



ORLAND UNIFIED SCHOOL DISTRICT

**WORKPLACE VIOLENCE
PREVENTION PLAN**

Title: Workplace Violence Prevention Plan	Plan Owner: Superintendent or designee
Effective Date: 07/01/2025	Last Review Date: 06/13/2025
Plan Objective: Outline Orland Unified School District's plan for the prevention of workplace violence <i>This document is intended for internal use only. Contact jbenjamin@orlandusd.net with any questions about this Plan</i>	

Introduction

In this ever-changing society, Workplace Violence has become an all too frequent occurrence. Thousands of employees each year are subjected to threats or acts of violence, i.e. damaged or destroyed property in the workplace from co-workers, as well as threats from outside individuals, with ties to the workplace such as vendors, clients, spouses, and other acquaintances and strangers without ties to the workplace.

Orland Unified School District is committed to fostering a safe and secure work environment. The safety and well-being of our employees is a top priority.

The District shall take appropriate actions to protect our employees, as fully as possible, from acts of violence, threats, intimidation, and harassment which may occur in the performance of their duties.

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

With the assistance and awareness of Orland Unified staff, we can recognize, confront, and deal with inappropriate behavior and eliminate or minimize threatening incidents to maintain a secure, safe and healthy work environment for all staff and students.

Purpose

The purpose of this Plan is to:

- Identify the positions responsible for the implementation and maintenance of this plan;
- Highlight how employees can report violent incidents, threats, or other workplace violence concerns, and how Orland Unified School District accepts and responds to such reports
- Reinforce Orland Unified School District's prohibition against unlawful retaliation for reporting, in good faith, violent incidents, threats, or other workplace violence concerns, and participating in any related investigations of such reports
- Outline District procedures to respond to actual or potential workplace violence emergencies
- Detail training requirements about this Plan, including the frequency of training
- Outline procedures to identify and evaluate workplace violence hazards
- Communicate post-incident response and investigation processes

In addition, roles and responsibilities for this Plan include:

Role	Responsibilities
Superintendent	Implementing and maintaining this Plan
Superintendent or Principal	Receiving and investigating reports
Superintendent or designee	Reporting incident to local law enforcement agency
Human Resources	Documenting and maintaining confidential records

Workplace Violence Defined

DEFINITIONS

Act of Violence - An act of violence is the attempt (coupled with the ability), or actual use of force of violence with the intent to threaten, harass, intimidate, commit a violent injury, or damage/destroy property.

Threat - A threat is a statement (verbal, written or physical) which is intended to intimidate by expressing the intent to either harass, hurt, take the life of another person, or damage/destroy property. This includes threats made in jest but which others could perceive as serious.

Harassment - The creation of a hostile work environment through unwelcome words, actions, or physical contact not resulting in physical harm. Verbal harassment may include disparaging or derogatory comments or slurs, unreasonable or excessive criticism, or name calling.

Intimidate - To make afraid; to frighten, alarm, annoy, or scare. To force a person into, or deter them from, some action by inducing fear by, or as if by, threats.

Stalking - Stalking occurs when any person willfully, maliciously and repeatedly follows or harasses another and makes a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family

Workplace violence refers to any “act of violence or threat of violence that occurs in a place of employment.” It includes, regardless of whether an employee sustains an injury, the threat or use of physical force against an employee that results in or is likely to result in injury, trauma, or stress, as well as incidents involving a threat or use of a firearm or other dangerous weapon.

A “threat of violence” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavior 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.

Workplace Violence

There are four common types of workplace violence:

- **Type 1 Violence:** Workplace violence committed by a person who has no legitimate business at the school site, including violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime
- **Type 2 Violence:** Workplace violence directed at employees by community members, parents, students, or visitors
- **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.

Reporting Workplace Violence + Protection Against Retaliation

Orland Unified School District strictly prohibits and does not tolerate any form of unlawful retaliation for engaging in any protected activity, including good-faith reporting of incidents of workplace violence, or filing, testifying, assisting, or participating in any manner in any related investigation, proceeding, or hearing.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

To report an incident, employees can:

- Report all threats or acts of workplace violence to your supervisor or the Superintendent. If that's not possible, report incidents to the district office.
- Call the local law enforcement agency, if you need to report an incident that does not require immediate attention, but is a serious threat.
- Call 911 if there is a conflict or emergency situation or if someone has been seriously injured.

Communication Regarding Workplace Violence

Supervisors are responsible for communicating with all employees about workplace violence in a form readily understandable by all employees. All employees are encouraged to inform their supervisor about workplace hazards, and may do so without fear of reprisal.

Our communication efforts include the following:

- New employee orientation, including a discussion of workplace hazards and reporting channels
- Regular review of our broader Injury and Illness Prevention (IIP) Program, along with this Plan
- Regularly scheduled training
- A system through which employees can inform their supervisor about workplace hazards, violent incidents, threats, and other workplace violence concerns, which includes anonymous reporting channels

Responding to Workplace Violence

Following any incident, Orland Unified School District will conduct a thorough investigation, implement necessary security measures, offer necessary support services to those impacted, and take disciplinary action where required along the way. Our response procedures reflect our commitment to maintaining a workplace where safety is paramount, fostering a culture of trust and well-being for all.

Training

All employees, including supervisors, are required to have training and instruction on this Plan; including knowledge of how to access the most up-to-date version of this Plan; how employees can participate in the development and implementation of this Plan; key definitions; how to report workplace violence incidents or concerns; workplace violence hazards specific to an employee's role; how to seek assistance to prevent or respond to violence; and strategies to avoid physical harm. Any such training will be interactive, and allow for questions and answers with the persons responsible for maintaining this Plan. Training and instruction about this Plan is provided:

- When this Plan is first established;
- To all employees annually;
- Whenever new or previously unrecognized workplace violence hazards have been identified; or
- When changes are made to this plan.

To the extent that training is provided when a new or previously unrecognized workplace violence hazard has been identified — or when changes are made to this Plan — such training will only cover the new hazards and/or changes to this Plan.

Identification and Evaluation of Workplace Violence Hazards

Orland Unified School District will proactively identify and evaluate workplace violence hazards to help ensure the ongoing safety and security of our employees. Our comprehensive approach involves:

- Regular risk assessments conducted by those listed in the Roles & Responsibilities section
- Inspections that will be conducted when the Plan is first established, after each workplace violence incident, and whenever Orland Unified School District is made aware of a new or previously unrecognized hazard

Additionally, we encourage open communication with employees, providing a platform for any employee to report concerns, observations, or experiences related to workplace violence hazards.

Correcting Workplace Violence Hazards

Workplace violence hazards shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s), we will work to remove all endangered employees from the area except those necessary to address the existing hazard. Employees who are required to address the hazard shall be provided with the necessary protection.

Post-Incident Response and Investigation

Any workplace violence incident must be thoroughly investigated. Procedures for investigations shall include:

- Interviews of employees injured and any witnesses;
- Examining the workplace for factors associated with the incident;
- Determining the cause of the incident;
- Taking corrective action to prevent the incident from reoccurring; and
- Recording the findings and taking action.

Recordkeeping

Orland Unified School District is required to maintain a violent incident log for each workplace violence incident, and must maintain such records for at least five (5) years. The log must include certain information, including the date/time/location of the incident, a detailed description of the incident, a classification of the incident, and the consequence(s) of the incident.

The log does *not* include any personal identifying information sufficient to allow the identification of any person involved in a violent incident.

Please contact the Superintendent for copies of any of these records.

Updates

This plan will be reviewed/updated annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident.

Related Orland Unified School District Policies

- Violence Prevention
 - BP 3515/AR 3515 - Campus Security
 - BP 3515.2/AR 3515.2 - Disruptions
 - BP 3515.7 - Firearms On School Grounds
- Injury & Illness Prevention Program
 - BP 4157/ AR 4157 - Employee Safety
- Reporting Policy
 - BP 1312.1/AR1312.1 - Complaints Concerning District Employees
 - BP 1312.3/AR 1312.3 - Uniform Complaint Procedures
 - AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures
- Harassment Prevention Policy
 - BP 4119.11/4219.11/4319.11 / AR 4119.11/4219.11/4319.11 - Sexual Harassment

Document History

Version	Board Approved Date	Contributor(s)	Description
1.1	06/23/2025	Victor Perry, Superintendent Jeremy Benjamin HR Manager	Released Version

Workplace Violence Prevention Plan

Acknowledgement of Receipt and Review

I, _____, acknowledge that I received and read Orland Unified School District's Workplace Violence Prevention Plan, and understand that it is my responsibility to comply with its terms, as well as any future updates or revisions to the Plan. If I have any questions about this Plan, I will contact the Superintendent.

Signature

Printed Name

Date

Workplace Violence Incident Log

Please do **not** include any personally identifying information (e.g., name, address, email, telephone number, SSN, etc.) in this log.

Date & Time of Incident:

Location:

Workplace Violence Type:

- Type 1 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 2 Violence: *Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors*
- 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*

Detailed Description of Incident:

Persons Involved (note: please identify whether the perpetrator was a customer, client, stranger, coworker, manager, ect.)

Description of Circumstances at Time of Incident (e.g., employee completing usual job duties, low staffing level, employee working in unfamiliar or new location):

Classification of Incident Location:

- Workplace
- Parking Lot or Other Area Outside Workplace (please describe):
- Other (please describe):

Type of Incident (check all that apply):

- Physical Attack without a Weapon (including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
- Attack with a Weapon or Object
- Threat of Physical Force or Threat of the Use of a weapon or Other Object (including, but not limited to, a firearm, knife, or other object)
- Sexual Assault or Threat (including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact)
- Animal Attack
- Other (please describe):

Consequences of Incident (including whether security or law enforcement was contacted, and actions taken to protect employees from continuing threat):

Person Completing This Log:

Job Title of Person Completing This Log:

Date Completed:

Workplace Violence Training Record

Employee Name	Training Date(s)	Type of Training (e.g., Initial, Plan Change, New Hazard)	Trainer