

OUSD ExLO Workplace Violence (SB533) Policy and Protocol

OAKLAND UNIFIED SCHOOL DISTRICT will not tolerate workplace violence, [SB553](#), and is committed to maintaining a safe workplace for all employees, supervisors, managers, vendors, contractors, and visitors. The workplace is defined as any time or place when on School District business, at a School District-sponsored event, or if the conduct has an impact on the workplace, regardless of where the conduct occurs.

Prohibited actions include, but are not limited to, the following types of behaviors:

- *Striking, punching, slapping, or assaulting another person*
- *Throwing or kicking objects*
- *Direct or implied threat to harm a person or to property*
- *Threatening or intimidating communications or gestures*
- *Expression of a plan to hurt self/others*
- *Possession of a dangerous, deadly weapon (including imitation weapons) at the workplace unless an employee has been authorized in advance*
- *Inappropriate behavior, statements, or actions that could reasonably be perceived as aggressive, threatening, or violent.*

The WVPP (Workplace Violence Prevention Plan) applies to all employees, contractors, consultants, vendors, suppliers, temporary employees, partners, contingent workers, authorized third parties, affiliates, or other individuals engaged in business activities with or on behalf of OAKLAND UNIFIED SCHOOL DISTRICT.

This policy outlines the procedures for preventing, identifying, responding to, and reporting workplace violence to ensure a safe environment for staff, students, and community members. Protocols are included to describe the steps for managing a workplace violence situation. Definitions of the four types of workplace violence are included. Workplace Violence SB533 Legislation

Workplace Violence: Any act of physical aggression, threat, harassment, intimidation, or disruptive behavior occurring at a workplace or during program activities. This includes acts of violence by students, parents, staff, or unknown individuals.

Four Types of Workplace Violence

- **Type 1 Violence:** Acts of violence committed by individuals with no legitimate relationship to the workplace (e.g., intruders or trespassers).
- **Type 2 Violence:** Violence directed at employees by students, parents, or clients receiving services from the organization.
- **Type 3 Violence:** Violence between employees, including physical assaults, verbal threats, or other forms of conflict within the workplace.
- **Type 4 Violence:** Violence resulting from a personal relationship, such as domestic violence incidents, brought into the workplace setting.

→ **Workplace violence does not include lawful acts of self-defense or defense of others.**

→ **Work practice controls** - Procedures and rules that are used to reduce workplace violence effectively

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Expanded Learning Workplace Violence Response Protocol Checklist

Protocol (expectations)	Procedure (steps)
A. Provide an Immediate Response	
	Intervene using de-escalation techniques if it is safe to do so.
	Contact the OUSD Intake line for support, 510-874-7777
	Call 911 and alert a supervisor if the threat level is high.
	Evacuate the area following the site's emergency evacuation plan.
B. Use De-escalation Techniques	
	Speak calmly and clearly.
	Listen actively to the individual's concern.
	Maintain a safe distance and avoid confrontation unless it is for self-defense.
C. Administer an Incident Follow-Up	
	The WVPP Site Coordinator (the Principal or their assigned designee, the CSM) completes and submits the OUSD Workplace Violence Incident Log immediately. In their absence, the Site Coordinator completes the Violence Incident Log.
	Conduct a debriefing session with the involved staff.

Roles for Managing Workplace Violence Protocol

OUSD Leadership (ExLO Program Managers)

- Ensure the implementation and enforcement of this Standard Operating Procedure (SOP).
- Conduct regular reviews of the Workplace Violence Prevention Policy.
- Provide resources and support for training and safety initiatives.

Principal or Designee (CSM, TSA, or Site Coordinator) (WVPP Site Coordinator)

- Serves as the primary point of contact, completes the OUSD Workplace Violence Incident Log, and oversees follow-up actions.
- In the absence of the Principal, the Site Coordinator conducts the investigation, completes the Workplace Violence Incident Log, and ensures the K-12 Informed Incident Report Form is submitted naming the Principal as the approver.

Site Coordinators & Agency Directors

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- Ensures that the K-12 Informed Incident Report Form is submitted naming the Principal as the approver. (SC)
- Oversee daily operations and ensure adherence to safety protocols. (SC)
- Conduct site-specific risk assessments and implement preventive measures. (SC & AD)
- Conduct Workplace Violence drills

Direct Service Staff Members

- Comply with the Workplace Violence Prevention Policy.
- Participate in mandatory training sessions and complete annual LMS (Learning Management System) training modules.
- Provides information that is entered into the K-12 Informed Incident Report Form.

Risk Assessment and Prevention

A. Regular Risk Assessments

- Conduct bi-annual risk assessments focusing on high-risk areas such as entrances, playgrounds, and shared spaces. (SC & AD)
- Identify potential hazards (e.g., poor lighting, unsecured access points) and implement corrective measures. (SC & AD)

B. Environmental Controls

- Maintain clear visibility across all program areas. (SC)
- Ensure that emergency exits are accessible and clearly marked. (SC)
- Increase staff supervision during high-traffic periods. (SC)

C. Communication Protocols

- Display emergency contact information prominently. (SC)
- Use the color-coded [Police-Free Schools Guidance](#). (SC & AD)

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School Administrator Guidance to Police-Free Response

*** Please note: Except in an extreme emergency, only School Admin (or designee) should call these numbers.***

Who does Admin call if we need support? Admin calls 510-874-7777 to access OUSD nonviolent de-escalation supports, for example: - Severely escalated student, causing harm or danger to themselves or others - Student running away from campus and their safety is in jeopardy (elopement) - Fight that school personnel cannot subdue unassisted - Unwelcome outsider(s) hanging around the outside of campus - Situation in the neighborhood that appears to involve police - Any other situation requiring immediate nonviolent de-escalation supports or when you're unsure if situation might require law enforcement - Lockdowns / Secure School Please note: Only School Admin (or other staff at the direction of admin) should call this number. Please do not distribute this number out to other people.	When would Admin call the OPD non-emergency line? Admin calls 510-777-3333 to reach the Oakland Police Department for non-emergencies, for example: - Staff has a reasonable suspicion that a student may commit a homicidal act (call immediately) - To dispose of a firearm or illegal drugs - If a serious crime is believed to have taken place (but is not currently in progress) - this includes Suspected Child Abuse where the victim is NOT related to the accused; See Legal Guidelines. - Secure School/Lockdown updates or questions If a parent/guardian demands that the police be called, provide them 510-777-3333 to call themselves, unless the situation is a mandatory school notification of OPD, then administrator must call (refer to list of when to call 911).	When would we call 911? Call 911 whenever there is an imminent danger to someone's health or safety. For example: - Active shooter - Person brandishing a gun or explosive - Bomb threat/discovery of a bomb - Medical emergencies - Fire - Death on school site (including suicide) - Serious injury - Hostage situation - Abduction/kidnapping (observed/suspected) - Major violent crime in progress (e.g., sexual assault, attempted murder, etc.) - Emergency building evacuation (e.g., fire, hazardous materials/fumes, gas leak, etc.) - Any operational failure that puts lives in danger (e.g., broken water, gas lines) - Any other situation posing an imminent danger to someone's health or safety When 911 is called, or law enforcement comes to campus you must also call 510-874-7777 after 911 is called. Central Culture & Climate Ambassadors can support if needed/requested.
If you suspect a student is experiencing human trafficking, immediately notify your school's Human Trafficking Lead, if you have one, and OUSD Legal. Otherwise, notify Legal, COST Lead, and Behavioral Health Program Manager.	Important Numbers: - Child Protective Services: 510-259-1800 (where the victim is related to the accused; See Legal Guidelines) - Sexual Victimization (not in progress): BAWAR: (510) 800-4247; Family Justice Center: (510) 267-8800 - Mental Health Crisis: (510) 891-5600 - Crisis Support Service: (800) 309-2131 - Homelessness/Adult MH Crisis: macro@oaklandca.gov / (510) 446-2276 - Unauthorized Vehicle Towing: 311	What does imminent danger mean? A situation that is reasonably expected (or highly likely) to cause serious physical harm and cannot be resolved through other means. It is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed.
What if there's a mental health crisis (5585/5150)? - If risk of harm to self or others is imminent: call 911, stay with student, and call parent(s)/guardian(s). Otherwise screen student for risk of harm to self or other. This must be done by trained staff (e.g., site therapist, psychologist, social worker). Call OUSD Intake (510-874-7777) to connect site for a consultation if needed. - If screen determines assessment is needed, contact the below to preferably conduct in-person assessment (and provide services if appropriate) or transport for off-site assessment: - Call Alameda Mobile Crisis (510-891-5600) to conduct assessment or transportation for assessment. [Note: Crisis team is not available 24/7.] - Call 911 (Request Ambulance/EMS Response) for transportation for assessment. While waiting for assessment/response/transportation, immediately inform the parent(s)/guardian(s). However, do not release student to parents/guardians until assessment is complete or student is in custody of Mobile Crisis, CATT and/or OPD/EMS. IMPORTANT: Student should NEVER be left unsupervised on site. - If screen determines NO assessment is needed, contact parent(s)/guardian(s) to explain situation and follow up as needed (including safety plan as needed).		

Glossary

- Engineering Controls:** Physical environmental modifications designed to reduce or eliminate risks associated with workplace violence (e.g., secure entry points and improved lighting).
- Work Practice Controls:** Policies and procedures implemented to minimize the risk of violence through safe work practices (e.g., staff pairing during supervision, visitor check-in procedures).
- De-escalation Techniques:** Strategies used to defuse a potentially violent situation by calming the individual, using active listening, and maintaining a non-confrontational posture.
- Emergency Response Plan (ERP):** A comprehensive plan outlining procedures for handling emergencies, including incidents of workplace violence. The ERP includes protocols for lockdown, evacuation, and shelter-in-place actions.
- Incident Report Form:** A standardized form staff use to document details of any incident involving workplace violence, including date, time, description of the event, and actions taken.
- Employee Assistance Program (EAP):** A confidential support service provided to employees to help with personal or work-related problems, including workplace violence incidents.
- 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.

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- **Log** - The violent incident log is required by LC section 6401.9.
- **Plan** - The workplace violence prevention plan is 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.