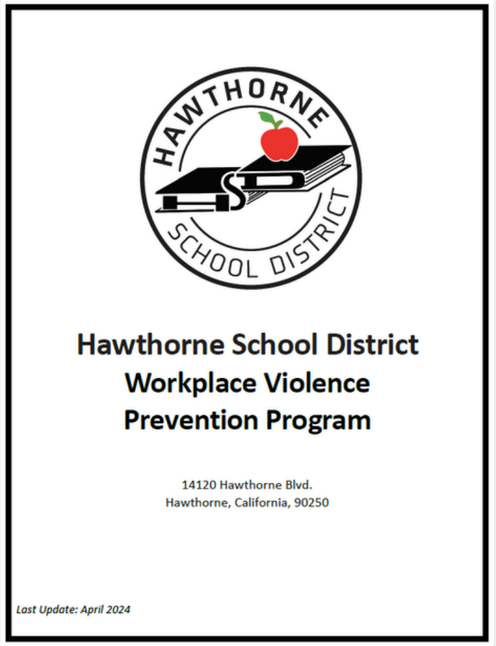
Workplace Violence Prevention Plan:

OVERVIEW AND TRAINING: 2026/2027

Hawthorne
School
District



INTRODUCTION

- This plan aims to ensure a safe, respectful, and non-threatening environment for everyone associated with the Hawthorne School District.
- A copy of the Workplace Violence Prevention Plan can be found in the Human Resources section of the District Website.
- We are committed to the safety of our employees, creating a safe environment, and addressing all forms of workplace violence.

Roles and Responsibilities

- The Assistant Superintendent - Human Resources ensures compliance and addresses complaints.
- Threat Assessment Team - Comprised of the Assistant Superintendent - Human Resources and other relevant staff.
- Threat Assessment Team - Investigates, records and provided suggestions for corrective measures if needed.

Communication and Hazzard Assessment

- Employees can report Workplace Violence or possible safety hazards to their direct supervisor, site administrator or the Assistant Superintendent - Human Resources.
- Reports of violence are taken seriously and acted upon in a timely manner.
- The District will conduct annual hazard assessments to identify and evaluate possible security risks.
- Inspections will be conducted after reported incidents of Workplace Violence. Corrective measures will be taken if appropriate.

Incident Investigation

- All investigations will be assigned to the Threat Assessment Team.
- Additional members may be added to this team depending on the identified incident. Local Law Enforcement will be contacted if appropriate.
- The Threat Assessment Team will review incidents, visit the scene, and conduct interviews with involved parties.

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Hazard Correction

- Identified hazards will be evaluated.
- The Threat Assessment Team and outside resources will suggest remedies for the identified hazard.
- An action plan will be implemented to address the hazard and ensure the hazard has been remedied to the best of the District’s ability.
- The Threat Assessment Team will reevaluate the area after the implementation of the corrective measures.

Recordkeeping

- The District has created a Workplace Violence Log to record all reported acts of workplace violence.
- The log will contain information about time, location, type, and outcomes related to individual acts of workplace violence.
- The log is available for public viewing upon request.
- Personal or private information will not be recorded on this document.

Emergency Response:

In the event of an emergency employees should:

- **Dial 9-1-1 for immediate assistance in emergencies.**
- Activate the Singlewire emergency system if appropriate.
- Follow District protocols for emergencies.

Summary:

- A safe workplace is a shared responsibility.
- Participate in training, report incidents, and communicate effectively.
- Stay vigilant and proactive in identifying potential risks.
- Support each other in maintaining a respectful and secure environment.

Questions and Contacts

Questions about this training or any other aspect of the Workplace Violence Prevention Plan can be submitted using the following link:

https://forms.gle/1qfPL9Pyozum7KpF9

For additional information contact:

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Thank You For Your Participation!