**
- **Type 4: Personal relationship spillover**

Most school incidents are Type 2

IMPORTANT NOTE FOR SPECIAL EDUCATION STAFF:

Even unintentional student behaviors (biting, hitting, throwing objects) must be logged as Type 2 incidents. This is for safety planning and support, NOT student discipline.

SECTION 4
RESPONSIBILITIES

4. RESPONSIBILITIES

District Leadership

Superintendent & Cabinet

- Adopt and support the WVPP
- Ensure adequate resources for implementation
- Receive annual reports on workplace violence

Plan Administrator

Position: Risk Management and Benefits Manager

Primary Responsibilities:

- Oversee all aspects of WVPP implementation
- Lead Threat Assessment Team
- Ensure legal compliance
- Coordinate with Cal/OSHA
- Report to Superintendent

Contact: 562-866-9011 ext. 2120

Threat Assessment Team

Members:

- Plan Administrator (Chair) – Frank Olmos, Ed.D.
- Risk Management and Benefits Manager
- Campus Safety and Emergency Preparedness Manager
- HR Representative – Shaunte' Knox-Anderson, Ed.D.
- Site administrators (as needed for specific incidents)
- Student Support Services representative (e.g., Assistant Superintendent of School Support Services or Director of Student Support Services for student-related incidents)
- Interim designees may fulfill these roles until permanent positions are filled.

Responsibilities:

- Conduct workplace violence hazard assessments
- Review the violent incident log quarterly
- Investigate serious incidents
- Recommend corrective actions
- Update plan as needed
- Interface with law enforcement

Meetings: Quarterly (minimum) operational team meetings plus emergency meetings as needed. Union participation in team meetings: Biannual (twice per year).

Site Administrators

Principals and Assistant Principals

Responsibilities:

- Implement WVPP at school sites
- Ensure staff receive required training
- Report all incidents promptly
- Conduct preliminary investigations
- Maintain site safety protocols
- Serve as primary emergency contact

All Employees

Everyone's Responsibilities:

- Comply with WVPP requirements
- Participate in training
- Report incidents, threats, and hazards promptly
- Follow safety procedures
- Treat others with respect
- Cooperate with investigations

Rights:

- Work in a safe environment
- Report concerns without retaliation
- Access to this plan and violent incident log (redacted)
- Participate through union representative

SECTION 5
EMPLOYEE AND UNION INVOLVEMENT

5. EMPLOYEE AND UNION INVOLVEMENT

California law requires active employee and union involvement in developing and implementing the WVPP.

Labor Partners

Bellflower Teachers Association (BTA)

- President: John Young
- Represents: Certificated employees
- Contact: voiceofbta@gmail.com

California School Employees Association (CSEA)

- President: Michelle Cuellar
- Represents: Classified employees
- Contact: cseachapter32president@gmail.com

Methods of Involvement

1. Plan Development and Review

- Draft plan reviewed by BTA and CSEA leadership
- Labor-management meetings to discuss input
- Union participation in annual review

2. Workplace Violence Prevention Committee

- Biannual meetings with union representatives
- Review incident trends and plan effectiveness
- Recommend improvements
- Facilitate communication with membership

3. Employee Feedback

- Regular collection of employee feedback on workplace violence risks and procedures (e.g., brief questionnaires or focus groups)
- Union-facilitated discussions on safety concerns
- Direct reporting of hazards to supervisors or union
- Anonymous reporting options available

4. Hazard Assessments

- Employee input on workplace hazards
- Union representatives may participate in site assessments
- Frontline staff consulted on needed safety measures

5. Incident Review

- Aggregate incident data shared with union leadership quarterly
- Union may request information about incidents affecting members (redacted)
- Post-incident reviews include union perspective

Communication

Information Shared with Unions:

- Complete WVPP and all revisions
- Redacted incident log summaries (quarterly)
- Training materials and schedules
- Safety committee meeting minutes
- Annual workplace violence reports

Coordination with Other Employers

When employees of other employers are present at District worksites (contractors, vendors, partner programs):

- District will communicate relevant workplace violence hazards
- Coordinate emergency response procedures

- Ensure non-District personnel understand visitor protocols
- Include safety requirements in contracts when feasible

SECTION 6
HAZARD IDENTIFICATION AND EVALUATION

6. HAZARD IDENTIFICATION AND EVALUATION

The District will proactively identify workplace violence hazards through multiple methods:

A. Workplace Security Assessments

Frequency: Annually at minimum, plus:

- When new facilities open or major renovations occur
- After serious incidents
- When significant changes in operations

Conducted By: Threat Assessment Team with site administrator input

Assessment Components:

- Physical security (locks, fencing, lighting)
- Access control systems
- Video surveillance coverage
- Emergency communication systems (intercoms, radios)
- Isolated work areas
- Staffing patterns during vulnerable times
- History of prior incidents

Documentation: Written assessment report with prioritized recommendations

---

B. Employee Reports and Feedback

Ongoing Reporting:

- Employees encouraged to report potential hazards anytime
- Supervisors forward reports to Threat Assessment Team
- Anonymous reporting available via Form Submission

Annual Survey:

- All employees surveyed on workplace safety concerns
- Topics: perceived risks, adequacy of security, training effectiveness, suggestions
- Results analyzed and action plan developed

Union Input:

- BTA and CSEA conduct member discussions on safety
- Aggregated concerns shared with District
- Specific hazards investigated

C. Violent Incident Log Review

Quarterly Review:

- Threat Assessment Team examines all logged incidents
- Identifies patterns by location, time, type, circumstances
- Determines if additional controls needed

Annual Analysis:

- Comprehensive review of trends over the year
- Comparison to previous years
- Recommendations for plan revisions and resource allocation

D. Post-Incident Evaluation

After any serious incident:

- Immediate assessment of whether existing controls failed
- Identification of contributing factors
- Determination of what additional measures are needed

Evaluation Criteria

When evaluating hazards, consider:

- **Severity:** Potential for serious harm or death
- **Likelihood:** Probability of occurrence based on history and circumstances
- **Exposure:** Number of employees at risk
- **Frequency:** How often employees face the hazard

SECTION 7
HAZARD CORRECTION

7. HAZARD CORRECTION

Once identified, hazards will be corrected according to this schedule:

Correction Timeline

Priority	Response Time	Examples
Critical (Imminent danger)	Immediately (within 24 hours)	Broken locks, identified threat to employee, non-functioning emergency equipment
Serious	Within 7 days	Inadequate lighting in parking areas, staffing gaps during high-risk times, missing surveillance coverage
Moderate	Within 30 days	Outdated visitor procedures, need for additional training, minor facility improvements
Low	Within 90 days	General enhancements, preventive measures, aesthetic improvements

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Types of Corrective Measures

Engineering Controls (Physical Changes):

- Install or repair security equipment (cameras, locks, alarms)

- Improve lighting in parking lots and walkways
- Add physical barriers or secure reception areas
- Install panic buttons or emergency alert systems

Administrative Controls (Policy/Procedure Changes):

- Revise work procedures or schedules
- Increase staffing during high-risk periods
- Implement buddy systems for isolated work
- Update visitor management protocols
- Enhance communication procedures

Work Practice Controls:

- Provide de-escalation training
- Assign security personnel to events
- Modify employee work assignments
- Coordinate with law enforcement on patrols

Documentation and Follow-Up

For Each Hazard Correction:

- Description of hazard
- Priority level
- Correction method(s)
- Person responsible
- Target completion date
- Actual completion date
- Verification of effectiveness

Tracking: Threat Assessment Team maintains hazard correction log and verifies completion

---

SECTION 8
REPORTING PROCEDURES

8. REPORTING PROCEDURES

📋 REPORTING QUICK GUIDE: Report ALL incidents — even minor ones — using the Violent Incident Log. Reports can be made to your supervisor, site administrator, or the Plan Administrator at ext. 2120. Anonymous reporting is available. Remember: Reporting is PROTECTED. Retaliation is prohibited.

What to Report

Report any of the following immediately:

- Physical assaults or attacks
- Threats (verbal, written, electronic, gestures)
- Intimidating or harassing behavior
- Weapons on campus
- Concerning behavioral changes in individuals
- Unsafe conditions that could lead to violence
- "Near miss" incidents
- Violations of restraining orders
- Suspicious activity by unknown persons

When in doubt, report it. It's better to report a concern that turns out to be nothing than to fail to report something serious.

How to Report

Option 1: Immediate Supervisor or Site Administrator

- Best for most situations
- All site-based employees must notify their site administrator (principal or designee)
- If immediate danger, call 911 first

Option 2: Human Resources / District Safety

- For concerns about your supervisor or confidential matters
- Contacts:
    - Shaunte' Knox-Anderson Ed.D. OR Frank Olmos Ed.D. at 562-866-9011 ext. 2120
    - Campus Safety and Emergency Preparedness Manager (once hired) – 562-866-9011

Option 3: Electronic Incident Report Form

- Available at: https://tinyurl.com/BellflowerWVPIncidentReport
- Complete detailed form online
- Automatically routed to appropriate personnel

Option 4: Anonymous Reporting

- For situations where you prefer not to identify yourself
- Method: Submit Online Form: https://tinyurl.com/BellflowerWVPIncidentReport
- Note: Anonymous reports accepted but contact info helps us follow up
- Anonymity clarification: Email addresses are not collected. A Google account is not required to submit an anonymous report. If you are logged into Google, your email may appear on your screen, but it is not captured or recorded by the District.

EMERGENCY (Active Violence): CALL 911 IMMEDIATELY

For incidents involving students or parents, Student Support Services will be engaged as appropriate to coordinate student support, behavior intervention, and threat assessment follow-up. For consultation, contact Sean Diaz, Director of Student Support Services at (562) 866-9011, ext. 2058.

Response Timeline

- **EMERGENCY (active violence): Call 911 immediately**
- **URGENT (threat, weapon): Notify administrator within 1 hour**
- **STANDARD (incident occurred): Document within 24 hours**

Non-Retaliation Policy

The District strictly prohibits retaliation against any employee who reports workplace violence in good faith.

Retaliation includes: termination, demotion, harassment, exclusion, intimidation, or any adverse employment action.

If you experience retaliation: Report immediately to Human Resources or the Superintendent.

Consequences: Retaliation is a violation of this policy and will result in disciplinary action up to and including termination.

Confidentiality

- Reports handled with discretion
- Information shared only on need-to-know basis
- Identities protected to extent possible during investigations
- Personal information redacted from public records

SECTION 9
EMERGENCY RESPONSE

9. EMERGENCY RESPONSE

Immediate Response to Active Violence

⚠️ CRITICAL: In case of active threat - RUN, HIDE, or FIGHT as last resort. Call 911 immediately when safe.

If you encounter active violence:

1. Evacuate if Safe

- Leave the area immediately if you can do so safely
- Take others with you if possible
- Leave belongings behind
- Do not attempt to move injured people unless immediate danger

2. Hide/Secure if Evacuation Not Possible

- Lock and barricade doors
- Turn off lights
- Silence phones
- Hide out of sight
- Remain quiet
- Do not open door until verified safe

3. As Last Resort, Take Action

- Only if in immediate danger and no other options
- Attempt to incapacitate the threat
- Act with physical aggression
- Improvise weapons if needed

4. Call 911

- As soon as safe to do so
- Provide: location, nature of emergency, description of perpetrator, weapons involved, number of people

---

Emergency Procedures

Lockdown

- Initiated for threats on or near campus
- Close and lock doors
- Close windows and blinds
- Move away from doors/windows
- Keep students/staff quiet and calm
- Wait for "all clear" from administration or law enforcement

Evacuation

- Initiated when safe exit route available or building unsafe
- Exit via nearest safe route
- Move to designated assembly area
- Account for all individuals in your care
- Report to site administrator
- Do not re-enter until "all clear"

Emergency Contacts

Contact	Phone
911	911
District Security	(562) 866-9011 Extension: To Be Assigned
District Office	(562) 866-9011
Your Site Principal	[Site-specific]
Human Resources	562-866-9011 ext. 2120

Communication During Emergencies

- Follow administrator directions
- Use emergency intercom/PA system
- Do not post details on social media during active incident
- Family reunification procedures will be activated if needed
- Media inquiries referred to District spokesperson only

After the Emergency

- Ensure scene is safe
- Account for all individuals
- Provide/summon medical attention
- Preserve evidence
- Begin documentation
- Activate crisis response team
- Provide Employee Assistance Service for Education (EASE)
- Initiate investigation

SECTION 10
POST-INCIDENT INVESTIGATION

10. POST-INCIDENT INVESTIGATION

Purpose

All reported workplace violence incidents will be investigated to:

- Determine what happened and why
- Identify contributing factors
- Assess adequacy of existing controls
- Recommend corrective actions
- Prevent future occurrences

Investigation Process

Step 1: Initial Response

- Ensure safety of all individuals
- Provide medical attention if needed
- Secure scene and preserve evidence
- Document with photos if appropriate

Step 2: Assignment

- Critical incidents: Threat Assessment Team
- Serious incidents: HR with site administrator
- Standard incidents: Site administrator with HR consultation
- Law enforcement involved for criminal activity

Step 3: Investigation Timeline

Severity	Start Investigation	Preliminary Report	Final Report
Critical (serious injury, weapon, ongoing threat)	Immediately	48 hours	7 days
Serious (assault, credible threat)	Within 24 hours	5 days	14 days
Moderate (Type 2 incident, altercation)	Within 2-3 days	7 days	21 days

Step 4: Gather Information

- Interview victim, witnesses, alleged perpetrator (if accessible)
- Review security footage, emails, documents
- Examine employment records, prior incidents
- Assess policies and procedures

Step 5: Analysis

- What occurred and sequence of events
- Classification (Type 1-4)
- Contributing factors
- Whether policies were followed
- Adequacy of existing controls
- Preventability

Step 6: Findings and Recommendations

- Written investigation report
- Corrective actions needed
- Follow-up plan

Step 7: Implementation

- Execute corrective measures
- Communicate outcomes (as appropriate)
- Monitor effectiveness
- Update policies if needed

Confidentiality

- Information shared only on need-to-know basis

- Participants instructed to maintain confidentiality
- Personal identifying information protected
- Findings shared appropriately with involved parties

Potential Outcomes

Individuals Responsible for the Conduct (when identified)

- Counseling/coaching
- Written warning
- Suspension
- Reassignment
- Termination
- Law enforcement referral

For Others:

- Student discipline procedures
- Trespass notices
- Restraining orders
- Law enforcement action
- Restriction from campus

Outcomes are determined and implemented by the District in coordination with the Threat Assessment Team, Human Resources, and site administration, as applicable.

Support for Victims

- Employee Assistance Service for Education (EASE) referral: (800) 882-1341
- Modified work arrangements if needed
- Safety planning assistance
- Information on legal protections (restraining orders)

SECTION 11
VIOLENT INCIDENT LOG

11. VIOLENT INCIDENT LOG

Requirement

The District will maintain a **Violent Incident Log** documenting every workplace violence incident as required by Labor Code §6401.9.

Information Recorded

For each incident, the log must include:

1. **Date, time, and location** of incident
2. **Type of violence** (Type 1, 2, 3, or 4)
3. **Detailed description** of what occurred
4. **Classification of perpetrator** (student, parent, employee, stranger, etc.)
    - **No personal identifying information (names, IDs)**
5. **Circumstances** (working alone, low staffing, evening, etc.)
6. **Nature of incident** (physical attack, threat, weapon involvement, etc.)
7. **Consequences** (injuries, property damage, etc.)
8. **Law enforcement contacted** (yes/no)
9. **Actions taken** to protect employees from continuing threat
10. **Person completing entry** (name, title, date)

Confidentiality

Personal identities MUST BE REDACTED from log:

- No employee names or ID numbers
- No student names or ID numbers
- Use classifications only (e.g., "Grade 3 student" not student's name)

Unredacted version: Maintained separately for authorized use only

---

Maintenance

Maintained by: Human Resources (Shaunte' Knox-Anderson Ed.D. and Frank Olmos Ed.D.)

Security Manager participates in quarterly review and trend analysis with the Threat Assessment Team

Format: Electronic database/spreadsheet

Location: Secure HR files

Retention: Minimum 5 years

Access

Full Access (Unredacted):

- Threat Assessment Team
- Plan Administrator
- Designated HR personnel
- Cal/OSHA inspectors
- Legal counsel (as needed)

Limited Access (Redacted):

- Any employee or authorized employee representative
- Available upon written request to HR
- Provided within 15 business days

How to Request: Submit written request to Human Resources specifying your name, position, and reason for request

---

Review and Analysis

Quarterly: Threat Assessment Team reviews for trends and patterns

Annual: Comprehensive analysis including:

- Total incidents by type
- Comparison to previous years
- Location and timing patterns
- Effectiveness of responses

- Recommendations for improvement

Reporting: Annual summary (de-identified) shared with employees, Board, and unions

SECTION 12
TRAINING AND INSTRUCTION

12. TRAINING AND INSTRUCTION

🏫 **TRAINING IS MANDATORY: All employees must complete WVPP training at new employee orientation AND annually each school year. Training covers: how to recognize warning signs, how to report incidents, emergency response procedures, and employee rights under the WVPP.**

Training Requirements

When:

- New employees: During orientation
- All employees: Annually (start of school year)

What's Covered:

1. This plan and how to access it
2. How to report incidents
3. Emergency procedures (lockdown, evacuation)
4. Your specific workplace risks

How:

- Online module (30 minutes)
- Site-specific discussion with principal

SECTION 13
PLAN REVIEW AND UPDATES

13. PLAN REVIEW AND UPDATES

Review Schedule

Annual Review (Required):

- Conducted by Threat Assessment Team
- Includes analysis of incidents, trends, and effectiveness
- Consultation with BTA and CSEA representatives
- Updated training materials as needed
- Report to Superintendent and Board

Post-Incident Review (Required):

- After incidents causing or likely to cause serious injury or death
- After multiple related incidents in short period
- When incidents reveal significant gaps in plan
- Within 30 days of triggering incident

Ongoing Monitoring:

- Quarterly incident log reviews
- Regular safety committee meetings
- Employee feedback throughout year
- Tracking of legal/regulatory changes

Update Process

Minor Updates (contact info, clarifications):

- Made by Plan Administrator
- Notice to employees via email

Moderate Updates (new procedures, forms):

- Consultation with union representatives
- Approval by Plan Administrator or Superintendent

Major Updates (significant policy changes):

- Full consultation with BTA and CSEA
- Superintendent approval
- Board notification or approval (as appropriate)

Communication of Updates

When plan is updated, all employees will be notified through:

- Email announcement
- Staff meeting presentations
- Posted on District website
- Union notifications
- Updated training materials

Version Control

- Each revision clearly dated and numbered
- Change log maintained
- Previous versions archived for 7 years
- Current version always accessible to employees

Current Version: 1.0 - Balanced Edition (December 2025)

SECTION 14
RECORDKEEPING

14. RECORDKEEPING

Required Records and Retention

Record Type	Retention Period	Maintained By
WVPP (current)	Permanent	Plan Administrator
WVPP (previous versions)	7 years	Plan Administrator
Hazard assessments	5 years	Threat Assessment Team
Training records	1 year (minimum)	Human Resources
Violent incident log	5 years	Human Resources
Investigation reports	5 years	HR/Threat Assessment Team
Employee surveys	3 years	Plan Administrator
Plan reviews	5 years (major); permanent (annual)	Plan Administrator

Record Location and Access

Electronic Records:

- Stored in [secure HR database/district server]

- Password protected
- Regular backups performed
- Access limited to authorized personnel

Physical Records:

- Maintained at District Office in locked files
- Confidential personnel matter protections apply

Employee Access:

- Employees may request their own training records
- Redacted incident log available upon written request
- WVPP available on District website and at all sites

Confidentiality and Security

Protected Information:

- Personal identifying information in incident reports
- Confidential investigation documents
- Sensitive employee information
- Unredacted incident logs

Authorized to Access Sensitive Records:

- Plan Administrator
- Threat Assessment Team members
- HR staff (for records they maintain)
- Superintendent and designees
- Legal counsel
- Cal/OSHA (as required)
- Law enforcement (with appropriate authorization)

Records Requests

Employee Requests:

- Submit in writing to Human Resources
- Specify records requested
- District provides within 15 business days
- Personal identifying information redacted as appropriate

Public Records Requests:

- Handled per District public records procedures
- Consultation with legal counsel
- Appropriate redactions per law

SECTION 15
RESOURCES AND CONTACTS

15. RESOURCES AND CONTACTS

📞 EMERGENCY CONTACTS AT A GLANCE
911 — Police/Fire/Medical Emergency
Plan Administrator: 562-866-9011 ext. 2120
Cal/OSHA: 1-800-963-9424
Employee Assistance Program (EAP): Available through district HR
Report non-emergency concerns to your site administrator or HR department.

District Contacts

Human Resources (Primary Contact for WVPP):

- Shaunte' Knox-Anderson Ed.D. OR Frank Olmos Ed.D. at 562-866-9011 ext. 2120; frankolmos@busd.k12.ca.us, shaunteknox@busd.k12.ca.us

Plan Administrator:

- Risk Management and Benefits Manager
- Phone: 562-866-9011 ext. 2120

Student Support Services Contact Information:

- Student Support Services (for student-related threats, behavior concerns, and post-incident supports), Director of Student Support Services: Sean Diaz, Phone: (562) 866-9011 ext. 2058; seandiaz@busd.k12.ca.us

- **District Office:**
  Address: 16703 South Clark Ave., Bellflower, CA 90706-5203
  Main Phone: (562) 866-9011
  Website: https://www.busd.k12.ca.us
- **Superintendent:**
  Dr. Erin M. Simon
  Phone: (562) 866-9011, Ext. 2100
  Email: superintendent@busd.k12.ca.us

Emergency Contacts

Emergency Services: 911

Bellflower Police Department (Non-Emergency):

- Phone: (562) 623-3500

District Security:

- 562-866-9011

Employee Support

Employee Assistance Program (EAP):

Provider: LACOE EASE (Employee Assistance Service for Education)

Phone: (800) 882-1341 (24/7 hotline)

Website: https://www.lacoe.edu/services/staff-support/ease

Services: Confidential counseling, crisis support, safety planning, consultations for managers/supervisors, and referrals for employees and their families.

Crisis Resources

National Suicide Prevention Lifeline: 988

Domestic Violence Hotline: 1-800-799-7233

LA County Mental Health Crisis Line: 1-800-854-7771

Reporting Workplace Violence

Report to:

1. See Section 8 for reporting procedures.

Emergency: Call 911

Remember: If you see something, say something.

APPENDICES

Appendix A: Workplace Violence Incident Report Form (ONE-PAGE QUICK GUIDE)

WORKPLACE VIOLENCE PREVENTION - WHAT YOU NEED TO KNOW

Category	Details
1. Zero Tolerance	• All threats and violence are taken seriously. • No retaliation for reporting incidents.
2. What to Report	• Physical violence or threats. • Weapons on campus. • Concerning behavior changes. • Any safety concerns.
3. How to Report	• Emergency: Call 911. Non-Emergency: Notify your site administrator (principal or designee). You may also contact HR.
4. If Violence Occurs	Follow this order: RUN — HIDE — FIGHT
5. Your Rights	• Right to a safe workplace. • Right to report without fear. • Access to support - Employee Assistance Program (EASE) (800) 882-1341

Questions? Contact HR or visit https://www.busd.k12.ca.us/

Appendix B: Quick Reference - Emergency Response

ACTIVE VIOLENCE - RUN, HIDE, FIGHT (See Section 9 for full procedures)

RUN (Evacuate)

- Evacuate if safe to do so
- Call 911 when safe

HIDE (Secure)

- Lock and barricade; hide out of sight; stay quiet
- Wait for “all clear”

FIGHT (Take Action)

- Only as last resort: use physical aggression and available weapons

EMERGENCY CONTACTS:

- **911** - Police/Fire/Medical Emergency
- **Your Principal:** [Site-specific phone]
- **District Office:** (562) 866-9011
- **District Security:** (562) 866-9011

AFTER INCIDENT:

- Report to Human Resources: Shaunte' Knox-Anderson Ed.D. OR Frank Olmos Ed.D. at 562-866-9011 ext. 2120
- Complete incident report form: https://tinyurl.com/BellflowerWVPIncidentReport
- EASE Support: (800) 882-1341

QUESTIONS OR CONCERNS?

Contact Human Resources or District Security:

- Shaunte' Knox-Anderson Ed.D. OR Frank Olmos Ed.D. at 562-866-9011 ext. 2120
- Campus Safety and Emergency Preparedness Manager (once hired) or designee (562) 866-9011

Email: frankolmos@busd.k12.ca.us, shaunteknox@busd.k12.ca.us

Plan Available: http://www.busd.k12.ca.us/ and at all school sites

Your safety is our priority.

This plan will be reviewed annually and updated as needed to ensure continued compliance and effectiveness.

END OF WORKPLACE VIOLENCE PREVENTION PLAN

Bellflower Unified School District is committed to providing a safe work environment for all employees.
