

# Workplace Violence Prevention Plan SB 553

LARKSPUR - CORTE MADERA SCHOOL DISTRICT  
230 Doherty Drive, Larkspur, CA 94939



**LARKSPUR-  
CORTE MADERA  
SCHOOL DISTRICT**

## **1. Policy Statement**

Larkspur - Corte Madera School District (LCMSD) is dedicated to providing a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. We strictly enforce a zero-tolerance policy for any acts of violence, threats, harassment, or intimidation within our schools or during any school-related activities. This plan outlines our proactive measures to prevent workplace violence in accordance with California state law and our unwavering commitment to the safety and well-being of our community. The Superintendent and Chief Business Official serve as the responsible parties for plan implementation.

## **2. Risk Assessment** *(Appendix A)*

An annual risk assessment will be conducted to identify potential risks and vulnerabilities related to workplace violence. This assessment may take into account:

- Analysis of incidents occurring within the last year.
- Consultations with staff, law enforcement, and security experts.
- Examination of school facilities and existing security measures.
- Consideration of external factors, including community safety trends.

## **3. Training and Education**

Mandatory training will be provided to all LCMSD employees, which will include:

- Identification of behavior that may indicate potential for workplace violence.
- Strategies for conflict resolution and de-escalation.
- Detailed review of LCMSD's policies for reporting and managing incidents.
- Comprehensive emergency response protocols tailored to each school's layout and resources.
- Employee training courses include the following:
  - Threat Assessment Keenan Module Full Course

Training will be conducted upon employment and annually thereafter, with additional sessions as needed to address emerging issues.

#### **4. Reporting Procedures**

LCMSD establishes a confidential, accessible reporting system for violence or threats through an online form and direct contact with trusted staff members.

- Assurance against retaliation for individuals reporting concerns.
- Immediate and appropriate follow-up actions on all reports received.

**Link to online form:** <https://forms.gle/F5dbH1kU8JMvsBU9>

#### **5. Response Plan**

Upon the report of an incident, LCMSD will:

- Activate immediate measures to secure the safety of all individuals involved.
- Provide necessary medical and psychological support to affected persons.
- Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions.
- Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved.

#### **6. Review and Improvement**

The Workplace Violence Prevention Plan will be reviewed annually or following any significant incident, with adjustments made based on feedback from the school community, insights gained from incident reviews, and changes in legal or policy requirements.

#### **7. Collaboration with Law Enforcement and Community Resources**

LCMSD will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities, through:

- Shared training programs.
- Exchange of relevant safety and security information.
- Access to support and recovery resources for staff and students.

## **8. Documentation and Record-Keeping**

All records of training, incident reports, investigations, and response actions will be maintained confidentially to support compliance, effectiveness assessment, and continuous improvement of the prevention plan.

### **Compliance and Legal Considerations**

This plan has been developed to align with the requirements of California state law and will be regularly reviewed to ensure ongoing compliance with all applicable legal and regulatory mandates. LCMSD commits to upholding the highest standards of safety and respect within our community.

## **Workplace Violence Prevention Risk Assessment Template**

**Introduction:** This document serves as a template for conducting an annual risk assessment aimed at identifying and mitigating potential risks of workplace violence within the Larkspur - Corte Madera School District (LCMSD). The purpose of this assessment is to ensure a safe and secure environment for all students, staff, and visitors.

### **Section 1: Data Collection**

#### **1.1 Incident Review:**

- Summary of reported incidents of violence or threatening behavior in the past year.
- Analysis of trends or patterns (e.g., time, location, type of incident).

#### **1.2 Input from School Community:**

- Surveys or interviews with staff, students, and parents about their perceptions of safety and any concerns regarding workplace violence. (i.e. LCAP Survey, Hanover reports, Keenan reports)
- Meetings with school safety committees or teams to discuss observations and suggestions.

#### **1.3 Physical Security Assessment:**

- Inspection of school buildings and grounds to identify security vulnerabilities (e.g., unsecured entrances, lack of surveillance cameras). (i.e. Keenan reports)
- Review of current security measures (e.g., access control systems, emergency communication tools). (i.e. Keenan reports)

#### **1.4 Review of External Factors:**

- Consideration of community safety trends or events that may impact school safety.
- Coordination with local law enforcement for insights on local threats or patterns of violence.

## **Section 2: Risk Analysis**

### **2.1 Identification of Risks:**

- Listing of identified potential risks based on data collected, categorized by likelihood and severity.

### **2.2 Vulnerability Assessment:**

- Evaluation of existing safeguards and their effectiveness in mitigating identified risks.
- Identification of areas lacking sufficient protective measures.

## **Section 3: Action Plan**

### **3.1 Prioritization of Risks:**

- Prioritization of identified risks based on their potential impact on school safety and the likelihood of occurrence.

### **3.2 Development of Mitigation Strategies:**

- Specific actions to address each prioritized risk (e.g., enhancements to physical security, changes to policies or procedures, additional training for staff and students).

### **3.3 Implementation Timeline:**

- Timeline for implementing proposed mitigation strategies, including responsible parties and milestones.

## **Section 4: Monitoring and Review**

### **4.1 Monitoring Procedures:**

- Establishment of processes for ongoing monitoring of risk factors and the effectiveness of implemented mitigation strategies.

### **4.2 Annual Review:**

- Commitment to an annual review of the risk assessment and action plan to ensure they remain relevant and effective, with adjustments made as needed based on new information or changing conditions