

WORKPLACE VIOLENCE PREVENTION PROGRAM for TULARE JOINT UNION HIGH SCHOOL DISTRICT

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: December 17, 2024

Date of Last Revision(s): December 17, 2024

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.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence 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, and includes 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.

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.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Tammy Aldaco, Assistant Superintendent of Human Resources, has the authority and responsibility for implementing the provisions of this plan for Tulare Joint Union High School District (TJUHSD). If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Tammy Aldaco	Assistant Superintendent Human Resources	Tammy approves the final plan and any major changes.	559-656-5113	Tammy.aldaco@tulare.k12.ca.us
Dereck Domingues	Director, Child Welfare and Safety	Dereck organizes safety meetings, updates training materials, and handles any reports of workplace violence.	559-656-5260	Dereck.domingues@tulare.k12.ca.us
Jason Bonds	Director of Facilities	Jason conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	559-656-5005	Jason.bonds@tulare.k12.ca.us

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

TJUHSD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

The District Director will have safety meetings with district managers, site supervisors and administrators, law enforcement, fire department personnel and local certificated and classified representatives six (6) times per year. These meetings will 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.
 - Designing and implementing training
 - Reporting and investigating workplace violence incidents that have been recorded in the "Workplace Violence Incident Log".
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules

fairly and uniformly.

- 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.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with 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:

- Training employees, supervisors, and managers in the provisions of the TJUHSD Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. Site administration and supervisors will have safety meetings with their site staff to ensure they are aware of the procedures in place, understand the importance of following policies and procedures, and have the ability to report any concerns without fear of retaliation.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by receiving a memo, email or certificate of recognition from their site supervisor or administrator.
- Discipline employees for failure to comply with the WVPP. Depending on the severity of noncompliance will need to report either to their site supervisor, site administrator/principal, or the District's Assistant Superintendent, Human Resources.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - Communication will be made through districtwide mail or email communication. Employees can request the information or have someone available to explain to them the information in their first language.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can report a violent incident to the following staff:
 - Site supervisor
 - Site administrator (AP/Dean)
 - Site Principal
 - School Resource Officer

- Call 9-1-1
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
 - Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

TJUHSD will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- TJUHSD will ensure that if its employees experience a workplace violence incident that the site supervisor will record the information in a violent incident log and shall also provide a copy of that log to the district office.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

TJUHSD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. If that's not possible, employees will report incidents directly to the WVPP administrator, Tammy Aldaco, Assistant Superintendent of Human Resources
- Employees can report incidents to their site supervisor, HR, or through a Google Form.
 - Workplace Violence Reporting form: [Workplace Violence Incident Log – Google Form 2024-2025](#)

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

TJUHSD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

The Revolution app and software is used to alert site administrators, staff, Tulare Police Department, Sheriff's Department, Tulare City Schools administrators, and District administrators. The Revolution app integrates with the Advance Network devices IP speakers and clocks, ShoreTel desktop phone system, District computers, and cell phones.

The Revolution app is used for Shelter in Place, Lockdown, Active Shooter, Fire Alarm, and Duck and Cover

- TJUHSD will have evacuation or sheltering plans.

ADMINISTRATION:

- The school Incident Commander will advise staff and others as necessary of the decision to evacuate the campus.
- The school Incident Commander will assign staff to the Campus Evacuation Group, and other groups needed on campus or at the relocation site.
- Determine the appropriate pre-designated relocation site and evacuation route.
- Decide if it is safe for students/staff to walk to the relocation site or if transportation will be required.
- As needed, the school Incident Commander will prepare transportation for students
- Notify the district office and Superintendent of the evacuation and relocation. Request assistance in preparing the site for arrival.

TEACHERS AND STAFF

- After receiving the alert for OFF-CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation site
- Take class roster, phone lists and emergency Go Kit as you exit to the designated assembly area.
- After evacuating, take roll and account for all students.
- Report any missing students to the school Incident Commander
- Maintain control of your class.
- After arrival at off-campus site follow instructions from Incident Commander

INCOMING BUSES

- AM Routes will reroute to a safe location until All Cleared to drop off students
 - Mission Oak and Tulare Union to Veterans Memorial Building
 - Tulare Western to the Ag Farm
 - ACHS to Mission Oak/Tulare Western/Tulare Union
 - Tech Prep to Tulare Western
- PM Routes will reroute to a safe location until All Cleared
 - Buses will not arrive until cleared at the site the lock down is occurring.
 - Buses from the Farm to a School site will remain at the farm until the Lockdown has changed to an All Clear.
 - Buses at a School site and needing to go to the Farm will remain at the school site until a notification has been received of an All Clear
 - Crosstown buses will depart to and from sites that are **not** on a Lockdown status.

LOCKDOWN (Tulare Police Department/Tulare Fire Department)

- If outside, proceed to the nearest building
- If inside, lock doors and close shades if possible, and implement duck and cover unless otherwise directed
- Remain in a secured room pending further instructions from site administration or police

SHELTER IN PLACE (Hazardous Material/Toxic Chemicals, Inclement Weather)

- If inside, remain until further instructions are given
- If outside, proceed to nearest building and await further instructions
- If directed, shut down the air or heating system and close doors and windows to protect them from outside air.

The following emergency telephone numbers should be kept in a location that is immediately accessible in case of an emergency. This information will be updated annually and provided to key individuals.

Name of Organization	Telephone Numbers
Fire, Medical Aid	911
District Office	559-688-2021
Fire Department	East: 559-684-4360 North: 559-684-4363 West: 559-684-4362
Local Police Department	559-686-3454
Sheriff Department	559-733-6211
Adventist Health Tulare	559-688-0821
California Highway Patrol	559-734-6767
English Radio Station 580 KMJ Radio	559-490-5858 or 1-800-776-5858
Spanish Radio Station	559-622-8703
SCE	1-800-655-4555
Southern California Edison	1-800-655-4555
Water	559-684-4324
Gas Company	1-800-427-2000
American Red Cross	559-732-6436

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Lucy Van Scyoc	Superintendent	Incident Commander	(559) 688.2021	lucy.vanscyoc@tulare.k12.ca.us
Kevin Covert	Assistant	Liaison	(559) 688.2021	kevin.covert@tulare.k12.ca.u

	Superintendent			s
Dereck Domingues	Director 1, Child Welfare and Safety	Safety Officer	(559) 656.5260	dereck.domingues@tulare.k12.ca.us
Tammy Aldaco	Assistant Superintendent	Public Information Officer	(559) 688.2021	tammy.aldaco@tulare.k12.ca.us
Jason Bonds	Director of Facilities	Operations and Logistics	(559) 656.5005	jason.bonds@tulare.k12.ca.us
Donny Trimm	Director of Technology	Planning, Intelligence, and communication	(559) 656.5006	donny.trimm@tulare.k12.ca.us
Gretchen Vander Tuig	Director of Community Schools	Mental Health Services	(559) 656.5725	gretchen.vandertuig@tulare.k12.ca.us
Skyler Summers	Director of Transportation	Transportation	(559) 656.5009	skyler.summers@tulare.k12.ca.us
Vivian Hamilton	Chief Financial Officer	Finance and Administration	(559) 656.5001	vivian.hamilton@tulare.k12.ca.us

INCIDENT COMMAND SYSTEM DESCRIPTIONS

Incident Commander:

The Incident commander is responsible for all emergency incident activities. In case of a site incident the Principal shall be the Incident Commander for the site emergency. The IC will assign staff to ICS positions as necessary and the development and implementation of strategic decisions.

Liaison Officer:

The Liaison Officer serves as the point of contact for agency representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Safety Officer:

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances. In the absence of an Operations Chief or related Groups, take responsibility for critical safety functions, such as shutting down power, and marking known hazards during an emergency.

Public Information Officer:

The PIO is responsible for disseminating information to parents and the media. The PIO must work closely with the PIOs from law enforcement, fire, or other responding agencies to ensure the consistency and accuracy of information that is consistent, accurate, and timely.

The public and parents have the right and need to know important information related to an emergency/disaster at the school site as soon as it is available.

The PIO acts as the official spokesperson for the district in an emergency. A school site-based PIO should be used only if the media is on campus and the district PIO is not available.

News media can play a key role in assisting the school in getting emergency/disaster-related information to the public (parents). The Incident Commander must pre-approve any information to be released.

Operations Chief:

The Operations Chief reports to the Incident Commander and manages the direct response to the disaster. Response “Groups” may include these and others: Student Care, First Aid, Student release, and Student accountability. The Operations Chief will also establish a staging area to hold staff that is available for assignment.

Logistics Chief:

The Logistics Chief is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Certain supplies should be stored in advance on campus, while others may be obtained as needed for extended emergency operations.

Coordinate activities of the site logistics chief with those of the emergency response agencies. Manages the direct response to the disaster. Response “Groups” may include these and others

- Search and Rescue
- Campus Evacuation
- Utilities
- Security

Planning Chief:

The Planning Chief is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of the resources.

Coordinates activities with the school planning chief with those of the emergency response agencies.

Finance/Admin Chief:

The Finance/Administration Chief is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. The finance chief is also charged with recording incident related staff hours, and initiating required Workers Comp claim procedures for staff injuries occurring during the incident.

This *Emergency Action Plan* is designed to provide a plan in protecting staff, students, and school facilities. The plan provides a process of chain of command from the district level to the school level. It will provide descriptions of positions and responsibilities to respond to an emergency and assigns responsibilities of each position. Each school site has developed a school Safety Plan that will be initiated for any site-based emergency. The district will be providing support and guidance during any site based emergency.

PLAN IMPLEMENTATION:

The emergency action plan will be:

- Initiated by the Superintendent, Principal, or designee
- Implemented by the administration and staff assigned in specific roles
- Will be reviewed and updated annually

As required by Government code §3100, during an emergency Administrators and/or staff shall remain on duty as necessary and perform tasks as assigned until released.

HAZARD ASSESSMENT:

A physical survey of each department for hazardous conditions will be performed each year.

STAFF TRAINING:

All staff will receive training necessary to implement the school's emergency procedures. All school staff will be oriented to the Emergency Action Plan.

EMERGENCY DRILLS:

It is the responsibility of the district to ensure basic campus emergency drills are conducted in accordance with State law:

- Fire drills will be conducted annually
- An earthquake "Drop and Cover" drill will be held each year
- Active Shooter Drills will be conducted annually
- The Principal shall maintain a record of all drills conducted on campus

EMERGENCY PROCEDURES

Emergency drills will be conducted at the district office annually.

EVACUATION ROUTES:

The Superintendent or Designee is responsible for establishing and maintaining safe evacuation routes from all buildings. Evacuation routes will be reviewed on an annual basis and updates will be made.

General Emergency Procedures

The Emergency Action Plan has developed to provide a system of general procedures in case of an emergency. Consistent response is critical in making sure that all employees understand the procedure in case of any emergency.

There are four emergency situations that are covered in this emergency plan:

- Lock-Down: Office disorder, Active shooter, Hostage crisis, gunfire/police in vicinity, etc.
- Duck and Cover: Earthquake, Fire/explosion, Bomb threat, gunfire, etc.
- Shelter in Place: Chemical spill, Severe weather, Blackout, Power failure, Air pollution
- Evacuate Buildings: Fire in building, Chemical release, Gas leak, after earthquake, etc.

It is very important that staff understand the difference between the "Shelter in Place" and "Lock-Down" procedures outlined in this plan and to announce and use the proper procedure when appropriate.

Lock-Down is an action taken primarily to protect staff and students from a **HUMAN** threat. All buildings are secured, and everyone hides or otherwise strives to avoid detection.






SHELTER-IN-PLACE is an action taken primarily to protect students and staff from an **environmental** threat. In this case, buildings do not need to be locked, and students and staff are free to move about and must remain indoors. However, unlike Lock-Down, if students and staff are being kept indoors because of a potential threat from contaminated air, due to smoke or a chemical release for example, it is **IMPERATIVE** that staff recognizes the need to keep doors and windows closed, and the need to shut down heating, cooling and ventilation systems that may draw contaminated air into buildings. "Lock-Down" is NOT an appropriate substitute for "Shelter-In-Place in this situation.

EXTENDED RESPONSE OPERATIONS

In the early stages of most campus emergencies, the School Incident Commander and school staff will implement one or more of the four "Initial Response Actions" outlined earlier in this plan. Some of these procedures are considered Extended Response Procedures: Bus Accident, Building Evacuation,

Earthquake, Hazardous Material Release, Intruder on Campus, Severe Weather, Off-Campus evacuation, Utility Loss or Damage, Bomb threats, Fire/Explosion/Building Collapse.

EMERGENCY ACTION GUIDE

<p>WHEN YOU HEAR:</p> <p>“LOCKDOWN”/SHOTS FIRED</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • ESCAPE: <ul style="list-style-type: none"> ○ Always move opposite the threat if you are outside, to a safe room nearby (to hide) or to a destination off-campus (know all exits) • HIDE: <ul style="list-style-type: none"> ○ Doors secure; lights out; blinds closed ○ Hide out of view (directly <i>under</i> windows and the corners of the same wall are usually best) ○ Stay quiet; Silence devices that might give your location away • FIGHT: <ul style="list-style-type: none"> ○ As a last resort, if your life is in imminent danger, attempt to incapacitate the threat ○ Work together; use element of surprise ○ Act with physical aggression; improvise weapons; don’t quit until threat is disabled 	 <p>LOCKDOWN</p>
<p>WHEN YOU HEAR:</p> <p>FIRE ALARM / ALL-CALL</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Stop and check for safest route • Go upwind from odor or smoke • Evacuate to safest assembly area 	 <p>EVACUATION</p>
<p>WHEN YOU HEAR/FEEL:</p> <p>SUDDEN SHAKING / VIOLENT CRASH / EXPLOSION</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Drop, Cover and Hold • Stay under table / chairs until event stops • Stay away from windows • Place <i>SAFE / HELP</i> sign in designated location • Check for safest evacuation route • If evacuating, do not lock doors □ Use ORANGE / GREEN vest to signify “All Safe” or “Help Needed” 	 <p>DROP, COVER AND HOLD</p>
<p>WHEN YOU HEAR:</p> <p>“SHELTER IN PLACE”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Close windows and doors • Await further instructions 	 <p>SHELTER IN PLACE</p>
<p>WHEN YOU HEAR:</p> <p>“ALL CLEAR”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Return to regular schedule 	 <p>ALL CLEAR</p>

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by TJUHSD to ensure that workplace violence hazards are identified and evaluated:

- 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.
- Review all submitted/reported concerns of potential hazards:
 - Daily or weekly review of all submitted and reported concerns.
 - Employee Hazard Report Form to be used for reporting workplace violence hazards:
 - [Hazard Reporting Form](#)
 - Parent Square/email/text messages

PERIODIC INSPECTIONS

The Maintenance and Operations department will conduct an annual walk through of all facilities to inspect for hazardous conditions. Informal scheduled inspection of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
School Sites	Check daily during period of use	Principal/Maintenance Supervisors/Maintenance Staff
Science Labs	Check daily during period of use	Teacher
School Shops	Check daily during period of use	Teacher
Maintenance Shops	Check daily during period of use	Maintenance Staff
Transportation Shop	Check daily during period of use	Lead Mechanic
Gymnasiums	Check daily during period of use	Athletic Director/ Maintenance Staff/ Teacher
Athletic Fields	Check daily during period of use	Athletic Director/ Groundskeeper/Coaches

Kitchens	Check daily during period of use	Food Service Supervisor/ Staff
Swimming Pools	Check daily during period of use	Maintenance Staff/Coaches/Teacher
Auditorium/Theater	Check immediately prior to use	Maintenance Staff/Teacher
Bleachers	Check immediately prior to use	Maintenance Staff
School Bus	Check daily by driver. Yearly report by California Highway Patrol.	Driver/Vehicle Operator

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, and main access doors that require being buzzed in.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Testing the effectiveness of the Revolution App. system and procedures that warn others of actual or potential workplace violence danger or that summon assistance.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers,

supervisors, or other employees.

- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. TJUHSD will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - o Make the workplace unattractive to robbers by:
 - Improve lighting around and at the workplace.
 - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Hire security guards and have them patrol the workplace interior and perimeter.
 - Install security surveillance cameras in and around the workplace.
 - o Provide workplace violence systems, such as door locks and all main entrance doors being monitored and requiring guests to be buzzed in.
 - o Ensure the adequacy of workplace violence systems
 - o Post emergency telephone numbers for law enforcement, fire, and medical services
 - o Control, access to, and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
 - o Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or use of the Revolution App to send alerts.
 - o Ensure employees have access to a telephone with an outside line. Provide employee training/retraining (refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each

other.

- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and management training on emergency action procedures.
- o Ensure adequate employee escape routes.
- o Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
- o Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- o Enforcing [Board Policy 5131.7](#) and [Administrative Regulation 5131.7](#) Administrative Regulation 5131.7 that prohibits weapons and dangerous instruments to be on any campus or in possession of during any school activity.
- o Limit the amount of cash on hand and use of a safe for large bills.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - o The date, time, and location of the incident.
 - o The workplace violence type or types involved in the incident.
 - o A detailed description of the incident.
 - o 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.

- o 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.
- o A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- o The type of incident, including, but not limited to, whether it involved any of the following:
 - 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, including, but not limited to, 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.
 - Animal attack.
 - Other.
- o Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Support and resources, such as counseling services, are provided to affected employees (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal 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.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve online training, presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever 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.

TJUHSD will provide its employees with training and instruction on the definitions found on page 2 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures TJUHSD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities TJUHSD has for interactive questions and answers with a person knowledgeable about the TJUHSD plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance through our Employee Assistance Program.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

TJUHSD ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through our district server, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

TJUHSD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.

- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for a minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The TJUHSD WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of TJUHSD's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), TJUHSD will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

“I, **Tammy Aldaco**, Assistant Superintendent of Human Resources of TJUHSD, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.”

Tammy Aldaco

December 17, 2024

Signature

Date of Signature

Workplace Violence Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

[Workplace Violence Incident Log–Google Form 2024-2025](#)

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from the formal log that is shared with outside entities, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number