

Workplace Violence Prevention Plan SB 187 Compliance Document 2024-2025 School Year

In Coronado Unified School District, the safety and well-being of our staff is a high priority. We are committed to providing a safe and secure work environment for all our employees. To that end, the District has designed this Workplace Violence Prevention Plan (“WVPP”) to address the potential threats to the safety and security of our workplace.

Purpose of the Workplace Violence Protection Plan

- Identify the names and job titles of the persons responsible for implementing and maintaining the WVPP.
- Outline procedures to identify and evaluate workplace violence hazards.
- Delineate procedures for reporting violent incidents, threats, or other workplace violence concerns.
- Describe how Coronado Unified School District investigates and responds to such reports.
- Reinforce Coronado Unified School District’s prohibition against unlawful retaliation for reporting, in good faith, violent incidents, threats, or other workplace violence concerns, and participating in any related investigations of reports.
- Outline Coronado Unified School District procedures to respond to actual or potential workplace violence emergencies.
- Communicate post-incident response and investigation processes.
- Detail the training requirements of the WVPP, including the frequency of training.

Employee Compliance

Except as noted below, all Coronado Unified School District employees are expected to read and comply with this WVPP.

Among the measures that we will take to ensure that all employees adhere to Board policies and work practices designed to make the workplace secure, and do not engage in threats or physical actions which create a security hazard in the workplace, are the following:

- Informing employees of the provisions of the WVPP
- Training employees about what does (and doesn’t) constitute workplace violence, as well as the workplace hazards that are relevant to their specific role.
- Providing training for the initial WVPP, and as new hazards are identified.
- Establishing vehicles for employees to report workplace hazards and violence, including anonymously.
- Conducting post-incident investigations and taking timely action that includes discipline pursuant to Board Policy #1312.1.

Note: The following employees are not subject to the WVPP:

- Employees working from a location of the employee’s choice not under the control of Coronado Unified School District, e.g., employees working from their home.

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.

Responsible Parties

The WVPP administrator, Donna Tripi, Director of Human Resources, has the authority and responsibility for implementing the overall provisions of this plan for Coronado Unified School District. The responsibilities of the additional Directors on the District Office management team toward the implementation of this plan are outlined below.

Responsible Persons	Job Title/ Position	WVPP Responsibility(ies)	Phone #	Email
Donna Tripi	Director of Human Resources	Overall responsibility for the plan; Approves the final plan and any major changes.	(619) 522-8900, Extension 1013	donna.tripi@coronadusd.net
Donna Tripi	Director of Human Resources	Responsible for employee involvement and training; Organizes safety meetings, updates training materials, and handles any reports of workplace violence.	(619) 522-8900, Extension 1013	donna.tripi@coronadousd.net
Niamh Foley	Director of Student Services		(619) 522-8900, Extension 1033	niamh.foley@coronadousd.net
Donnie Salamanca	Deputy Superintendent	Responsible for emergency response, hazard identification, and coordination with other employers; Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan	619) 522-8900, Extension 1016	donnie.salamanca@coronadousd.net
Gary Hall	Director of Maintenance, Operations		(619) 522-8900, Extension 1016	gary.hall@coronadousd.net

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

Active Involvement of Employees

Coronado Unified School District will ensure the active involvement of employees in developing, implementing, and annually reviewing and revising the Workplace Violence Prevention Plan as follows:

The Director of Human Resources will establish a Workplace Violence Prevention Plan Review Committee, composed of representatives from each school site, Maintenance and Operations, and Child Nutrition Services. The committee will meet annually, and after an incident occurs, to identify workplace violence related hazards and concerns and engage in some or all of the following activities:

- Evaluate workplace hazards and/or concerns, and determine viable ways to correct them
- Conduct staff surveys concerning workplace hazards and concerns

- Review survey data and suggest revisions to the plan
- Debrief of Workplace Violence incidents after they occur and suggest any needed plan revisions
- Reviews of safety procedures
- Give input on the design and implementation of staff training

Communication Regarding Workplace Violence/Reporting Workplace Violence

Our school administrators and directors are responsible for communicating with all employees concerning workplace violence. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between administrators and staff in a form that is readily understandable by all employees, and consists of the following:

- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - Employees will be asked if they need to communicate in their first language, if other than English. Every attempt will be made to ensure that an interpreter is found for a meeting.
- New employee orientation, including information about workplace violence prevention policies and procedures.
- Workplace violence prevention training.
- Regular review of the District's Injury and Illness Prevention (IIP) Plan and this Workplace Violence Prevention Plan (WVPP).
- A system through which employees can inform management about workplace hazards, violent incidents, threats, and other workplace violence concerns, which includes anonymous reporting channels, e.g., We Tip anonymous reporting site and app.
 - Employees will be encouraged to report incidents to a school administrator or director, the Director of Student Services, the Director of Human Resources, or an on-site counselor if they need to report an incident.
 - Employees can anonymously report a violent incident, threat, or other violence concerns through a We Tip online anonymous reporting site and app.
 - 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. If an employee is experiencing an emergency situation, they need to call the police or 911.

Protection Against Retaliation

Coronado Unified School District strictly prohibits and does not tolerate any form of unlawful retaliation for engaging in any protected activity, including good-faith reporting of incidents of workplace violence, or filing, testifying, assisting, or participating in any manner in any related investigation, proceeding, or hearing.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

To report an incident, employees should contact Donna Tripi, Director of Human Resources, at donna.tripi@coronadousd.net. Any instance of retaliation will be dealt with immediately and will result in discipline, up to and including termination.

Responding to Workplace Violence Incidents/Investigations

Following an incident or acceptance of an incident report, Coronado Unified School District will conduct a thorough investigation, implement necessary interim security measures, offer necessary support services to those impacted, and take any disciplinary action required. Our response procedures reflect our commitment to maintaining a workplace where safety is paramount, fostering a culture of trust and well-being for all.

Employees' concerns will be thoroughly investigated by the Human Resources Department in a timely manner and will consist of:

- Interviewing involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Examining the scene of the incident as safe and practicable.
- Reviewing any security footage that exists.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from reoccurring.
- Obtaining any records completed by law enforcement.
- Recording the findings in the violent incident log.
 - Records should not contain any "medical information" as defined in subdivision (i) of Section 56.05 of the Civil Code.
 - All records should be made available to employees and their representatives upon request and without cost, for examination and copying, within 15 calendar days of request.

Reporting employees will be informed of the status of investigations, and any interim safety actions being taken. They will also be informed of the results of the investigation and any corrective actions to be taken.

In addition, any corrective action that needs to be taken as a result of an incident will be shared as an update to the Workplace Violence Prevention Plan Review Committee. The Committee will give input on any training, materials, or updates that need to be incorporated into the WVPP as a result of the incident.

The Director of Human Resources will share training materials and incident reports with school administrators and Directors to ensure a coordinated response to any incidents.

Recordkeeping

- Coronado Unified School District is required to maintain a violent incident log for each workplace violence incident and must maintain such records for at least five (5) years. The log must include certain information, including the date/time/location of the incident, a detailed description of the incident, a classification of the incident, and the consequence(s) of the incident.
 - The log does *not* include any personal identifying information sufficient to allow the identification of any person involved in a violent incident.
- 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 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.

Identification and Assessment of Workplace Violence Hazards

Coronado Unified School District will proactively identify and evaluate workplace violence hazards to help ensure the ongoing safety and security of our employees.

Our comprehensive approach involves:

- Regular risk assessments conducted by those listed in the Roles & Responsibilities section.
- Inspections will be conducted when the WVPP is first established, after each workplace violence incident, and whenever the District is made aware of a new or previously unrecognized hazard.

Additionally, we encourage open communication with employees, providing a platform for any employee to report concerns, observations, or experiences related to workplace violence hazards.

Periodic Inspections:

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. Inspections shall be conducted annually and when an incident occurs.

Inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Gary Hall, Director of Maintenance, Operations	School sites, offices, departments
Donnie Salamanca, Deputy Superintendent	School sites, offices, departments

Inspections for workplace violence hazards include assessing:

- 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 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, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.

Workplace violence hazards can manifest in various forms, and it is crucial that we identify and address them to ensure a safe work environment. Here are some examples:

1. **Physical Violence:** This includes actions such as hitting, kicking, pushing, or any physical assault on employees or visitors within the workplace.
2. **Verbal Abuse:** Verbal violence involves threats, intimidation, yelling, or using offensive language that can create a hostile and uncomfortable work environment.
3. **Bullying:** Persistent and targeted behavior aimed at intimidating, belittling, or isolating an individual can lead to psychological harm and negatively impact workplace morale.
4. **Harassment:** This includes unwelcome behavior such as sexual harassment, discrimination, or any form of behavior that creates an intimidating, hostile, or offensive work environment.
5. **Threats:** Any explicit or implicit statements or actions that suggest harm or violence towards individuals, property, or the organization itself.
6. **Robbery or Theft:** Workplace violence can also occur in the form of criminal activities such as robbery or theft, especially in industries dealing with cash or valuable goods.
7. **Domestic Violence Spillover:** When issues from an employee's personal life, particularly domestic violence, spill over into the workplace, it can create risks for both the victim and colleagues.
8. **Active Shooter or Armed Intruder:** Although rare, incidents involving an armed individual entering the workplace with intent to harm employees or cause damage pose a severe threat.
9. **Emotional Distress:** Constant stress, fear, or anxiety due to perceived or actual threats of violence can have significant emotional and psychological impacts on employees.
10. **Work-Related Stressors:** High-pressure work environments, conflicts with colleagues or supervisors, and job insecurity can contribute to heightened tensions and increase the risk of violent incidents.
11. **Access Control Issues:** Poorly controlled access to the workplace, such as inadequate security measures or lax visitor policies, can make it easier for unauthorized individuals to cause harm.
12. **Lack of Policies and Training:** Insufficient policies, procedures, and training on how to prevent and respond to workplace violence can leave employees ill-prepared to handle potential threats effectively.

Recognizing and addressing these hazards through comprehensive risk assessments, implementing preventive measures, providing training, and fostering respect and support can help mitigate the risks of workplace violence.

Correcting Workplace Violence Hazards

Workplace violence hazards that are identified shall be evaluated and corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When an imminent hazard exists which cannot be immediately abated without endangering employee(s), we will work to remove all endangered employees from the area except those necessary to address the existing hazard. Employees who are required to address the hazard, e.g., maintenance and operations staff, shall be provided with the necessary protection.
- Corrective measures for workplace violence hazards will be specific to a given work area, e.g., the use of surveillance cameras to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- All corrective actions taken will be documented and dated on the appropriate forms.

Emergency Response Procedures

Coronado Unified School District has specific measures in place to handle actual or potential workplace violence emergencies:

- Effective means at each school site to alert employees of the presence, location, and nature of workplace violence emergencies.
 - Depending on the school site and the emergency, alarm systems, PA announcements, email messages, visual alarms, etc. are used.
- Shelter in place, lockdown, and evacuation plans exist for each school site. The plans could include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.]

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

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Donnie Salamanca	Deputy Superintendent	Responsible for emergency response, hazard identification, and coordination with other employers; Deputy Superintendent Salamanca <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(619) 522-8900, Extension 1016	donnie.salamanca@coronadousd.net

Training

All employees, including managers, are required to have training and instruction on this WVPP; including knowledge of how to access the most up-to-date version of the WVPP; how employees can participate in the development and implementation of the WVPP; key definitions; how to report workplace violence incidents or concerns; workplace violence hazards specific to an employee's role and work site; how to seek assistance to prevent or respond to violence; and strategies to avoid physical harm. Any such training will be interactive and allow for questions and answers from the persons responsible for maintaining this WVPP.

Training and instruction about this Plan are provided:

- when the Workplace Violence Prevention Plan is first established,
- to all employees annually,
- whenever new or previously unrecognized workplace violence hazards have been identified; or
- when changes are made to the plan.

To the extent that training is provided when a new or previously unrecognized workplace violence hazard has been identified — or when changes are made to the plan — such training will only cover the new hazards and/or changes to the WVPP.

Plan Review

This plan will be reviewed and updated by the Workplace Violence Prevention Plan Review Committee as follows:

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

Related Coronado Unified School District Policies

[Board Policy - Employee Safety](#)

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[Board Policy - Employee Safety](#)

[Board Policy - Civility](#)

[Board Policy - Sexual Harassment](#)

[Board Policy - Title IX Sexual Harassment Complaint Procedures](#)

[Board Policy - Professional Standards](#)

[Board Policy - Employee Security](#)

[Board Policy - Disruptions](#)

[Board Policy - Visitors/Outsiders](#)

[Boar Policy - Sex Offender Notification](#)

[Board Policy - Criminal Background Checks for Contractors](#)

[Board Policy - Emergencies and Disaster Preparedness Plan](#)

Document History

Version	Date	Contributor(s)	Description
1.0	August 2024	Donna S. Tripi	Released Version

This plan is readily accessible on the Coronado Unified School District website. A written copy is available in the Human Resources Department.

	Animal Attack
	Other (please describe):

<p>Consequences of Incident (including whether security or law enforcement was contacted, and actions taken to protect employees from continuing threat):</p>

Person Completing This Log:	
Job Title of Person Completing This Log:	
Date Completed:	

Workplace Violence Training Record

Employee Name	Training Date	Type of Training (Initial, Plan Change, New Hazard)	Trainer