

SOUTHERN KERN UNIFIED SCHOOL DISTRICT

WORKPLACE VIOLENCE PREVENTION PLAN

Section 1: Policy Statement (June 6, 2024) – Board Approved

Southern Kern Unified School District (SKUSD) is committed to the safety and health of all employees. We refuse to tolerate any form of violence, or threat thereof, in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). **This Plan will be implemented at all of the following school six sites of the district:**

- Rosamond High Early College Campus
- Rare Earth Continuation High School
- Abraham Lincoln Independent Study School
- Tropico Middle School
- Rosamond Elementary School
- Westpark Elementary School

All staff are responsible for complying with our WVPP Program. SKUSD encourages employee participation in development and implementation in designing a WVPP. This includes participation in identifying, evaluating, correcting workplace violence hazards, designing and implementing training, and in reporting and investigating workplace violence incidents. To ensure a successful WVPP, prompt and accurate reporting of all violent incidents whether or not physical injury has occurred is required. SKUSD will not discriminate against victims of workplace violence or anyone who reports the same.

A copy of this policy statement and WVPP Plan is written, available, and easily accessible to all staff and will be provided at the beginning of each school year and at the beginning of employment at SKUSD. A written copy will also be posted at the District Office, each school site, and any other site where SKUSD staff are located.

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.

The WVPP will be reviewed annually, when a deficiency is observed or becomes apparent, and after any workplace violence incident.

Section II: Responsibility

- Superintendent – Overall responsibility for the plan, approves final plan and any major changes.
- Human Resources Director – Responsible for employee involvement and training, updates training materials, and handles any reports of workplace violence.

- Chief Business Officer – Responsible for coordination of plan with other employers. Organizes and facilitates WVPP Committee meetings.
- Principals – of the previously listed six school sites. Organizes and facilitates safety meetings with site staff and reports findings and recommendations to WVPP Committee.

In addition, a WVPP Committee will be established, facilitated by the Chief Business Officer, to assess the vulnerability to workplace violence at District and reach agreement on preventive actions to be taken. This group will be responsible for developing employee training programs in violence prevention and steps for responding to acts of violence. They will also audit SKUSD’s overall Workplace Violence Prevention Program.

The WVPP Committee Consists of:

Name: Robert Irving	Title: CBO	Phone: 256-5000
Name: Paul Irving	Title: HR Director	Phone: 256-5000
Name: Robert Vincelette	Title: SKUSD Board Member	Phone: 256-5000
Name: Nat Adams	Title: Principal, RES	Phone: 256-5050
Name: Kaycie Ament	Title: Asst. Principal, WES	Phone: 256-5030
Name: Robyn Calzada	Title: Asst. Principal, RHECC	Phone: 256-5020
Name: Debi Keys	Title: Principal, TMS	Phone: 256-5040
Name: Nino Torres	Title: Principal, REHS/ALIS	Phone: 256-5090

Section III: Involvement of Staff and Authorized Employee Representatives in Development and Implementation

SKUSD shall seek the input of staff and authorized employee representatives in developing and implementing the plan, including but not limited to, through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents. As such, SKUSD will annually distribute a survey among all staff seeking input on the following:

1. Development and implementation of plan,
2. Identifying, evaluating, and correcting workplace violence hazards,
3. Designing and implementing training, and
4. Reporting and investigating workplace violence incidents.

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

Section IV: Coordination with Other Employers

SKUSD may engage outside employers to conduct work and/or services at district sites. Other employers are required to have their own WVPP, as required by law. SKUSD will work with any employer who the district engages for services to ensure there is not contradiction in roles and responsibility of employees.

Section V: Compliance

SKUSD requires safe work behavior from all employees. Noncompliance is not permitted and may result in discipline, up to and including termination.

Section VI: Communication, Reporting Workplace Violence, and Response to Investigation

Matters concerning workplace violence will be communicated to employees by written documentation, meetings, training and/or postings. Communication from employees about workplace violence is encouraged and may be verbal, written, or electronic. Employees may also send anonymous recommendations through intra-office mail to the Human Resources Director. No employee will be subjected to termination, retaliation, or discrimination for making complaints, instituting proceedings, testifying with regards to employee workplace violence, or reporting a workplace violence incident.

Any report of workplace violence will be investigated by SKUSD and/or appropriate law enforcement agency. SKUSD will inform the reporting employee, if known, the results of the investigation and corrective action taken, if any.

Section VII: Workplace Violence Response Procedures

In the event of a workplace violence incident school sites should use the protocols listed below as deemed necessary. In the event of a threat or perceived threat notify the appropriate law enforcement agency, if necessary.

PROTOCOLS

STAY IN PLACE: Get inside – lock outside doors

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight

STUDENTS

Clear the hallways and remain in room or area until the “All Clear” is announced
Move away from sight
Maintain silence
Do not open the door

ADULTS

Close and lock door
Account for students and adults
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door

EVACUATE! Reunification site to be specified by site administrators

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to reunification location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adult

Section VIII: Identify, Evaluate, and Correct Workplace Violence

Whenever a workplace violence condition is observed, discovered, or reported, SKUSD will take appropriate corrective measures in a timely manner. Employees will be informed of the workplace violence condition and interim protective measures will be taken until the workplace violence incident is corrected. In the event of an imminent workplace violence, all impacted employees will be removed from the area at the earliest and safest opportunity, except those assigned to correct the workplace violence.

Section IX: Post Workplace Violence Response and Investigation

All workplace violence incidents will be reported immediately to your supervisor. Your supervisor will complete the required forms by collecting information regarding the workplace violence incident and submit the forms to Human Resources Director who will review the information provided and determine if further investigation is warranted. The reporting individual, if known, will be informed of the completed investigation and corrective measures taken, if any.

Section X: Periodic Review and Revision of Workplace Violence Prevention Plan

The WVPP will be reviewed by the WVPP Committee for possible revision at least annually. The WVPP will also be reviewed by the WVPP Committee for possible revision when any deficiency is observed or becomes apparent and after each incident. Employees and their authorized representatives are encouraged to have active involvement in the review process.

Section XI: Training

The Human Resources Department will ensure that employees receive training to familiarize them with the workplace prevention plan, how to obtain the plan and participate in implementation, definitions, how to report workplace violence, and incident logs. Training will be conducted at the implementation of the plan, upon hire, annually, and again upon the establishment of new programs, or when new job assignments, substances, processes, procedures, equipment or hazards are introduced or discovered. All employees will have an opportunity to participate in a question and answer session with an individual who is knowledgeable about SKUSD's plan.

Section XII: Recordkeeping

Records of training, audits, incidents, investigations, and corrections made will be maintained as required by law.

EXHIBT A - Definitions

Workplace violence definitions

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 are 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 at worksite 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.

EXHIBIT B – Incident Log
Submit to Paul Irving in the HR Department



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Embracing the Whole Child

WORKPLACE VIOLENCE PREVENTION PLAN - VIOLENT INCIDENT LOG

THE DATE AND TIME OF THE INCIDENT: _____

LOCATION OF THE INCIDENT: _____

WHAT TYPE OF WORKPLACE VIOLENCE OCCURRED? _____

DETAILED DESCRIPTION OF THE EVENT: _____

DETAILED DESCRIPTION OF ANY INJURY, PSYCHOLOGICAL, TRAUMA, OR STRESS: _____

WHO COMMITTED THE VIOLENCE? _____

WHAT WERE THE CIRCUMSTANCES AT THE TIME OF THE INCIDENT? _____

WHERE DID THE INCIDENT OCCUR? _____

WHAT TYPE OF WORKPLACE VIOLENCE OCCURRED?

- ___ 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: _____

WHAT WERE THE 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 any other hazards identified as a result of incident:

WAS THE WORKPLACE VIOLENCE PREVENTION PLAN REVIEWED AFTER THIS INCIDENT? (YES OR NO) _____

WAS THE WORKPLACE VIOLENCE PREVENTION PLAN REVISED DUE TO THIS INCIDENT AND IF SO, HOW?

THIS LOG COMPLETED BY:

NAME: _____

JOB TITLE: _____

DATE COMPLETED: _____