



RUSD

RIVERSIDE UNIFIED SCHOOL DISTRICT

WORKPLACE VIOLENCE PREVENTION PLAN

RIVERSIDE UNIFIED SCHOOL DISTRICT
3380 Fourteenth Street | Riverside, CA 92501

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INTRODUCTION

As a result of California Senate Bill 553 (SB 553), all employers are required to establish, implement, and maintain a written Workplace Violence Prevention Plan (WVPP).

This WVPP is intended to supplement RUSD's Comprehensive School Safety Plans developed pursuant to Education Code § 32281 and the general Injury and Illness Prevention Program (IIPP) required by 8 CCR § 3203. This WVPP is in effect at all times in all work areas.

RUSD is committed to promoting a safe, respectful, and non-threatening work environment for all employees. Intimidating, threatening, and/or potentially violent behaviors are disruptive to RUSD's objective of a secure and humane atmosphere.

While it is impossible to eliminate all risks, the WVPP is designed to educate staff on how to report alarming or threatening behavior and/or potentially violent acts.

RUSD may also take action, including involving state or local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

The guidelines provided in this plan shall apply to all RUSD employees. These guidelines apply to activities and events that occur on RUSD owned and/or controlled property, buildings, premises, facilities, and to activities and events sponsored by RUSD.

These guidelines are not intended to be a set of inflexible requirements, nor are they intended to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual or incident.

These guidelines do not provide for adjudication of misconduct by, discipline of, or imposition of sanctions on RUSD employees, students, or visitors. Action may be taken against individuals whose behavior is addressed under these guidelines pursuant to RUSD's employee or student disciplinary policies and procedures as well as applicable federal, state, or local laws. This WVPP does not have the force and effect of law.

RUSD has no tolerance for harassment, intimidation, threats or acts of violence in the workplace.

HOW TO REPORT WORKPLACE VIOLENCE

Employees should report immediate threats, acts of violence, or assaults immediately or as soon as possible by contacting emergency services directly by calling 9-1-1 if the threat of violence is imminent and serious.

Employees should report incidents to their administrator, director, manager, or supervisor when it is safe to do so AND submit a report through the [Workplace Violence Prevention Reporting form](#) on the District website.

Directors, administrators, managers, and supervisors should adhere to the following procedures for all workplace violence related incidents:

- Call 9-1-1 if there is an emergency, physical conflict, risk of imminent danger, or if someone has been seriously injured.
- Report all threats or acts of workplace violence to Risk Management.
- If an employee has been injured as a result of a workplace violence incident, the administrator, director, manager, or supervisor must have the employee contact the workers' compensation Company Nurse Hotline at (877) 518-6702 to report the injury, and (2) call Risk Management to inform them of the incident at (951) 788-7135 ext. 80610.
- Directors, administrators, managers, and supervisors may also offer or refer affected employees to critical incident or professional counseling through the Employee Assistance Program (EAP). EAP provides employees with free, easily accessible, and confidential resources for addressing personal concerns to all employees 24 hours a day, 7 days a week and the contact number is (888) 625-4809.

Workplace Violence Reporting Form

The workplace violence reporting form should be used by employees that have identified an incident, threat, or concern related to workplace violence. This form brings the issue to the attention of management.

It is illegal for the employer to take action against an employee for making such a report. The employer should investigate the report and explain to employees the action taken and any subsequent actions, as necessary.

The administrative response is to be completed by the person investigating the incident and returned within 2 days following the report date of the incident to the Director of Risk Management.

The form found in the Appendix is an example of the [Workplace Violence Prevention Reporting Form](#) submitted electronically on the District website.

ROLES & RESPONSIBILITIES

Management

Administrator	Job Title	WVPP Role	Phone No.	Email
Eric Jacklin	Director Risk Management	Approves the final plan and any major changes, updates plan training materials, and assists with any reports of workplace violence.	(951) 788-7135 x 80615	ejacklin@riversideunified.org
Raúl Ayala	Director Pupil Services	Responsible for emergency response, will assist with incidents of workplace violence reports that involve students, and assists in District emergency response procedures.	(951) 352-1200 x 83030	rayala@riversideunified.org
Samuel Precie	Executive Director, MOT & Governmental Relations	Responsible for assisting in emergency response and correcting facility related hazards.	(951) 788-7135 x 80428	sprecie@riversideunified.org

School site administrators and department managers are responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Plan. The administrator should take action when employees or students have made them aware of a perceived threat, and/or act of violence. Management is responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Plan.

Employees

All RUSD employees are expected to act professionally, courteously, and responsibly at all times, which ensures compliance with RUSD's Workplace Violence Prevention Plan. It is the responsibility of each and every employee to immediately report any and all acts of workplace violence to their supervisor or manager without fear of reprisal.

All RUSD employees are urged to be alert for any behavior that presents a threat of violence. Further, RUSD employees should be familiar with these guidelines and with the methods for reporting actual or potential threats. All reports must be taken seriously.

PROCEDURES & IMPLEMENTATION

What is Workplace Violence

Workplace violence is any act of violence or threat of violence that occurs to an employee in a place of employment, including, but not limited to, the following:

1. The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
2. 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.
3. The four workplace violence types:
 - **Type 1 Violence:** workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 Violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors. Violence between students is not considered workplace violence.
 - **Type 3 Violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 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.

Should a violent incident occur,

DO:

- Your best to stay calm.
- Speak to the other person quietly and calmly.
- Try to put some space between yourself and the other person.
- Call 9-1-1 if there is immediate danger or someone is injured; and
- Notify your administrator, director, manager, or supervisor when it is safe to do so.

DON'T:

- Escalate the situation.
- Try to shut down the other person or make any aggressive moves toward them.
- Argue with the other person.
- Use defensive sprays or weapons.
- Fight with the other person.
- Chase the other person.
- Try to break up or intervene in a violent act; or
- Risk getting hurt yourself.

Workplace Violence by Students with Disabilities

Addressing workplace violence within a K-12 setting requires a calculated approach when incidents involve students with known or suspected disabilities. These situations necessitate close collaboration between Risk Management and departments such as Special Education, Student Services, and Educational Services to ensure compliance with specialized legal frameworks. Beyond standard disciplinary measures, we must remain mindful of the protections afforded by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

While students are generally subject to disciplinary action up to and including expulsion under California Education Code sections 48900 through 48927, those qualifying for disability services are entitled to specific procedural safeguards. Any disciplinary action resulting in a "change of placement," such as an expulsion or a cumulative suspension exceeding ten school days, typically triggers the requirement for a manifestation determination meeting. These reviews are designed to ascertain if the conduct was a direct result of the student's disability or a failure to implement their individualized plan. Except in very specific circumstances involving dangerous weapons, drugs, or serious bodily injury, which may allow for an interim alternative placement of up to 45 school days, a finding that the behavior was a manifestation of the disability can halt the removal process.

Furthermore, California law provides distinct protections regarding behavioral emergencies involving students with Individualized Education Programs. When an unpredictable or spontaneous action poses a clear and present danger of physical harm that cannot be mitigated by less restrictive means, it may be classified as a behavioral emergency. Such instances often necessitate an IEP team meeting within two days of the event to evaluate the necessity of a functional behavioral assessment or to revise existing behavioral intervention plans. Given the complexity of these overlapping state and federal mandates, it is essential to consult with district legal counsel and student service administrators when navigating these high-stakes disciplinary scenarios.

The district recognizes that providing educational services to students with disabilities frequently involves routine, unintentional behavioral manifestations that require staff redirection and de-escalation as outlined in a student's Individualized Education Program. These standard behavioral interactions, when safely managed by trained staff utilizing approved interventions, are an anticipated aspect of the specialized educational environment rather than an unexpected occupational hazard. While the district strictly prohibits any retaliation for reporting workplace safety concerns and complies fully with Cal/OSHA logging requirements, staff should primarily utilize established special education reporting mechanisms, such as behavioral emergency reports, for routine student behavioral management.

The occupational safety violent incident log is designed to capture data on incidents that escalate beyond anticipated behavioral manifestations, particularly those that pose a genuine, unmitigated threat to employee health and safety or result in an injury requiring medical evaluation. Crucially, when such reporting on the occupational safety log is necessary under California Labor Code section 6401.9, it remains strictly a data collection measure for workplace hazard assessment. It does not constitute a disciplinary referral, a behavioral emergency report, or a change of placement under the California Education Code or the Individuals with Disabilities Education Act. To strictly protect student privacy and ensure compliance with the Family Educational Rights and Privacy Act, no personally identifiable student information shall ever be entered into the Cal/OSHA violent incident log.

Emergency Response Procedures

In individual site safety plans, RUSD has in place specific measures to handle actual or potential workplace violence emergencies for effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

- Emergency/Non-Emergency Communication Procedures that provide guidance on when and who to call in emergency situations are provided to school sites.
- Raptor's Emergency Management Suite (EMS) gives schools the power to prepare for, respond to, and recover from any emergency. Advanced technology helps staff manage drills, instantly notify first responders, accurately account for individuals, and safely reunify families. More specifically, Raptor's EMS capabilities include the following:
 - Practice and analyze drills
 - Activate an emergency response with a mobile panic button
 - Connect with 9-1-1 via text/call
 - Share critical information with staff and first responders
 - Account for each individual
 - Reunify students with authorized parents/guardians
 - Create instantaneous status and after-incident reports
 - Integrate with visitor management systems
- Parent Square, along with PA announcements, are used to alert employees of emergencies.

Raptor Emergency Management

Raptor is 100% aligned with the Standard Reunification Method or the 2021 Standard Response Protocol (SRP) from the "I Love U Guys" Foundation and was built to manage and respond to any given situation, not on individual scenarios. SRP demands a specific vocabulary, but also allows for great flexibility.

The 2021 Standard Response Protocol demands a specific vocabulary but also allows for great flexibility. The specific SRP actions are as follows: **HOLD, SECURE, LOCKDOWN, EVACUATE** and **SHELTER**. The premise is simple – these five specific actions can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants. PA announcements are made to help schools manage every stage of safety to protect students and staff.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Evacuation or Sheltering Plans

Each school site develops a comprehensive school safety plan that addresses safety concerns identified through a systematic planning process. Comprehensive School Safety Plans (CSSP) are reviewed and updated annually. Description of the procedures for every school campus, including maps of evacuation routes are embedded in each school's CSSP. Staff may contact their school administrator to review the confidential CSSP.

“EVACUATION” or “SHELTER” Alert

- **Evacuation:** In case of a fire, this option should be used along with the fire alarm to notify staff and students.
- **Shelter:** If there is a fire near your site and the smoke coming onto campus is substantial you can use this option to stay indoors.
- Multiple district-level administrators in Pupil Services and School Resource Officers (SROs) receive the emergency notifications and will respond accordingly.
- Comprehensive School Safety Plans (CSSP) describe the procedures for every school campus, including maps of evacuation routes embedded in each school's CSSP.
- Non-school sites develop their evacuation plans based on their individual environment.

Hazard Identification & Correction

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. Periodic inspections should be conducted by the site safety committee and shared with their administrator, director, manager, or supervisor.

Hazard Correction

RUSD may implement the following procedures to correct identified workplace violence hazards:

- Corrective measures for workplace violence hazards might include:
 - Maintain a single point of entry to the school campus and workplace.
 - Utilize surveillance measures, such as cameras, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Utilize workplace violence systems, such as emergency door locks, physical barriers, panic buttons, and emergency alarms.
 - Control workplace access by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
 - Improve lighting around and at the workplace.
 - Post of signs notifying the public that cameras are monitoring the facility.
- Ensure adequate employee escape routes.
- Ensure that employee disciplinary procedures address workplace violence.
- Adhere to District policies regarding prohibited practices, such as tobacco ([BP 3513.3](#)), drug and alcohol free schools ([BP 3513.4](#)) and no firearms in the workplace ([BP 3515.7](#)).
- Adhere to District policies regarding professional standards ([BP 4119.11](#), [BP 4119.21](#)), adult-student boundaries ([BP 4019.1](#)).
- Limit the amount of cash on hand and use safes for protecting cash.

Incident Response & Investigation

When responding to a report of workplace violence, the plan administrators may take the following steps to guide the process:

1. Maintain protection of the reporting employee, or any other employee, against an immediate threat of violence.
2. Visit the scene of an incident as soon as safe and practicable.
3. Investigate the report to gather all relevant information that might include:
 - Interview employees and ask follow up questions.
 - Visit the location.
 - Document evidence.
 - Review security footage.
 - Obtain any reports completed by law enforcement.
 - Log the details of the incident that might include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type and a detailed description of the incident.
 - A description of who committed the violence, including whether the perpetrator was a family or friend of a student or staff, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A description of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A description of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incidents may include, but not limited to, any of the following:
 - Physical attack without a weapon. Including, but not limited to, choking, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, e.g. a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Consequences of the incident (including, but not limited to):
 - Was law enforcement contacted? Please explain their response.
 - Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain).
 - Name, Title, Date of the person completing the employer's response/log,
4. Evaluate the findings to identify the root cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Document the incident and all correlating information for recordkeeping and reporting purposes.

ACTIVE INVOLVEMENT

Employee Involvement

Involving employees in the development and implementation of the WVPP is essential to the program's overall effectiveness. RUSD may involve employees in the implementation and in developing the plan through identifying and evaluating possible measures to prevent workplace violence.

Each site may conduct safety meetings to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

Employees will be trained annually on recognizing workplace violence and how to report it.

Coordination

To ensure all employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, we will take the following steps:

- Provide employee training on workplace violence prevention.
- Provide training to employees when there are updates to the plan.
- Provide a reporting mechanism for employees to report workplace violence incidents.
- Workplace violence incidents involving employees are reported, investigated, and recorded.

Employee Compliance

All employees are responsible for adhering to their roles, responsibilities, and training provided under this plan. Employees should comply with the rules and work practices that are designed to make the workplace more secure, and should not engage in threats or physical actions which create a security hazard for others in the workplace. The following procedures will ensure employees comply with the WVPP:

- Training employees on the provisions of the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
- Encourage employee adherence to topics and concepts covered in the training they received.
- Ensure that all workplace violence procedures within this written plan are provided to all employees when they are hired and annually at the beginning of each school year.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.
- RUSD will actively enforce all aspects of the WVPP.

Training & Instruction

RUSD will provide employees with initial training when the plan is first established, and annually thereafter, that may include the following:

- The WVPP plan and how to obtain a copy of the plan.
- The definitions and requirements of Senate Bill 553.
- How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
- Responding to inquiries regarding the violent incident log and records.
- An opportunity for interactive questions and answers about the WVPP plan.

Additional training and plan updates may be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Access to the Workplace Violence Prevention Plan

RUSD will ensure that the WVPP plan shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by posting the WVPP on the [Risk Management website](#).

If an employee or designated representative requests a written copy of the WVPP, RUSD will provide the requester with a printed copy of the WVPP, without cost, within 15 calendar days of a request, unless the requester agrees to receive an [electronic copy](#).

RECORD KEEPING

Records of workplace violence will be maintained for a minimum of five (5) years.

Training records will be maintained for a minimum of one (1) year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Violent incident logs will be maintained for a minimum of five (5) years.

Records of workplace violence incident investigations will be maintained for a minimum of five (5) years. These records shall not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

Questions about the plan, reporting workplace violence, requesting a copy of the plan, or other WVPP inquiries can be directed to wvpp@riversideunified.org or (951) 788-7135 ext. 80615.

APPENDIX

Definitions

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose. (Lab. Code sec. 6401.9 subd. (a)(5).)

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment that includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving 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.
- The following four workplace violence types:
 - **Type 1 Violence:** workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 Violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors. Violence between students is not considered workplace violence.
 - **Type 3 Violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 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.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Workplace Violence Reporting Form

This form is to be used by employees that have identified an incident, threat, or concern related to workplace violence. This form is sent to management for their response.

Report Submitted By:	Date:
Date of Incident:	Phone:
Address/Location of Incident:	Time:

Individuals Involved in the Incident

Name:	Name:
☐ Victim <i>or</i> ☐ Assailant	☐ Victim <i>or</i> ☐ Assailant
☐ Employee ☐ Student ☐ Parent ☐ Other	☐ Employee ☐ Student ☐ Parent ☐ Other
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Incident Location (Select One)

☐ At Workplace, Indoors (Please Include Bldg. Name/Room No.).
☐ At Workplace, Outdoors (Please Specify).
☐ Other Area (Please Explain)

Classification of Incident (Select One)

Type 1 Committed by a person who has no legitimate purpose at the worksite.	Type 2 Committed by a person who does have a legitimate purpose at the worksite.	Type 3 Committed by a present or former employee, supervisor, or manager.	Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.
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Type of Incident

☐ Physical attack – no weapon/object (incl. hitting, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
☐ Physical attack – with weapon/object (incl. firearm, knife, or other object)
☐ Threat of physical force and/or threat of use of a weapon/object
☐ Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
☐ Other (specify)

Were there any Injuries?

☐ No ☐ Yes, please explain:

Initial Response: (Check all that apply)

☐ Situation defused?	☐ First aid received?
☐ Personnel contacted?	☐ Employee assistance program requested?
☐ Emergency Responder notified? (Fire Dept., Paramedics, law enforcement)	☐ Other (specify):
☐ Law enforcement notified? If yes, name of agency and report number:	

Describe the Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc.

List Names of Other Witnesses

☐ I hereby certify that, to the best of my knowledge, the information provided is true and accurate.

Signature

Date

☐ I would like this report to be confidential from my administrator / supervisor.

☐ I would like someone to contact me regarding this report.

Name

Cell Phone No.

Email

Administrative Response

What is the root cause of the incident?

Define corrective actions/steps to be taken to address each cause:

Have you coordinated with the necessary departments /staff to implement the corrective actions?

☐ No ☐ Yes, please explain:

Will you monitor the effectiveness of the corrective actions? ☐ No ☐ Yes, please explain:

☐ I hereby certify that, to the best of my knowledge, the information provided is true and accurate.

Name

Title

Signature

Date