

Eureka Union School District

WORKPLACE VIOLENCE PREVENTION PLAN



July 1, 2024

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PROGRAM OBJECTIVES AND POLICY STATEMENT

Eureka Union School District (EUSD) does not tolerate workplace violence in any form. This includes acts of violence or threats of violence. We are committed to the health and safety of our employees, pupils and visitors to our school sites and facilities. We refuse to tolerate any form of violence in the workplace and will make reasonable and appropriate efforts to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (Herein referred to as WVPP).

EUSD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee appointed or elected official, volunteer, contractor, parent, student, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes 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 the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

All EUSD supervisors and employees are responsible for implementing and maintaining our WVPP. We encourage participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents or threats, whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and the WVPP Plan is readily available to all employees and from the Human Resources Department by contacting humanresources@eurekausd.org or viewing the plan on the district website at www.eurekausd.org.

Our Plan ensures that all employees adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees are responsible and accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. EUSD will not take punitive or retaliatory action against any staff member for seeking assistance or reporting concerns including seeking intervention from local emergency services or law enforcement when a violent incident occurs.

We define workplace violence as actions or words that endanger or harm another employee or result in other employee(s) reasonably believing to be in danger. Such actions include but are not limited to the

following:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any behavior(s) that causes others to feel unsafe (e.g., bullying, sexual harassment)

Scope

EUSD policy requires an immediate response to all reports of violence. All violent and/or threatening incidents will be investigated and documented by the Assistant Superintendent of Human Resources and/or their designee and/or appropriate outside agencies. If appropriate, EUSD refers the effected staff member to School Insurance Group or other supportive services as needed.

The following disciplinary actions may also be taken:

- Oral reprimand
- Written reprimand
- Suspension
- Termination

DEFINITIONS

(a) For purposes of this section, the following definitions apply:

(1) “Emergency” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

(2) “Engineering controls” mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

(3) “Log” means the violent incident log required by this section.

(4) “Plan” means the workplace violence prevention plan required by this section.

(5) “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 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.

(6) (A) “Workplace violence” means any act of violence or threat of violence that occurs in a place of employment.

(B) “Workplace violence” includes, but is not limited to, the following:

(i) 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.

(ii) 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.

(iii) The following four workplace violence types:

(I) “Type 1 violence,” which means 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.

(II) “Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors. This includes parents, vendors and contractors.

(III) “Type 3 violence,” which means workplace violence against an employee by a present or former employee, supervisor, or manager.

(IV) “Type 4 violence,” which means 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.

C. "Workplace violence" does not include lawful acts of self-defense or defense of others.

(7) "Work practice controls" means procedures and rules which are used to effectively reduce workplace violence hazards.

The following employers, employees, and places of employment are exempt from this section:

- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.
- Places of employment where there are less than 10 employees working at the place at any given time and that are not accessible to the public, if the places are in compliance with Section 3203 of Title 8 of the California Code of Regulations.

RESPONSE AND ACCOUNTABILITY

The Workplace Violence Prevention Program Administrator is the Assistant Superintendent of Human Resources and they have the authority and responsibility for implementing the provisions of this program for EUSD. In the absence of the Assistant Superintendent of Human Resources, the person with authority and responsibility for implementation of the Plan is the immediate supervisor of affected employee(s).

Workplace Violence Prevention Plan Administrator

The Assistant Superintendent of Human Resources, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Assistant Superintendent of Human Resources will also be able to answer employee questions concerning this plan.

The Assistant Superintendent of Human Resources, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents. The District ensures compliance with the plan by:

- Providing training and information to staff at various times such as, but not limited to, upon hire, annually or in periodic review as needed
- Encouraging reporting to the Plan Administrator.
- Making the plan available to staff which includes information about reporting violence and threats
- Inclusion in conducting site safety evaluations
- Debriefing of incidents (with considerations of confidentiality)
- Posting plan information at each location

The Assistant Superintendent of Human Resources, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff, volunteers, and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on EUSD WVP plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

EUSD administration, staff and all safety personnel are responsible for the observation of personnel and identification of potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to the WVP Administrator or designee and an action plan developed to

minimize and eliminate the potential threat.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

It is the responsibility of all employees to report all threatening behavior to Human Resources Department, the WVP Administrator or designee immediately. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents are to be reported within the first 24 hours by submitting a Workplace Violent Incident Log to the WVP Administrator or designee.

In addition, a WVPP Planning Group will be established to assess the vulnerability to workplace violence at EUSD and will be responsible for developing employee education and training programs in violence prevention and plans for responding to acts of violence. The WVPP Planning Group will serve as auditors for the Workplace Violence Prevention Program. The Workplace Violence Prevention Group will consist of:

Name:	Dr. A. Ted Miller
Title:	Assistant Superintendent of Human Resources
Phone number:	916-774-1209
Email:	atmiller@eurekausd.org
Description of role and responsibility:	WVP Administrator

Compliance

EUSD is committed to ensuring that all safety and health policies and procedures involving workplace security, including this Plan, are clearly communicated and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, including this plan, and for assisting in maintaining a safe and secure work environment. Failure to follow this Plan, the EUSD IIPP, the EUSD Comprehensive School Site Safety Plan, or any other applicable EUSD directives, policies or procedures is grounds for discipline, up to and including termination. (Board Policy 4119.21 Professional Standards) Managers and supervisors will enforce this Plan fairly and uniformly.

In addition to methods provided in other sections of this Plan, EUSD 's system to ensure that employees, including supervisors and managers, comply with this Plan and the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum, those listed below:

B. REQUIRED COMPLIANCE PROCEDURES

1. Making this Plan available to employees, EUTA, and CSEA.
2. Training programs as provided in the Plan, and any necessary re-training or introductory training for new employees. Also retraining for any employee whose safety performance is deficient.
3. Disciplining employees for failure to comply with this Plan, the EUSD IIPP, the EUSD Comprehensive School Site Safety Plan and/or workplace security practices.
4. Periodic inspections of the school site/work site in accordance with the "Hazard Identification, Evaluation and Correction" section of this Plan.
5. Posting See Something, Say Something Workplace Violence Prevention flyers in workrooms and staff lounges.
6. Providing yearly Workplace Violence Prevention training via Public School Works, for all EUSD employees.

All employees are responsible and will be accountable for using safe work practices for following all policies and procedures, and for assisting in maintaining a safe and secure work environment.

The District ensures compliance with the plan by:

- Providing training and information to staff at various times such as, but not limited to, upon hire, annually or in periodic review as needed
- Encouraging reporting to the person(s) identified in item (A) Workplace Violence Prevention Plan Administrator
- Making the plan available to staff which includes information about reporting violence and threats
- Inclusion in conducting site safety evaluations
- Debriefing of incidents (with considerations of confidentiality)
- Posting plan information at each location

Employees are to report workplace violence to the following individuals: A. Ted Miller, Assistant Superintendent

of Human Resources.

Person(s) who receive a report or complaint about workplace violence or retaliation will investigate reports. Retaliation will be prohibited and that information will be included in the plan, in employee training and retraining programs, and in follow-up as part of an investigation and possible disciplinary action.

EUSD administration, supervisors and management will:

- Inform employees about the Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with workplace security measures.
- Provide training and /or counseling to employees who need to improve work practices designed to ensure workplace security.
- Follow established workplace security policies and procedures.
- Recognize employees who perform work practices which promote security in the workplace. (*not required but recommended by SB 553)

EUSD will develop a comprehensive Workplace Violence Prevention Plan. The Plan shall be in writing and shall be available and easily accessible to employees (*in languages representative of 10% or more of workforce i.e. Spanish, Vietnamese, Russian, etc. if applicable), authorized employee representatives, and representatives of the division at all times. 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. The written plan is maintained as a separate document.

EUSD administration, supervisors and management will maintain an open, two-way communication system on all workplace safety, health, and security issues. ESUD has a communication system designed to encourage a continuous flow of safety, health, and security information between employees and our WVPP Group without fear of reprisal. Our communication system consists of the following:

- New employee orientation will address workplace security policies, procedures, and work practice.
- Periodic review of our WVPP with all personnel, with updates when new information or hazards become known.
- Regularly scheduled safety meetings with all applicable personnel that include workplace security discussions and safety drill debriefs
- A system to ensure that all employees, including managers and supervisors, understand and acknowledge the workplace security policies (e.g. Public School Works Training and Certification Class – WVPP)
- Posted or distributed workplace security information and updates. (POST with other HR Mandated Notices)
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats of retaliation by the offender after making an initial report.
- Posting of the comprehensive plan at each location.
- Training program with relevant resources and information on how to obtain copies of relevant records, where appropriate.

PLAN FOR OBTAINING EMPLOYEE INVOLVEMENT

EUSD shall obtain the active involvement of employees (EUTA & CSEA) in developing and implementing the Plan, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and in reviewing the Plan. EUSD may carry out its responsibilities by the methods listed below:

1. SITE & DISTRICT SAFETY TEAMS

The EUSD shall maintain Site Safety Teams that work in coordination with the District Safety Team. This District Safety Team shall be under the direction of the Assistant Superintendent of Human Resources, or designee.

District staff shall work with select Site Safety Team members (site administrations) to obtain the active involvement of employees (EUTA & CSEA) in developing and implementing the Plan, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and in reviewing the Plan. The District Safety Team may carry out its responsibilities by the methods listed below:

METHODS TO OBTAIN EMPLOYEE INVOLVEMENT

1. Interviewing and gaining feedback from employees regarding the Plan and/or violence at the EUSD.
2. The Assistant Superintendent of Human Resources will attend staff meetings of different departments throughout the EUSD to obtain employee input (representatives from EUTA and CSEA will be in attendance).
3. Site Safety Team leads will maintain records of workplace violence incidents and work with district staff to address incidents and concerns.

COORDINATION

The EUSD shall coordinate implementation of the Plan with all other employers whose employees ("third-party employers and/or employees") provided services to all EUSD property. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided the training required by the Plan, and that workplace violence incidents involving any employee are reported, investigated, and recorded in the Violence Incident Log. At a multi-employer worksite, the EUSD shall ensure that if its employees experience workplace violence incident that the EUSD shall record the information in its Violent Incident Log (Attachment D) and shall also provide a copy of the relevant Violent Incident Log to the controlling employer.

METHODS TO COORDINATE THE PLAN

1. Prepare a list of third-party employers in the EUSD.
2. Designate the Assistant Superintendent of Human Resources as the point of contact for third-party employers in the EUSD.
3. Provide all third-party employers a copy of the relevant worksite Plan and obtain copies of each third-party employer's Plan.

4. Require all third-party employees to report all reportable incidents (as defined in this Plan) to the appropriate supervisor, manager or other designated person, and participate in any investigations, as required by this Plan, the EUSD IIPP and/or other EUSD policies.
5. Document which third party employers have assumed responsibility for training and for reporting, investigating and documenting workplace violence incidents involving third party employees.

COMMUNICATION

EUSD recognizes that in order to maintain a safe, healthy and secure workplace, it must have open, two-way communication between all employees, including certificated and classified, staff, managers and supervisors, and other employers on all workplace safety, health and security issues. EUSD communication procedures are designed to encourage and facilitate a continuous flow of information between management, employees and other employers regarding any suggestions, concerns or information relating to health, safety or security issues, without fear of reprisal and in a form that is readily understandable by all affected employees.

The EUSD will ensure that all workplace violence policies and procedures within this Plan are clearly communicated to and understood by all employees, including any revisions to the Plan, in accordance with the “Plan Review” section of this Plan.

All employees may communicate suggestions, concerns or information regarding workplace violence either directly to their supervisor or manager or in accordance with the “Reports of Workplace Violence” and/or “Law Enforcement” sections of this Plan, designated referral form or anonymous reporting system.

No employee will be subject to any discipline, retaliation or reprisal for reporting or communicating regarding workplace violence or any injury resulting from workplace violence.

EUSD communication procedures will include the following items:

REQUIRED COMMUNICATIONS WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

In addition to any other communications required by this Plan, the RJUHSD shall communicate with employees regarding:

1. How an employee can report a violent incident, threat, or other workplace violence concern to EUSD or law enforcement without fear of reprisal. Please see the “Reports of Workplace Violence” section of this Plan.
2. How employee concerns will be investigated in a timely manner and how employees will be informed of the results of the investigation and any corrective actions to be taken, in accordance with the “Hazard Identification, Evaluation and Correction,” and “Investigation and Post Incident Response” sections of this Plan.

METHODS FOR COMMUNICATING WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

1. New employee orientation on workplace security policies, procedures and work practices, including the Plan.
2. Yearly Public School Works training for all staff members.
3. Conducting monthly Site Safety Team Meetings. All meetings should be documented, including, but not be limited to, signed attendance rosters, agenda for items discussed that address security issues and potential workplace violence hazards and minutes of the meetings.
4. Communicating safety and health issues to each department.
5. Posted or distributed workplace safety and violence prevention information, including regarding any identified workplace violence hazards.
6. Procedures for employees to inform EUSD District Office Staff about workplace security hazards, workplace violence or threats of violence, including in accordance with the “Reports of Workplace Violence” section of this Plan.

7. Making the Plan available to all employees upon request at no cost.
8. Updating employees on the status of investigations and corrective actions through email and at meetings, including the progress of investigations, the results of investigations, and any corrective actions taken.
9. Effective communication between employees and supervisors and managers about workplace violence concerns, including in accordance with the “Reports of Workplace Violence” and “Hazard Identification, Evaluation and Correction” sections of this Plan.

REPORTS OF WORKPLACE VIOLENCE

EUSD requires all employees to report workplace violence (including threats of violence), as described below. EUSD requires completion of a Violence Incident Report Form when workplace violence occurs, except as described below. The affected employee or the person receiving the report may complete the Violent Incident Report Form. All forms are located in this document (see appendix) and are also accessible on the H-Drive through site administrators, managers and directors.

In addition, employees may communicate suggestions, concerns or information regarding workplace violence either directly to their supervisor or manager or in accordance with this section and the “Communications” section of this Plan. The EUSD strongly encourages the See Something, Say Something link that is posted in break rooms and staff rooms around the district and on all District websites. This link allows for anonymous reporting, if so desired.

No EUSD employee or third party employee will be subject to any discipline, retaliation or reprisal for reporting a concern regarding workplace violence, workplace violence or any injury resulting from workplace violence to the EUSD or law enforcement. Any employee, including any supervisor or manager, who retaliates against an employee for reporting a concern regarding workplace violence, workplace violence or any injury resulting from workplace violence is subject to discipline, up to and including termination. Depending on the nature of the incident and the content of any report made to law enforcement or the EUSD, EUSD may provide an employee with counseling or training, as warranted, regarding appropriate circumstances to make a report of workplace violence.

Nothing in this policy shall prevent an employee from accessing the employee’s cellular telephone or other communication devices to seek emergency assistance, assess the safety of an emergency situation, or communicate with a person to verify their safety.

Incidents of workplace violence must be reported. Reports may be completed and submitted as follows:

WORKPLACE VIOLENCE MAY BE REPORTED TO THE FOLLOWING:

1. To the employee’s immediate supervisor or manager.
2. To the Assistant Superintendent of Human Resources.
3. To the Superintendent's Office.
4. Using the See Something, Say Something link to report workplace violence.
5. To law enforcement (School Resource Officer or Local Law Enforcement Agencies), as appropriate.
6. Employee can submit a workplace violence prevention referral form

Any person receiving a report of workplace violence shall forward it to their direct supervisor and the Assistant Superintendent of Human Resources.

The Assistant Superintendent of Human Resources and/or direct supervisor shall accept and respond to reports of workplace violence, as described in this Plan. In addition to reviewing the Violent Incident Report Form as described above, the Assistant Superintendent of Human Resources is responsible for recording information relating to each occurrence of workplace violence on the Violent Incident Log.

If workplace violence results in an injury requiring the completion of other documents, such as a California Department of Industrial Relations Form 5020 (Employer’s Report of Occupational Injury or Illness), the Cal/OSHA

Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form), then no Violent Incident Report Form is required. All forms are processed and stored in accordance with the applicable laws and regulations relating to those forms. Even if no Violent Incident Report Form is completed, the information required by this Plan must still be recorded in the Violent Incident Log.

Emergency Situations:

During any emergency situation, any EUSD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.
3. Initiate proper Standard Response Protocol (SRP), if appropriate.

Non-Emergency Situations:

Contact numbers for EUSD District Office staff, local law enforcement and emergency services agencies are available at every district facility. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Assistant Superintendent of Human Resources may then report the incident to law enforcement, if warranted.

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation, or reprisal should report it to their direct supervisor or the Assistant Superintendent of Human Resources.

RESPONSE TO WORKPLACE VIOLENCE

In addition to the other provisions of this Plan, EUSD shall respond to actual or potential workplace violence, including emergencies, by the methods described below:

REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES

1. Making this Plan available to employees and both EUTA and CSEA.
2. Informing employees how to obtain help from their direct supervisor, the Assistant Superintendent of Human Resources, and/or law enforcement. Employees may contact law enforcement by dialing 911. The contact information for local law enforcement is:

a. Roseville City Police Department

- i. 1051 Junction Blvd., Roseville CA 95678
- ii. Non-Emergency Phone: 916-774-5000

b. Placer County Sheriff's Office

- i. 2929 Richardson Dr., Auburn, CA 95603
- ii. Non-Emergency Phone: 530-889-7800

c. Sacramento County Sheriff's Department

- i. 4500 Orange Grove Ave., Sacramento, CA 95841
- ii. Non-Emergency Phone: 916-874-5115

3. Alerting employees of the presence, location and nature of workplace violence emergencies by the following:

- A. Sirens
- B. Lights
- C. Intercom alerts
- D. Text message / email alerts
- E. Announcements via Catapult/EMS Action Alerts (via email / text)
- F. Classroom Phones

1. Informing and training employees of Standard Response Protocols (SRP) plans appropriate and feasible for the employees' worksite and when to implement those plans.

TRAINING

EUSD is committed to ensuring that all employees have effective general and job-specific training on workplace security practices that address the workplace violence risks that employees may reasonably anticipate encountering in their jobs.

EUSD shall use training material appropriate in content and vocabulary to the educational level, literacy and language of employees.

All training conducted in accordance with this Plan shall permit an opportunity for interactive questions and answers with a person knowledgeable about the Plan. Training may include presentations, discussions, and/or practical exercises.

All training must be documented by using a training log (identifying who has been trained and when). Individual training records shall be maintained in the RJUHSD Personnel Office. All training records shall be kept on file for a minimum of one (1) year.

A. REQUIRED EMPLOYEE INVOLVEMENT

EUSD shall obtain the active involvement of employees, as well as EUTA and CSEA representatives in designing and implementing all required training under this Plan.

B. TYPE OF TRAINING AND TIMING

1. General Workplace Security Training – New Hire and Annually

EUSD shall provide training (1) when this Plan is first established, to all new employees, and to all employees annually; (2) to other employees for whom training has not previously been provided and to all employees, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided, and (3) whenever the EUSD is made aware of new or previously unrecognized hazards, and (4) for supervisors to familiarize themselves with the workplace violence hazards to which employees under their immediate direction and control may be exposed.

Training shall be provided on the following:

1. This Plan, including the definitions and requirements as provided in this Plan; how to obtain a copy of this Plan at no cost; and how to participate in the development and implementation of this Plan, as described in this section and in the section “Responsible Persons – Employee Involvement.”
2. Reporting workplace violence incidents or concerns to EUSD or law enforcement without fear of reprisal, as described in the “Communications,” “Reports of Workplace Violence” and “Response to Workplace Violence,” sections of this Plan.
3. Workplace violence hazards specific to employees’ jobs, the corrective measures EUSD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
4. Warning and pathway behaviors related to targeted violence.
5. The Violent Incident Log and how to obtain copies from EUSD.
6. Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from EUSD.

EUSD has established the following recommendations on training all employees with respect to workplace violence and security.

All employees shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to regular volunteers. Training shall also be provided to employees who have been given new job exercises for which site-specific workplace security training may be required. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the WVPP, including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards, including the risk factors associated with the Type 1, 2, 3, and 4 of workplace violence offenders.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to the appropriate department or person responsible for receiving reports.
- How to recognize the potential for violence and factors that contribute to the escalation of violence and how to counteract them, and when to seek assistance to prevent or respond to violence.
- Introduction to methods of de-escalation and defusing potential hostile or threatening situation.
- Measures to summon others for assistance or support.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified routes of escape.
- Notification of law enforcement when a criminal act may have occurred.
- Provide or request emergency medical care or first aid in the event any violent act should occur to an employee.
- Resources available to all staff for coping with incidents of violence, including, but not limited to, critical incident stress debriefing.

EUSD has chosen the following items for training and instruction for all employees and regular volunteers:

- How to report violent incidents to law enforcement.
- Location and operation of alarm systems, communication systems, and other protective devices.
- Communication procedures.
- Strategies to avoid physical harm.
- How to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence.
- Employee assistance programs.
- How to prepare for and respond to an active shooter scenario at the workplace. *Shall not be provided at any time when, or location where students are present*
- Awareness of indicators that lead to violent acts.
- Review of anti-violence policy and procedures.
- De-escalation and communication training.
- Use of the “buddy” system or obtaining proper security, co-worker assistance in potential escalated situations.
- Pre-employment screening practices.

- Public School Work program.

Additional Training – As Needed

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

In addition, EUSD provides specific training to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Type I Violence Training – For ☐Managers ☐Supervisors ☐Employees

☐General Crime Awareness, including high crime areas

☐Locations and Operations of Alarms

☐ Communications Procedures

☐Working in isolation

☐Working with money

☐Working late at night

☐Working in areas with poor visibility or low lighting

☐Other: _____

Type II Violence Training – For ☐Managers ☐Supervisors ☐Employees

☐Self-Protection

☐Location, operation, care and maintenance of alarms and other protection devices

☐Use of the “Buddy System” or other assistance from co-workers

☐Customers and/or clients with history of violent behavior

☐Other: _____

Type III and IV Violence Training – For ☐Managers ☐Supervisors ☐Employees

☐Targeted Violence Prevention

☐ Managing with respect and consideration

☐ Working with individuals with history of violent behavior

☐High stress times such as impending layoffs

- ☐ Access to potential or improvised weapons such as scissors, tools, etc.
- ☐ Domestic violence involving spouse/domestic partner/former spouse/domestic partner at work
- ☐ Restraining Orders

HAZARD ASSESSMENT

The EUSD District Safety Team will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The safety team will identify workplace violence and security issues and make recommendations to management for implementation.

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Reports or complaints by employees about potential workplace hazards or threats of violence will be taken seriously and a thorough hazard investigation will be conducted. When a report or complaint is about a potential Type 2 or Type 3 incident, or about another employee, EUSD will take every appropriate step to immediately conduct a risk assessment and investigation, using established principles of neutral, fact-finding investigations and balancing the rights of all concerned. Should the hazard assessment and investigation identify acts of violence or threats of violence that fall within Type 2 or Type 3 incidents, EUSD will make immediate corrections through appropriate disciplinary action and/or other immediate and appropriate corrective action.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Record Keeping and Review

Periodic updates and reviews of the following workplace violence reports and records will be made Bi-Annually:

- OSHA 300 Logs
- Workplace Violence Incident Reports (see Appendix B – Violence Incident Log Template)
- Information compiled regarding assault incidents or threat incidents
- Police Reports
- Workplace Surveys
- Accident Investigations
- Training records for all staff to be created and maintained for a minimum of one (1) year, which include a summary of the training along with the names and qualifications of persons conducting the training.
- Safety Grievances
- Inspection information
- Other relevant records

VIOLENT INCIDENT LOG

The EUSD records every workplace violence incident in a violent incident log which is housed in centrally in the Human Resources Department.

Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced workplace violence, on witness statements, and on investigation findings. The employer shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity. The log shall be reviewed during the periodic reviews of the WVPP.

The District reviews the plan:

- annually,
- when a deficiency is observed or becomes apparent and
- after a workplace violence incident

The information recorded in the log includes all of the following:

(A) The date, time, and location of the incident.

(B) The workplace violence type or types

(C) A detailed description of the incident.

(D) A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.

(E) A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, 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.

(F) A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

(G) The type of incident, including, but not limited to, whether it involved any of the following:

- (i) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- (ii) Attack with a weapon or object, including, but not limited to, a firearm, knife, blunt object or other object.

- (iii) Threat of physical force or threat of the use of a weapon or other object.
- (iv) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- (v) Animal attack.
- (vi) Other.

(H) Consequences of the incident, including, but not limited to:

- (i.) Whether security or law enforcement was contacted and their response.
- (ii.) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- (iii.) Information about the person completing the log, including their name, job title, and the date completed.

Workplace Security Inspections

A physical security survey will be conducted once a year on the first week of February. As EUSD continues to serve as a public educational agency, the possibility of potential violence within our workplace must be continuously reassessed. EUSD will reassess all facets of the work environment to include, but not be limited to: secure entrances, public access points, restroom facilities, parking lots, workstations, classrooms, and surveillance systems.

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the following observer(s) in the following areas:

A. Ted Miller	Assistant Superintendent of Human Resources	916-7874-1209	
Steve Davis	Maintenance Coordinator	916-271-6087	Facilities
Lesley Day	Coordinator of Instructional Technology	916-774-1238	Technology
Zachery Mendoza	Coordinator of Technology	916-774-1243	Technology

Periodic inspections are performed according to the following schedule:

- Annually, Semi-Annually, Quarterly;
- When the WVPP is initially established November 2024.
- When new, previously unidentified security hazards are recognized;
- When occupational injuries or threats of injury occur; and
- Whenever workplace security conditions warrant an inspection.

Inspections for workplace security hazards from violence by **Type 1 Individuals (Strangers, person(s) having no business on site, etc.)** include assessing:

- The exterior and interior of the workplace for its security measures.
- The need for security surveillance measures, such as mirrors or cameras at points of entry and travel within the premises.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- The use of work practices such as “buddy” systems or security escort, as appropriate, for identified risks (e.g. received threats, restraining orders enacted, etc.).
- Adequacy of lighting and security for parking lots and areas of travel during night conditions.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by **Type 2 Individuals (Persons known to campus but not employed [i.e., students, parents, contractors, etc.])** include assessing for the above (Type 1) as well as the following:

- Access to, and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers to entry.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance (e.g. alarms, notification systems, etc.).
- Availability of escape routes.
- Employees skills in de-escalation methods.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by **Type 3 (i.e., co-workers, employees, supervisors, staff, etc.)** include assessing for the above (Type 1 and Type 2) as well as the following:

- How well the WVPP has been communicated to all EUSD employees.
- How well employees are able to communicate with each other and with management and support staff.
- How well employees know the warning signs of potential workplace violence.
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees.
- Frequency and severity of employee related threats of physical or verbal abuse reported.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by **Type 4 (i.e., personal relationships to employees otherwise having no association with the business)** include assessing for the above (Type 1, Type 2, and Type 3) as well as the following:

- Access to, and freedom of movement within, the workplace by non-employees, specifically with whom an employee is having a dispute.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs.
- Warnings or law enforcement involvement to remove personal relations (offender) of employees from the worksite. Effectiveness of restraining orders and recognition of restrained parties.
- Any other identifiable security hazards

A Workplace Security Inspection Recommendations **Template** is located within Appendix A of the WVPP.

EFFECTIVE PROCEDURES TO COMMUNICATE WITH EMPLOYEES CONCERNING POTENTIAL OR ACTUAL WORKPLACE VIOLENCE INCIDENTS

Employee concerns will be investigated in compliance with the Plan requirements, which states:

“Procedures to identify and evaluate workplace violence hazards, include, but are not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.”

Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:

Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.

EUSD alerts employees about workplace violence emergencies via various communication methods including but not limited to public address (PA) system, instant messaging system, in-person or online meetings, phone call, text, Catapult, district and personal email systems.

Evacuation or sheltering plans that are appropriate and feasible for the worksite.

For non-school sites, evacuation and/or sheltering plans are accessible/located:

Bayside Church
8191 Sierra College Blvd
Roseville, CA 95661

For school sites, evacuation and sheltering plans are described in the EUSD and site specific Comprehensive School Safety Plan (CSSP) available at each location.

How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.

In an emergency, call 9-1-1. To obtain help from staff assigned to workplace violence, contact those listed in the Workplace Violence Prevention Group above.

Procedures to develop and provide the training required in subdivision (e) which states: *“before filing a petition under this section, an employer or collective bargaining representative of an employee shall provide the employee who has suffered unlawful violence or a credible threat of violence from any individual an opportunity to decline to be named in the temporary restraining order. An employee’s request to not be named in the temporary restraining order shall not prohibit an employer or collective bargaining representative from seeking a temporary restraining order on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer.”*

The District provides all staff with information included in the Workplace Violence Prevention Plan, in SB 906-Homicidal Threats and, for school sites, the Comprehensive School Safety Plan (CSSP) via email, meetings/trainings, annual acknowledgement/notification, and Public School Works trainings.

Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

POST INCIDENT INVESTIGATION and RESPONSE

EUSD procedure for investigating incidents of workplace violence, threats, and physical injury include:

Administrators, managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Provide Information for resources available to staff;
- Conduct a debriefing with all affected employees (including volunteers) and agencies associated with event.
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all employees and responding parties involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.
- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the offender.
- Conducting a post-incident debriefing as soon as possible after the incident with all employees, supervisors, and security involved in the incident.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and documenting the corrective actions taken.

Incident Response Team:

The following individuals are named to respond in the event a potential threat or live situation should occur. The Incident Response Team will coordinate all facets of the response, including the initial response in emergency situations, contacting of local authorities, and intervention of the subject and victim.

A. Ted Miller	Assistant Superintendent of HR	916-774-1209
Steve Davis	Maintenance Coordinator	916-271-6087
Melissa Mercado	Assistant Superintendent Business Services	916-774-1207
Sara Cosentino	Assistant Principal	916-774-2345

Evaluation and Intervention

In order to assess the risk of the offender, suggested questions should be inquired of victims and individuals familiar with the offender's behavior, both prior to and after any alleged threat or action. Refer to Appendix C for the Individual Risk Assessment Questions Form.

Assessment Review and Action

Upon completion of the assessment, review results with Incident Response Team. Options are to be considered in terms of intervention. If a threat is imminent, local authorities should be contacted **immediately**.

Full documentation of the perceived or real threat must be well maintained. If an incident occurs, complete the appropriate job site investigation and witness statement forms.

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the EUSD's Workplace Violence Prevention Plan (the "Plan") and understand that it contains important information about the District's workplace safety and security policies and about my rights, responsibilities and obligations as an employee. I acknowledge that I have read, understand, and will adhere to the District Plan and that I have familiarized myself with the material in the Plan. I understand that the District may change, rescind, delete, or add to any policies, benefits, and practices described in the Plan from time to time, at its sole and absolute discretion, with or without prior notice.

Signature

Print Name

Date

Appendix A:

WORKPLACE VIOLENCE PREVENTION PLAN INCIDENT LOG

(This form must be completed for every record of violence in the workplace)

Incident ID #*:	Date and Time of Incident:	Department:
Specific Location of Incident:		

** Do not identify employee by name, employee #, or SSN. The Incident ID must not reflect the employee's identity.*

Describe Incident (Include additional pages if needed):

Assailant Information:

☐ Partner/Spouse of Victim	☐ Parent	☐ Contract Services Worker
☐ Former Partner/Spouse of Victim	☐ Family or Friend of Student	☐ Co-Worker/Supervisor/Manager
☐ Robber/Burglar	☐ Relative of Victim	☐ Ex/Separated-Employee
☐ Stranger	☐ Animal	☐ Person In Custody
☐ Student	☐ Outside Vendor	
☐ Other:		

Classification of Offender: (Choose most applicable Type #)

☐ Type #1: Perpetrator has no legitimate relationship to the business or its employees and commits a crime in combination with the assault.	☐ Type #3: Coworkers, current or separated employee. Any person having employment at any time within the business.
☐ Type #2: Customers, clients, students, parents, or anyone else that is known to the workplace and has legitimate reason to be there.	☐ Type #4: Personal relationships. Perpetrator does not have a relationship and is not a customer of business, but does have a relationship with the intended victim.

Circumstances at Time of Incident:

☐ Employee Performing Normal Duties	☐ Poor Lighting	☐ Employee Rushed
☐ Employee Isolated or Alone	☐ High Crime Area	☐ Low Staffing Level
☐ Unable to Get Help or Assistance	☐ Working in a Community Setting	☐ Unfamiliar or New Location
☐ Other:		

Location of Incident:

☐ Auditorium	☐ Faculty Lounge	☐ Nurse's Office
☐ Athletic Field/Court	☐ Gymnasium	☐ Parking Lot or Outside Building
☐ Breakroom	☐ Hallway	☐ Personal Residence
☐ Cafeteria	☐ Library	☐ Reception Area
☐ Classroom	☐ Maintenance Facility	☐ Restroom or Locker Room
☐ Conference Room	☐ Multipurpose Room	☐ Theatre

☐ Other:

Type of Incident (check as many apply):

- | | | |
|--|---|---|
| ☐ Robbery | ☐ Grabbed | ☐ Pushed |
| ☐ Verbal Threat or Harassment | ☐ Kicked | ☐ Scratched |
| ☐ Sexual Threat, Harassment, or Assault | ☐ Shot (or Attempted) | ☐ Bitten |
| ☐ Animal Attack | ☐ Bomb Threat | ☐ Slapped |
| ☐ Threat of Physical Force | ☐ Vandalism (of Victim's Property) | ☐ Hit with Fist |
| ☐ Threat of Use of Weapon or Object | ☐ Vandalism (of Employer's Property) | ☐ Stabbed (or Attempted) |
| ☐ Assault with A Weapon or Object | ☐ Brandishing of Weapon | ☐ Arson |
| ☐ Hit with an Object | ☐ Other: | |

Consequences of Incident:

Medical care provided? ☐ Yes ☐ No Law enforcement contacted? ☐ Yes ☐ No Security contacted? ☐ Yes ☐ No

Any outside assistance required to conclude the event? ☐ Yes ☐ No Days lost from work (if any): _____

Explain:

Actions taken by employer to protect employees from a continuing threat? ☐ Yes ☐ No

Mandated Reporter Report Made/Notifications Made: ☐ Yes ☐ No

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Appendix B – Individual Risk Assessment Questions

Date	Name and Title:	Supervisor and Title:
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1	Why has the offender threatened, made comments that have been perceived by others as threatening, or taken this action at this particular time? What is happening in their life that has prompted this?
2	What has been said to others (e.g., friends, colleagues, coworkers) regarding what is troubling them?
3	How does the offender view themselves in relation to everyone else?
4	Do they feel they have been wronged in some way?
5	Do they accept responsibility for their own actions?
6	How does the offender cope with disappointment, loss, or failure?
7	Do they blame others for their failures?
8	How does the offender interact with coworkers?
9	Do they feel the company is treating them fairly?
10	Do they have problems with supervisors or management?
11	Are they concerned with job practices and responsibilities?
12	Have they received unfavorable performance reviews or been reprimanded by management?
13	Are they experiencing personal problems such as divorce, death in the family, health problems, or other personal losses or issues?
14	Are they experiencing financial problems, high personal debt, or bankruptcy?
15	Is there evidence of substance abuse or mental illness/depression?

16	Have they shown an interest in violence through movies, games, books, or magazines?
17	Are they preoccupied with violent themes; interested in publicized violent events; or fascinated with and/or recently acquired weapons?
18	Has the offender identified a specific target and communicated with others their thoughts or plans for violence?
19	Are they obsessed with others or engaged in any stalking or surveillance activity?
20	Has the offender spoken of homicide or suicide?
21	Do they have a past criminal history or history of past violent behavior?
22	Does the offender have a plan for what they would do?
23	Does the plan make sense and is it reasonable and specific?
24	Does the offender have the means, knowledge, and wherewithal to carry out their plan?

Form Completed By:

Other Individuals Present:

Date Completed:

Time:

