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Pride in our past - Promise in our future

Workplace Violence Prevention Plan - Newcastle Elementary School District

POLICY STATEMENT

Effective Date of Program: July 1, 2024

Newcastle Elementary School District 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. We will make reasonable and appropriate efforts to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (Herein referred to as WVPP).

Newcastle Elementary School District 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 Newcastle Elementary School District 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 on the Staff website and from Newcastle Elementary School District's Human Resources Department.

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. Newcastle Elementary School District 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 another 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

Newcastle Elementary School District policy requires an immediate response to all reports of violence. All violent and/or threatening incidents will be investigated and documented by the Newcastle Elementary School District's Human Resources Department. If appropriate, Newcastle Elementary School District refers the affected staff member to other supportive services as needed.

In accordance with BP/AR 4157, 4257, and 4357, 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 that 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 Superintendent, and he has the authority and responsibility to implement the provisions of this program for Newcastle Elementary School District.

Workplace Violence Prevention Plan Administrator

The Superintendent, 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 Superintendent will also be able to answer employee questions concerning this plan.

The Superintendent or an assigned designee shall solicit feedback and input from employees and their authorized representatives when 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 Superintendent or an assigned designee shall coordinate the implementation of the workplace violence prevention plan with other employers, when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and staff shall be trained on the Newcastle Elementary School District 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.

The Superintendent and all safety personnel are responsible for observing personnel and identifying potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to the Superintendent, and an action plan will be 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.

All employees are responsible for reporting all threatening behavior to their supervisor immediately. This policy aims to promote the safety and well-being of all people in our workplace. All incidents must be reported within the first 24 hours. (Note: Email is not a preferred reporting method. This should be done in person.)

In addition, a WVPP Planning Group will be established to assess the vulnerability to workplace violence at Newcastle Elementary School District 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 audit

the Workplace Violence Prevention Program. The Workplace Violence Prevention Group will consist of:

Name:	Sean Healy
Title:	Superintendent
Phone number:	916-259-2832 ext. 1102
Description of role and responsibility:	WVPP Administration - Overall responsibility for the plan; Superintendent approves the final plan and any major changes

Name:	Ashley Bose
Title:	Executive Assistant/Human Resources
Phone number:	916-259-2832 ext. 1101
Description of role and responsibility:	Superintendent Designee for WVPP Administration - Responsible for implementing and overseeing the workplace violence prevention plan; HR handles any reports of workplace violence.

Name:	Lisa Graham
Title:	Director of Student Services
Phone number:	916-259-2832 ext. 1110
Description of role and responsibility:	Responsible for employee involvement and training; Director of Student Services organizes safety meetings, & updates training materials.

Compliance

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 Newcastle Elementary School 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 Sean Healy, Superintendent and Ashley Bose, 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.

The Office of the Superintendent and Human Resources 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)

Newcastle Elementary School District will develop a comprehensive Workplace Violence Prevention Plan. The Plan shall be in writing and shall be available and easily accessible to employees, 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.

The Superintendent will maintain an open, two-way communication system on all workplace safety, health, and security issues. Newcastle Elementary School District 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.

HAZARD ASSESSMENT

The Workplace Violence Prevention Group 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 assessment group 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, Newcastle Elementary School District 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, Newcastle Elementary School District 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;
- 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.

In addition to the Work Practice Controls, the following section, **Post Incident Investigation and Response and Appendices A and B** should be referred to and utilized for each incident of workplace violence:

Appendix A: To be completed for every record of violence in the workplace.

Appendix B: To be completed by Superintendent/Human Resources for each individual reportedly involved in the workplace violence incident.

Record Keeping and Review

Periodic updates and reviews of the following workplace violence reports and records will be made 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 are to be created and maintained for a minimum of one year. These records should include a summary of the training and the names and qualifications of the persons conducting the training.
- Safety Grievances
- Inspection information
- Other relevant records

VIOLENT INCIDENT LOG

The Newcastle Elementary School District records every workplace violence incident in a violent incident log in the Human Resources department office.

The information recorded in the log for each incident shall be based on information solicited from the employees who experienced workplace violence, witness statements, and 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 annually in August. As Newcastle Elementary School District continues to serve as a public educational agency, the possibility of potential violence within our workplace must be continuously reassessed. Newcastle Elementary School District 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:

Sean Healy	Superintendent	916-259-2832	District Office
Cindy Giove	Principal	916-663-3307	Upper Campus
Alison Gibson	Facilities Coordinator	916-259-2832	600 Bldg., MOT, Onorato

Periodic inspections are performed according to the following schedule:

- Annually,
- When the WVPP is initially established July 1, 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 Newcastle Elementary School District 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.

TRAINING and INSTRUCTION

Newcastle Elementary School District 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.

Newcastle Elementary School District 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.**

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.

The Newcastle Elementary School District 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 calls,

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

For school sites, evacuation and sheltering plans are described in the Newcastle Elementary/Charter School 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

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

Newcastle Elementary School District's procedure for investigating incidents of workplace violence, threats, and physical injury includes:

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.

Sean Healy	Superintendent	916-259-2832
Ashley Bose	Exec. Asst./Human Resources	916-259-2832

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 the Superintendent. 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.

Communication

Communicate the course of action with all management, victims, and subjects in question. Clearly define the course of action this policy lays forth in terms of discipline.

Annual Review

Newcastle Elementary School District Workplace Violence Prevention Plan will be reviewed annually, included in our school safety plan, and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

NEWCASTLE ELEMENTARY SCHOOL DISTRICT WORKPLACE SECURITY INSPECTION RECOMMENDATIONS TEMPLATE

Workplace Hazard Control and Prevention

In Order to reduce the risk of workplace violence, the following measures have been recommended:

Engineering Controls and Building or Work Area Design:

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Workplace Practices:

{Typeable field to go here}

Final Recommendations:

Based on the records review, workplace security inspections and workplace surveys, the Workplace Violence Prevention Group has identified the following issues that need to be addressed:

{Typeable field to go here}

Management has instituted the following as a result of the workplace violence hazard assessment and the recommendations made by the Workplace Violence Prevention Group:

{Typeable field to go here}

These changes were completed/implemented on {Date}

Appendix A:

**NEWCASTLE ELEMENTARY SCHOOL DISTRICT
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:
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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:

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

Classification of Offender: (Choose most applicable Type #)

<input type="checkbox"/> Type #1: Perpetrator has no legitimate relationship to the business or its employees and commits a crime in combination with the assault.	<input type="checkbox"/> Type #3: Coworkers, current or separated employee. Any person having employment at any time within the business.
<input type="checkbox"/> Type #2: Customers, clients, students, parents, or anyone else that is known to the workplace and has legitimate reason to be there.	<input type="checkbox"/> 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:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Faculty Lounge	<input type="checkbox"/> Nurse's Office
<input type="checkbox"/> Athletic Field/Court	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Breakroom	<input type="checkbox"/> Hallway	<input type="checkbox"/> Personal Residence
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Library	<input type="checkbox"/> Reception Area
<input type="checkbox"/> Classroom	<input type="checkbox"/> Maintenance Facility	<input type="checkbox"/> Restroom or Locker Room
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Multipurpose Room	<input type="checkbox"/> Theatre
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Stabbed (or Attempted)
<input type="checkbox"/> Assault with A Weapon or Object	<input type="checkbox"/> Brandishing of Weapon	<input type="checkbox"/> Arson
<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Other:	

Consequences of Incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Any outside assistance required to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days lost from work (if any): _____	
Explain:		
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mandated Reporter Report Made/Notifications Made: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

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

NEWCASTLE ELEMENTARY SCHOOL DISTRICT

Appendix B – Individual Risk Assessment Questions

Date	Name and Title:	Supervisor and Title:
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: