



Madera Unified School District

Workplace Violence Prevention Plan:

INTRODUCTION

The Workplace Violence Prevention Plan (WVPP) has grown out of the need to have a clearly understood, accessible, and actionable policy in response to the growing episodes of workplace violence. The recently passed California Senate Bill (SB) 553 requires workplaces to have such a policy in place by July 1, 2024, to address the increased episodes of violence at the worksite.

The WVPP must be accessible to all employees and give clear and concrete guidance of what to do in a deteriorating situation. Office of Assistant Superintendent of Human Resources, Student and Family Support Services, and Maintenance & Operations will be ultimately involved with the support of their department employees in identifying, managing, and reporting any such episodes and hazard correction.

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1. PRE-VIOLENT INCIDENT PLANNING

Before any violent incident or episode is recognized, all employees must be educated and use common definitions for episodes as defined by SB 553. This includes training, education, and awareness to identify a workplace violent incident. The WVPP fits in with existing MUSD policies around equity, inclusion, and safety in the workplace as addressed by the departments' existing [Injury and Illness Prevention Program](#) (IIPP).

A. CURRENT MUSD POLICIES

MUSD is committed to maintaining a workplace free from violence and threats of violence, and it has a history of non-tolerance towards workplace violence. MUSD will not condone any acts or threats of violence by an employee or former employee against any other employee in or about facilities.

Employees are also prohibited from possessing, storing, or having control of any weapon on the job, except when required during the performance of the employee's official duties. Weapons include but are not limited to, firearms, knives, or weapons defined in the California Penal Code Section 12020.

Furthermore, MUSD is committed to a productive and healthy workplace for all employees. To support a healthy work environment, there are many policies, including the Employee Safety Policy, Equal Employment Opportunity Policy, Sexual Harassment Policy, Non-discrimination in Employment, and IIPP. Together these policies and programs support employees in all settings.

B. ROLES AND RESPONSIBILITIES

The goal of the Madera Unified School District's Workplace Violence Prevention Program is to support a work environment in which violent or potentially violent situations are effectively addressed with a focus on prevention by increasing employee understanding of the nature of workplace violence, how to respond to it, and how to prevent it. Success in the protection of our employees requires your personal attention and, as necessary, appropriate action.

Certificated Management, Classified Management, and Classified Supervisory

- Model own behavior by interacting responsibly with fellow employees, supervisors, and students;
- Take part in violence prevention training
- Familiar with the Madera Unified School District's policy regarding workplace violence;
- Promote reporting actual and/or potential acts of violence to appropriate authorities;
- Fully cooperate in investigations/assessments of allegations of workplace violence;
- Familiar with the service provided by the Employee Assistance Program; and informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site.
- Inform employees of the Madera Unified School District's workplace violence policy and program;
- Take all reported incidents of workplace violence seriously;
- Investigate all acts of violence, threat, and similar disruptive behavior in a timely fashion and take the necessary action(s);

- Provide feedback to employees regarding the outcome of their reports regarding violent or potentially violent incidents;
- Request, where appropriate, assistance from the Office of Assistant Superintendent of Human Resources and the Safety Departments;
- Being cognizant of situations that have the potential to produce violent behavior and promptly addressing them with all concerned parties;
- Encourage employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the Employee Assistance Program; and
- Assuring, where needed, that employees have time and opportunity to attend training, e.g., conflict resolution, stress management, etc.
- Post copies of the policy on the District's official bulletin boards and the District website.

Safety Department Personnel and School Resource Officers

- Provide security and help to defuse violent situations;
- Provide technical advice and support regarding physical security matters;
- Maintain an ongoing security awareness program/training;
- Assist with or conducting investigations of threats or incidents of violence;
- Request, where appropriate, assistance from the Office of the Assistant Superintendent of Human Resources;
- Act as liaison with local authorities and outside law enforcement agencies; and
- Make arrests for acts of violence

Safety and Health & Wellness Directors

- Assist, when appropriate, MUSD officials with threat assessment and response activities;
- Assist, when appropriate, in assessing the physical and social environment for potential negative and positive stressors (e.g., space, lighting, temperature, and noise level);
- Prepare trend reports and other analyses of safety and health incident report data; and
- Assist in emergency preparedness activities.
- [Employee Assistance Program](#) is responsible for: Confidential Counseling, Legal/Financial Solutions, and WorkLife Services.

Unions and Their Representatives

- Supports the Madera Unified School District's workplace violence policy and program;
- Being cognizant of situations that have the potential to produce violence and promptly addressing them with all concerned parties;
- Being sensitive to stress generated by the workplace and assisting employees in alleviating it;
- Encourage those who show signs of stress to obtain assistance, such as that offered by the Employee Assistance Program; and
- Advising employees, if they inquire, of the procedures for reporting violent behavior.

Human Resources

- Ensure that each department has a Workplace Violence Contingency Plan in place
- Review each reported incident and monitor corrective actions
- Assist in assessing and investigating allegations of workplace violence raised by employees, supervisors, and/or managers;
- Provide technical expertise and consultation to help supervisors determine what course of administrative action is most appropriate in specific situations;
- Provide advice and counsel regarding personnel rules and regulations; and
- Offer training courses to assist employees in dealing with situations that may lead to potential violence, e.g., conflict resolution, stress management, etc.

C. WORKPLACE BEHAVIORS

MUSD strives to have healthy, safe, and equitable workplaces where employees can thrive in their work and careers. Despite the focus on constructive behaviors, unhealthy behaviors directed toward employees can at times happen, including:

- Disrespectful behaviors: Interrupting, not permitting input, excluding others, put-downs/Insults, microaggressions, passive/aggressive behaviors to;
- Unprofessional behaviors: including bullying, arguments, outbursts: yelling, inappropriate tone or comments, retaliation, harassment to;
- Workplace violence, which includes violent acts or threats of violence in the workplace, including threatening and violent behavior. This is the area of focus for the WVPP. Violent behavior includes any physical assault, with or without weapons. However, incidents do not need to include assaults and/or weapons to be considered workplace violence, and threats, whether in-person or virtual, through email, social media, or by phone, are all considered threats. Violent behavior includes actions or words that endanger or harm an employee or client, as well as actions that lead a person to reasonably believe that they are in danger or specific threats to inflict physical harm.

D. WORKPLACE VIOLENCE DEFINITIONS:

Though there may be different interpretations of violence, for purposes of reporting and analyzing events, SB 553 definitions are listed below and are used consistently throughout training and reporting materials.

Workplace violence can be categorized into four types: violence committed by strangers, violence by students, or parents/guardians, violence by coworkers, and violence by personal relations.

- **Type I. Violence by Strangers**

This is violence committed by an assailant who has no legitimate business relationship MUSD and usually enters the affected workplace to commit a destructive or other criminal act.

Employees who have face-to-face contact and exchange money with the public, work late at night and into the early morning hours, and work alone or in very small numbers are at greatest risk of a Type I event.

- **Type II. Violence by Students, Parents/Guardians**

This is violence committed by an assailant who either receives services from or is under the supervision of MUSD. These events involve assaults on MUSD employees who provide professional, public safety, administrative, or business services to the public. Assailants can be current or former students, current parents or guardians, or criminal suspects. This is the most common violent incident type for MUSD employees.

- **Type III. Violence by Coworkers**

This involves violence by an assailant who has some work-related involvement with MUSD; for example, a current or former employee, supervisor, or manager. Any workplace can be at risk of violence by a co-worker. Engaging in bullying, issuing a threat, or committing an assault, the individual's actions are motivated by perceived difficulties in his or her relationship with the victim or with the affected workplace, and the individual may seek revenge for perceived unfair treatment. i.e., Co-worker violence can be a disgruntled employee returning to the worksite to do harm.

- **Type IV. Violence by Personal Relations**

This includes incidents of violence at the workplace by an assailant who confronts an individual with whom he or she has or had a personal relationship outside of work. Personal relations include a current or former spouse, family member, friend, or acquaintance. i.e., Domestic abuse situations, where a partner comes to the worksite to do harm.

E. EDUCATION AND TRAINING:

All Employee Level Training:

There is required training on workplace violence for all employees that must be completed annually. This is a core component of SB 553.

As such, the Office of the Assistant Superintendent of Human Resources added an all-employee level training video to support employees' education and understanding of what a violent incident is, how to elevate for attention, and employees completing a violent incident report (Addendum A).

2. WHEN THERE IS VIOLENT INCIDENT

Planning and clear protocols are the best approach to managing scenarios that will happen even if on an infrequent basis. Having clear lines of accountability and processes to manage the incident will both reassure employees and have a consistent approach for evaluation and tracking.

A. ELEVATION OF A VIOLENT INCIDENT:

At the time of the incident: determine the need to escalate. With any incident, employee safety is of the highest importance. This can include leaving the area, calling for help, or with a more imminent threat even calling 9-1-1. The site department Safety Plan includes site-specific details for emergency preparedness and safe egress and who to contact during and after an event.

Employees must feel comfortable identifying a violent issue and elevating it for attention. Employees must be able to inform management about workplace hazards or threats of violence without fear of reprisal or adverse action. The employee must share the specifics of the violent incident with a supervisor/manager or administrator.

B. INVOLVEMENT OF THE SAFETY DEPARTMENT

The MUSD Safety Department will help discern if there are next steps to be taken, particularly if this is a recurring issue or the threat is deemed credible. These violent incidents are very serious and should entail picking up the phone for urgent support, and not waiting for a more convenient time to call or send an email.

California law permits an employer to obtain a restraining order (RO) against a perpetrator (including a perpetrator who is also an employee) who is threatening or stalking an employee, elected official, volunteer, or independent contractor. Details as to how and when a RO may be appropriate are between the departmental leaders and the Office of Assistant Superintendent of Human Resources.

Intervention could include seeking a RO. ROs can be used both in response to a current violent incident and in the prevention of a violent incident. In the setting of a credible threat of violence¹, a RO may be used preventatively to avoid a violent incident. Credible threats of violence can result from a pattern of behavior, or from a one-time situation.

SB 553 supports a bargaining unit to request a RO on behalf of an employee. However, with the comprehensive WVPP and uniform adoption across MUSD school sites and departments, the first priority beyond keeping the employees safe is to involve the Safety Department and, at times, the police.

Effective 1/1/2025 employees may request their bargaining unit to seek a RO on their behalf.

3. AFTER THE VIOLENT INCIDENT

Many of the SB 553 requirements are focused on what happens after the violent incident: from violent incident reporting to the investigation to maintaining an incident log to analyzing the violent incidents, identifying trends, and making improvements to avoid future events.

¹ "Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose.

A. POST-EVENT VIOLENT INCIDENT REPORT

The Administrator/Supervisor receiving a report of workplace violence must investigate the reported workplace violence incident, gather all of the relevant details about the incident, and complete the [Workplace Violence Investigation Report](#).

The early collection of information about the incident while pertinent details are still memorable, will be a priority. The investigation report must then be forwarded to the Office of Assistant Superintendent of Human Resources or Designee to support the incident investigation. Advise the employee(s) that they have the right to speak to Human Resources or their Union Representative about their Violent Incident Report (Addendum A). As required by SB 553, completed violent incident reports should be made available to the employee (and their bargaining unit) within 15 days from the date of the request.

B. POST-EVENT VIOLENT INCIDENT INVESTIGATION

After receiving the investigation report by the Administrator/Supervisor, the Office of Assistant Superintendent of Human Resources or Designee into the nature of the incident and its repercussions on employees, students, parents/guardians must be done within a timely manner. The post-incident evaluation questions (Addendum B) will guide any necessary changes to WVPP to prevent future episodes.

C. VIOLENT INCIDENT LOG AND ANALYSIS:

The requirements for tracking information in the violent incident log are required by SB 553, and the log data must be maintained for at least five years. It is required in the legislation that MUSD review and act on their own violent incident data. It is expected that violent incidents are managed at the District level.

D. ALL EMPLOYEE UPDATES AND SUPPORT

School sites/departments will attend to the emotional well-being of all employees after a violent incident, even those not directly involved. This will include an overall staff debriefing on the situation and future prevention measures, the involvement of the Employee Assistance Program, and post-event trauma counseling for workers desiring such assistance.

Upon identifying trends of violent incidents, MUSD will update their WVPPs to reflect hazard correction. The updated WVPP, in particular, the changes in operational processes will be shared with employees.

4. PREVENTION STRATEGIES AND VIOLENT INCIDENTS

SB 553 requirements are focused on employee education and engagement, reporting violent events, and subsequent analysis, and there is less of a focus on steps for violent incident prevention.

It is up to departments to study their unique situations with an eye to improvement after any violent incident and identify what steps could have been taken and should be done to prevent future incidents. The approaches listed below are far from complete but give a sample of suggested prevention strategies to avoid future violent incidents.

A. PREVENTION THROUGH IMPROVED WORKPLACE DESIGN

Physical controls may be used to reduce the risks of violent incidents in the workplace. Since MUSD's policy is to keep its facilities as accessible as possible to all parties, MUSD prefers to not rely on physical security measures as the primary means of preventing workplace violence.

Some worksite procedures that can help prevent visitor violence include having visitors sign in with the Raptor System, main office, or reception area, wear a visitor badge, and/or be escorted if they must enter work areas.

However, there are additional facility measures to support safety that will not affect the open appearance of the facility nor greatly impact your department's budget:

- A central reception area to better identify strangers and screen visitors.
- Physical barrier to the rest of the facility to control public access to employee work areas.
- Emergency plan training and resources.
- Exterior lighting, especially in areas where employees walk to their cars. Discuss lighting needs with your Deputy Superintendent, who can discuss improvements with the appropriate personnel.
- Landscaping to eliminate hiding places near entrances, walkways, and parking areas.
- All non-public entrances are kept closed and locked, and signs are posted where necessary, directing visitors to public entrances.

It may be necessary at some facilities to go beyond the minor physical measures listed above. Be aware that any such physical measures, although effective, are not a fail-safe protection against workplace violence.

B. PREVENTION THROUGH BEHAVIOR AWARENESS

Violent acts are rarely committed without warning. A violent act is often preceded by warning signs or changes in behavior. Become familiar with the behaviors and attitudes that may devolve into violent behavior. Though there is much overlap of behaviors across the violent incident types, having awareness and bringing attention in a timely manner before a situation deteriorates into a violent incident may be the best prevention. The preventive measures differ for each of the four types of workplace violent incidents.

C. PREVENTING TYPE I VIOLENCE BY STRANGERS

Violence by strangers tends to be random and less predictable, it is important for MUSD employees to understand violent incident prevention and personal safety and make sure they understand the best practices identified. This includes self-awareness: not being focused on phones or devices when walking, awareness when walking alone, being aware of surroundings, staying in well-lit areas whenever possible, avoiding walking alone, and considering adopting a “buddy” system.

D. PREVENTING TYPE II VIOLENCE FROM STUDENTS, PARENTS/GUARDIANS

Student, parent/guardian incidents are the most common violent incident type for MUSD employees, and with many employees having daily interactions with the public, it poses a pervasive risk.

Student, parent/guardian conflict often results from communication breakdowns and can be shaped by personal differences, attitudes, or lack of trust.

Student, parent/guardian behaviors that contribute to the conflicts include anger, being verbally abusive, being disrespectful, refusing to follow procedures, or being uncooperative. All of these behaviors have the potential to devolve into a violent incident.

Employees may not be able to address the major stresses in the student, parent/guardian life affecting their challenging behaviors. However, de-escalation practices listed below may help defuse the situation.

1. Treat everyone in a professional manner.
2. Listen to what the issue is and the person's concerns. Give your full attention, nod, ask questions, and avoid changing the subject or interrupting.
3. Wait until the person has released their frustration and explained how they are feeling.
4. Speak calmly to demonstrate empathy. Offer reflective comments to show that you have heard what their concerns are.
5. Respect Personal Space: maintain a safe distance and avoid touching the other person.
6. Present genuine concern and a willingness to understand without judging.

E. PREVENTING TYPE III VIOLENCE BY COWORKERS

There are multiple factors behind coworker violence: some are related to individual employee behaviors, and some are related to the complex dynamics of a particular environment. Workplaces prone to disruptive incidents are often characterized by high levels of unresolved conflict and poor communication. Similar to student, parent/guardian behaviors, employee behaviors also can include uncontrolled anger, being verbally abusive, bullying, being disrespectful, refusing to follow procedures, or being uncooperative. However, employee behaviors are often witnessed over time. Concerning employee behavior changes may be witnessed earlier, thus early interventions can be made. Employee behaviors and attitudes that warrant concern include:

- Recent major changes in behavior, demeanor, appearance
- Attendance problems decreased productivity or inconsistent work patterns
- Upset over the recent event(s) at work or home
- Recently has withdrawn from normal activities, family, friends, co-workers
- Being isolated or a loner
- Morally superior, self-righteous
- Feels entitled to special rights and that rules don't apply to him/her
- Feels wronged, humiliated, degraded

A change in an employee's behavior that fits the overall pattern of deteriorating behaviors and attitudes is a cause for concern. School site/department administrators may need to be involved and intervene with the intent to de-escalate such behaviors using similar de-escalation steps noted above. The most important role for employees is to bring these concerns to a supervisor's attention.

MUSD fosters a work environment that supports communication and conflict resolution as covered in other MUSD workplace policies such as the Nondiscrimination in Employment. Basic tenets include:

- Encourage open communication among employees
- Create professional development opportunities
- Maintain mechanisms for complaints and concerns, including timely response.
- Maintain consistent and fair discipline for employees
- Implement a conflict resolution process
- Create a safe physical workplace

F. PREVENTING TYPE IV VIOLENCE BY PERSONAL RELATIONS

Though Type IV violence is perpetrated by a current or former partner or acquaintance, it is most usually from a domestic partner with a prior history of domestic violence. Violence by personal relations can involve persons in a variety of relationships: friends, friends of the family, spouse or former spouse, live-in partner or former partner, dating, former dating or engagement relationship, and a person with whom the victim has had a child.

Domestic violence occurs when a person in an intimate or familiar relationship is abused by the other person in that relationship. This abuse may be physical, but it can also be verbal, emotional, or sexual. Women are six times more likely than men to be injured by domestic violence, yet a victim can also be a male.

Often, domestic violence is something that is not brought to the workplace but felt to be a private matter. Since most incidents of domestic violence are perpetrated by individuals outside the workplace, they may not be readily apparent. However, the problem does spill over into the workplace and domestic violence has accounted for ten percent of deaths in the workplace.

If the victim has sought shelter or a restraining order, the workplace is frequently the place where they can be found. The perpetrator may show up at the work site to carry out acts of violence against the partner or anyone trying to protect that person.

Being Aware of Domestic Violence in the Workplace

As leaders from administrators, supervisors, directors, and the Office of Assistant Superintendent of Human Resources, you may become aware of a domestic violence situation that affects your employees and, subsequently, the workplace. But unlike violence or threats involving a stranger, domestic violence is almost always unreported at first. It is often after repeated abuse that a victim may be willing to come forward and share their situation. Therefore, being observant of the signs of potential unrecognized domestic violence may help with an early intervention. Do not assume that someone is being abused, yet do not consider abuse as an impossibility. Some signs of possible domestic violence to an employee are listed below:

- Crying, anxiety, defensiveness, anger.
- Lack of eye contact, or fear of eye contact, withdrawn.
- Minimizes the presence or seriousness of their injuries.
- Tardiness and/or absenteeism.
- Refers to a partner's "anger" or "temper".
- An overly attentive, aggressive, or defensive partner.

Dealing With a Domestic Violence Situation

If you have reason to believe that an employee may be experiencing domestic violence that is impacting your workplace, get advice from the Office of the Assistant Superintendent of Human Resources or Director of Safety about your concerns. Bringing help and resources to assist a distressed employee may help prevent violent incidents in the future. It is important for all employees to feel supported and safe in their work environment, including those who have violence in their relationships outside of work.

5. UPDATING THE WVPP

The District's WVPPs shall be reviewed at least annually by the Office of the Assistant Superintendent of Human Resources or Designees when a deficiency is observed or becomes apparent after a workplace violence incident that involved MUSD. It is incumbent upon the District when reviewing trends in violent incidents that hazard corrections are made in a timely manner and the WVPP is updated to reflect the changes and employees are informed of updates and changes.

6. ACTIVE SHOOTER PREPAREDNESS

Much attention has been given to active shooter events. They have been increasing in frequency nationally, having more than doubled in the past five years. Shooter events with devastating outcomes are incredibly unlikely to happen, yet simple awareness can be easily accomplished.

Active shooter events tend to be brief, so acting quickly, calmly, and decisively can make a big difference in outcomes. Be aware of your buildings' exits: including the ones you do not usually access but could do so in an emergency.

The standard action in response to an active shooter situation is to run, hide, and fight.

- Run: leave the location of the assailant, leave your belongings behind, and bring others with you if possible.
- Hide: If you are unable to leave the location: hide from view and barricade if possible. Silence your phone including the vibration setting. Lock doors, block entries, hide behind large objects, and turn off lights. Avoid hiding in groups and spread out.
- Fight: as a last resort, if you are unable to run or hide, defend yourself. Act aggressively and improvise weapons: a chair, fire extinguisher, books, and computers, to use to overcome an assailant until help arrives.



Employee Violence Incident Report

Instructions:

The employee must complete this form with as much detail as possible to support an investigation. The report must be forwarded to the Office of Assistant Superintendent of Human Resources via email at workplaceviolenceincident@maderausd.org or by dropping it off in person at the District Office – attention to the Office of the Assistant Superintendent of Human Resources.

Employee Information	
Reporting Employee:	
Affected Employee (s):	
Affected Employee(s) Job Title(s):	
Phone Number:	
Email Address:	

Incident Information	
Date incident occurred:	
Time incident occurred:	
Specific address and detailed description of description where the incident occurred (i.e. empty hallway, warehouse bathroom):	

Definitions of Violent Incident Types

- Type I violence: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Type II violence: workplace violence directed at employees by students, parents/guardians, inmates, or visitors.
- Type III violence: workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type IV 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.

Checklist of Questions to Answer After a Violent Incident

1. Which type of person threatened or assaulted the employee(s)?

Type I: ☐ Stranger ☐ Thief/Suspect ☐ Other _____

Type II: ☐ Student ☐ Parent/Guardian ☐ Visitor

Type III: ☐ Current Co-worker ☐ Former Co-worker ☐ Supervisor/ Manager/Administrator
☐ Vendor/Contractor

Type IV: ☐ Current Spouse or Partner ☐ Former Spouse or Partner ☐ Employee's Friend
☐ Employee's Relative ☐ Family/friend of student or parent

2. What type of violent incident occurred (check all that apply)?

☐ Verbally harassed ☐ Verbally Threatened ☐ Physically Assaulted ☐ Punched

☐ Slapped ☐ Grabbed ☐ Pushed ☐ Choked ☐ Kicked ☐ Bitten

☐ Hit with Object ☐ Threatened with Weapon ☐ Assaulted with Weapon ☐ Animal Attack

☐ Other (Describe): _____

3. Was a weapon used? ☐ Yes ☐ No

Describe the incident:

4. Was/were the employee(s) working alone? ☐ Yes ☐ No

If not, who was/were with the employee(s) who may have witnessed the incident? Provide name and job title.

5. Were there threats made before the incident occurred? ☐ Yes ☐ No

If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

6. Are you willing to testify against the respondent/perpetrator in Court to obtain a restraining order? ☐ Yes ☐ No

Reporter Information	
Report Completed By:	
Department/Job Title:	
Date:	
Email:	
Phone Number:	



Addendum B – Post-Incident Investigation

The supervisor, director, administrator, Office of the Assistant Superintendent of Human Resources, or designee will review the investigation of the violent incident. Further investigation and resolution of the incident is expected within seven (7) business days.

Incident Analysis to be completed by the Office of the Assistant Superintendent of Human Resources

Has this type of incident occurred before at the workplace? ☐ Yes ☐ No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

- ☐ Yes ☐ No Did the employee(s) require medical attention as a result of the incident?
- ☐ Yes ☐ No Did the employee(s) miss work as a result of the incident?
- ☐ Yes ☐ No Did the employee(s) file for a workers' compensation claim?
- ☐ Yes ☐ No Was security contacted?
- ☐ Yes ☐ No Was M & O contacted?
- ☐ Yes ☐ No Was immediate counseling offered to affected workers and witnesses?
- ☐ Yes ☐ No Was critical incident debriefing provided to all affected staff who desired it?
Date_____
- ☐ Yes ☐ No Was post-trauma counseling provided to affected staff who desired it?
- ☐ Yes ☐ No Was all counseling provided by a professional counselor?

Has there been a follow-up with the Employee(s)? ☐ Yes ☐ No

Dates: _____

Is this a recurring event? ☐ Yes ☐ No

Are there modifications to be made to WVPP to reflect updated practices? ☐ Yes ☐ No

Describe updates to WVPP _____

Reporter Information	
Report Completed By:	
Department/Job Title:	
Date:	
Email:	
Phone Number:	

[illegible]