Gridley Unified School District
Workplace Violence Prevention Plan (WVPP)

POLICY STATEMENT

Effective Date of Program: July 1, 2025

Gridley Unified School District does not tolerate workplace violence in any form. This includes acts of violence or threats of violence. We are committed to the health and safety of our employees, pupils and visitors to our school sites and facilities. We refuse to tolerate any form of violence in the workplace and will make reasonable and appropriate efforts to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (herein referred to as WVPP).

Gridley Unified School District will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee appointed or elected official, volunteer, contractor, parent, student, or visitor.

All Gridley Unified School District supervisors and employees are responsible for implementing and maintaining our WVPP. We encourage participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents or threats, whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and the WVPP Plan is readily available to all employees and from the district website at gusd.org located in the Human Resources information page on Personnel Resources.

Our Plan ensures that all employees adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

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. Gridley Unified School District will not take punitive or retaliatory action against any staff member for seeking assistance or reporting concerns including seeking intervention from local emergency services or law enforcement when a violent incident occurs.

SCOPE AND LEGAL REQUIREMENTS

In accordance with Section 6401.9 of the Labor Code, this Workplace Violence Prevention Plan fulfills the requirements of Senate Bill 553 and addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code Section 6401.9. See information regarding restraining orders and the WVPP below.

SB 553-Restraining orders and Workplace Violence Prevention Plan

- Existing law authorizes any employer, whose employee has suffered unlawful violence or a credible threat of violence from any individual that can reasonably be construed to be carried out or to have been carried out at the workplace, to seek a temporary restraining order and an order after hearing on behalf of the employee and other employees at the workplace, as described.
- Commencing January 1, 2025, a collective bargaining representative of an employee, as described, is authorized to seek a temporary restraining order and an order after hearing on behalf of the employee and other employees at the workplace, as described. The employer or collective bargaining representative of an employee, before filing such a petition, is to provide the employee who has suffered unlawful violence or a credible threat of violence from any individual an opportunity to decline to be named in the temporary restraining order. An employee's request to not be named in the temporary restraining order would not prohibit an employer or collective bargaining representative from seeking a temporary restraining order on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer. Reference Senate Bill 553 for full details.

DEFINITIONS

For purposes of this section, the following definitions apply:

(1) "Emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
(2) "Engineering controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
(3) "Log" means the violent incident log required by this section.
(4) "Plan" means the workplace violence prevention plan required by this section.
(5) "Threat of violence" means 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.
(6) "Workplace violence" means any act of violence or threat of violence that occurs in a place of employment.
    (A) "Workplace violence" includes, but is not limited to, the following:
        a. 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.
        b. 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.
        c. The following four workplace violence types:
            i. "Type 1 violence," which means 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.
            ii. "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors. This includes parents, vendors and contractors.
            iii. "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.
            iv. "Type 4 violence," which means 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.
        d. "Workplace violence" does not include lawful acts of self-defense or defense of others.
(7) "Work practice controls" means procedures and rules which are used to effectively reduce workplace violence hazards.

The following employers, employees, and places of employment are exempt from this section:

- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.
- Places of employment where there are less than 10 employees working at the place at any given time and that are not accessible to the public if the places follow Section 3203 of Title 8 of the California Code of Regulations.

RESPONSIBILITIES

WVPP Administrator(s)

The WVPP Administrator is the Superintendent and/or designee who has the authority and responsibility for developing, implementing, and maintaining the provisions of this program for Gridley Unified School District. The Superintendent or designee will have overall responsibility for the implementation and management of the WVPP.

Contact information for the WVPP Administrator(s) are provided below:

Justin Kern, Superintendent
(530) 846-4721 x8103

Julie Vang, Director of Human Resources
(530) 846-4721 x8110

Other duties the WVPP Administrator is responsible for include:

- Approving the final plan and any major changes.
- Coordinating training and information to staff at various times such as, but not limited to, upon hire, annually or in periodic review as needed.
- Developing emergency responses in a district-wide capacity.

- Reviewing all relevant reports of workplace violence incidents and providing follow-up instructions as needed.
- Soliciting feedback and input from employees and their authorized representatives in developing and implementing the WVP plan.
- Answering employee questions concerning this plan.
- Coordinating implementation of the workplace violence prevention plan with other employers (ex. contracted security staff, volunteers, and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan.

Management Staff

In addition, all management staff are responsible for assisting in implementing, supporting, and maintaining the WVPP at their work sites and/or departments including answering worker questions about the WVPP.

Contact information for management staff and the work sites/departments supervised is provided below:

District Office Business Services:
Heather Naylor, Chief Business Official
(530) 846-4721 x8106

Curriculum and Instructional Technology Department:
Michael Pilakowski, Director of Curriculum and Instructional Technology, District Office
(530) 846-4721 x8111

Gridley High School:
Rikki-Lee Burresch, Principal
(530) 846-4791 x6050

Emily Peery, Assistant Principal
(530) 846-4791 x6051

Esperanza Alternative Education High School
Maggie Daugherty, Director of Alt Ed and Special Education
(530) 846-6721 x8450

Sycamore Middle School
Christopher Schmidt, Principal
(530) 846-3636 x7250

Traci Dukes, Assistant Principal
(530) 846-3636 x7251

Wilson Elementary School
Minden King, Principal
(530) 846-3675 x8250

Sarah Moore, Assistant Principal
(530) 846-3675 x8251

McKinley Primary School
Rhiannon Treat, Principal
(530) 846-5686

Maintenance, Operations and Transportation
Edward White, Director of Maintenance, Operations and Transportation
(530) 846-2309

Child Nutrition
Michelle Diaz, Director of Child Nutrition
(530) 846-4172

Responsibilities for Management Staff include:

- Implementing the plan in their work sites, departments, and areas.
- Providing input to the Administrator regarding the plan, including but not limited to developing employee education and training programs in violence prevention and plans for responding to acts of violence
- Participating in investigations of workplace violence reports for site and/or department.
- Supporting the plan and coordinating with WVPP administrator(s) with training and emergency responses.
- Handling and investigating reports of workplace violence.
- Answering employee questions concerning this plan.
- Responsible for the observation of personnel and identification of potential workplace violence exposures.
- Taking all reported incidents of workplace violence seriously.
- Fully investigating all matters reported and/or identified. Findings will be presented to the Superintendent or assigned designee and an action plan developed to minimize and eliminate the potential threat.

Employees
Active involvement of employees could include, but is not limited to, participation in Workplace Violence Prevention surveys or committee groups to assist in identifying, evaluating, and correcting workplace violence hazards and reporting workplace violence incidents. Other responsibilities for employees include:

- Complying with the plan
- Maintaining a violence-free work environment
- Attending all training
- Following all directives, policies, and procedures
- Not engaging in threats or physical actions which create a security hazard for other as the work
- Reporting suspicious persons in the area and alerting the proper authorities when necessary
- Assisting in conducting site safety evaluations
- Reporting all threatening behavior to management immediately within 24 hours.
    - If notification to management is reported via email communication, a follow-up phone call must also be completed to ensure receipt of the report.
- Informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site
- Cooperating fully in investigations/assessments of allegations of workplace violence.

The goal of this policy is to promote the safety and well-being of all people in our workplace.

Coordination with Other Employers
Gridley Unified School District will implement the following procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

COMPLIANCE AND COMMUNICATION

To ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, all employees are responsible and will be accountable for using safe work practices by following all policies and procedures to maintain a safe and secure work environment.

The Gridley Unified School District ensures compliance with the plan by:

- Providing training and information to staff at various times such as, but not limited to, upon hire, annually or in periodic review as needed
- Encouraging reporting to the WVPP Administrator
- Making the plan available to staff which includes information about reporting violence and threats
- Inclusion in conducting site safety evaluations
- Debriefing of incidents (with considerations of confidentiality)
- Posting plan information at each location

Employees are to report workplace violence to Management Staff. Management Staff who receive a report or complaint about workplace violence or retaliation will investigate reports. Retaliation will be prohibited and that information will be included in the plan, in employee training and retraining programs, and in follow-up as part of an investigation and possible disciplinary action.

Gridley Unified School District Management will:

- Inform employees about the Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with workplace security measures.
- Provide training and /or counseling to employees who need to improve work practices designed to ensure workplace security.
- Follow established workplace security policies and procedures.

Gridley Unified School District will develop a comprehensive Workplace Violence Prevention Plan. The Plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and employees of applicable employers at all times. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation. The written plan is maintained as a separate document.

Management Staff will maintain an open, two-way communication system on all workplace safety, health, and

security issues. Gridley Unified School District has a communication system designed to encourage a continuous flow of safety, health, and security information between employees and management staff without fear of reprisal. Our communication system may consist of the following:

- New employee orientation will address workplace security policies, procedures, and work practices;
- Periodic review of our WVPP with all personnel, with updates when new information or hazards become known;
- Safety meetings with applicable personnel that include workplace security discussions and safety drill debriefs;
- Posted or distributed workplace security information and updates;
- A system for employees to inform management about workplace security hazards or threats of violence;
- Procedures for protecting employees who report threats of retaliation by the offender after making an initial report such as a system to allow employees to anonymously report a violent incident, threat, or other violence concerns;
- Distribution of the comprehensive plan in the Staff Handbook or via other platforms;
- Training program with relevant resources and information on how to obtain copies of relevant records, where appropriate;
- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies via various communication methods including but not limited to public address (PA) system, instant messaging system, in-person or online meetings, phone call, and text;
- Evacuation or sheltering plans that are appropriate and feasible for the worksites;
- For school sites, evacuation and sheltering plans are described in the site-specific Comprehensive School Safety Plan (CSSP) available at each location;
- How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement; and
- In an emergency, call 9-1-1. To obtain help from staff assigned to workplace violence, contact those listed in the Workplace Violence Prevention Group above.
- Procedures to develop and provide the training required in subdivision (e) which states: "*before filing a petition under this section, an employer or collective bargaining representative of an employee shall provide the employee who has suffered unlawful violence or a credible threat of violence from any individual an opportunity to decline to be named in the temporary restraining order. An employee's request to not be named in the temporary restraining order shall not prohibit an employer or collective bargaining representative from seeking a temporary restraining order on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer.*"

HAZARD ASSESSMENT

Management and identified designees will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations for implementation.

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence may be performed by the following observer(s) in the following areas:

Justin Kern	Superintendent	(530) 846-4721	District-wide
Heather Naylor	Chief Business Official	(530) 846-4721	District Office
Michael Pilakowski	Director of Curriculum & Tech	(530) 846-4721	District Office
Julie Vang	Director of Human Resources	(530) 846-4721	District Office
Rikki-Lee Burresch	Principal	(530) 846-4791	Gridley High School
Emily Peery	Assistant Principal	(530) 846-4791	Gridley High School
Carlos Barajas	Campus Supervisor	(530) 846-4791	Gridley High School
Stan Massey	Campus Supervisor	(530) 846-4791	Gridley High School
Maggie Daugherty	Director of Alt Ed & Spec Ed	(530) 846-6721	Esperanza High School
Chris Schmidt	Principal	(530) 846-3636	Sycamore Middle School
Traci Dukes	Assistant Principal / TOSA	(530) 846-3636	Sycamore Middle School
Michael Jackson	Campus Supervisor	(530) 846-3636	Sycamore Middle School

Minden King	Principal	(530) 846-3675	Wilson Elementary School
Sarah Moore	Assistant Principal / TOSA	(530) 846-3675	Wilson Elementary School
Rhiannon Treat	Principal	(530) 846-5686	McKinley Primary School
Michelle Diaz	Director of Child Nutrition	(530) 846-4172	Nutrition Services
Ed White	Director of MOT	(530) 846-2309	District-wide

Workplace hazard assessments will include:
- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Security Inspection Recommendations (Appendix A) can be used to assist with the security assessment. Inspections are performed according to the following schedule:
- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Reports or complaints by employees about potential workplace hazards or threats of violence will be taken seriously and a thorough hazard investigation will be conducted. When a report or complaint is about a potential Type 2 or Type 3 incident, or about another employee, the District will take every appropriate step to immediately conduct a risk assessment and investigation, using established principles of neutral, fact-finding investigations and balancing the rights of all concerned. Should the hazard assessment and investigation identify acts of violence or threats of violence that fall within Type 2 or Type 3 incidents, Gridley Unified School District will make immediate corrections through appropriate disciplinary action and/or other immediate and appropriate corrective action.

Inspections for workplace security hazards from violence by Type 1 Individuals (Strangers) include assessing:
- The exterior and interior of the workplace for its security measures.
- The need for security surveillance measures, such as mirrors or cameras at points of entry and travel within the premises.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- The use of work practices such as "buddy" systems or security escort, as appropriate, for identified risks (e.g. received threats, restraining orders enacted, etc.).
- Adequacy of lighting and security for parking lots and areas of travel during night conditions.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 2 Individuals (Volunteers, Student Teachers and others known on campus but not employed or enrolled) include assessing for the above (Type 1) as well as the following:
- Access to, and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers to entry.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance (e.g. alarms, notification systems, etc.).
- Availability of escape routes.
- Employees skills in de-escalation methods.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 3 (employees, enrolled students/parents) include assessing for the above (Type 1 and Type 2) as well as the following:
- How well the WVPP has been communicated to all Gridley Unified School District employees.
- How well employees are able to communicate with each other and with management and support staff.
- How well employees know the warning signs of potential workplace violence.
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees.
- Frequency and severity of employee related threats of physical or verbal abuse reported.

- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 4 (personal relations) include assessing for the above (Type 1, Type 2, and Type 3) as well as the following:

- Access to, and freedom of movement within, the workplace by non-employees, specifically with whom an employee is having a dispute.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs.
- Warnings or law enforcement involvement to remove personal relations (offender) of employees from the worksite. Effectiveness of restraining orders and recognition of restrained parties.
- Any other identifiable security hazards

HAZARD CORRECTION AND ABATEMENT

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

RECORD KEEPING AND REVIEW

Periodic updates and reviews of the following workplace violence reports and records will be made annually.

- OSHA 300 Logs
- Workplace Violence Incident Reports (see Appendix B – Violence Incident Log Template)
- Information compiled regarding assault incidents or threat incidents
- Police Reports
- Workplace Surveys
- Accident Investigations
- Training records for all staff to be created and maintained for a minimum of two (2) years, which include a summary of the training along with the names and qualifications of persons conducting the training.
- Safety Grievances
- Inspection information
- Other relevant records

VIOLENT INCIDENT LOG

The Gridley Unified School District records every workplace violence incident in a violent incident log.

Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced workplace violence, on witness statements, and on investigation findings. The employer shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity. The log shall be reviewed during the periodic reviews of the plan required.

The District reviews the plan:

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

(A) The information recorded in the log includes all of the following:
   i. The date, time, and location of the incident.
   ii. The workplace violence type or types, as described in clause (iii) of subparagraph (B) of paragraph (6)

of subdivision(a), involved in the incident.

iii. A detailed description of the incident.
iv. A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
v. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
vi. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
vii. The type of incident, including, but not limited to, whether it involved any of the following:

(B) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

(C) Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

(D) Threat of physical force or threat of the use of a weapon or other object.

(E) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

(F) Animal attack.

(G) Other.

(H) Consequences of the incident, including, but not limited to:
i. Whether security or law enforcement was contacted and their response.
ii. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
iii. Information about the person completing the log, including their name, job title, and the date completed.

TRAINING AND INSTRUCTION

Gridley Unified School District has established the following recommendations on training all employees with respect to workplace violence and security.

All employees shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to regular volunteers. Training shall also be provided to employees who have been given new job exercises for which site-specific workplace security training may be required. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:
- Explanation of the WVPP, including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards, including the risk factors associated with the Type 1, 2, 3, and 4 of workplace violence offenders.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to the appropriate department or person responsible for receiving reports.
- How to recognize the potential for violence and factors that contribute to the escalation of violence and how to counteract them, and when to seek assistance to prevent or respond to violence.
- Introduction to methods of de-escalation and defusing potential hostile or threatening situation.
- Measures to summon others for assistance or support.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified routes of escape.
- Notification of law enforcement when a criminal act may have occurred.
- Provide or request emergency medical care or first aid in the event any violent act should occur to an employee.
- Resources available to all staff for coping with incidents of violence, including, but not limited to, critical

incident stress debriefing and the following programs:
  - Employee Assistance Program (EAP) through Anthem by calling (800) 999-7222 or visiting anthemeap.com, click EAP Member Login and enter Company Name: SISC
  - Free Online Therapy – Talkspace (via EAP)
  - LearnToLive Emotional Well-Being Resource (via EAP)
  - Vida Health: Visit vida.com/sisc or calling (855) 442-5885. This is at no cost to employees with a non-HSA plan. Regular medical fees for those without insurance or who are on an HSA plan.
  - MDLive: Visit mdlive.com/sisc or calling (855) 442-5885. This is at no cost to employees with a non-HSA plan. Regular medical fees for those without insurance or who are on an HSA plan.

Gridley Unified School District has chosen the following items for training and instruction for all employees and regular volunteers:

- How to report violent incidents to law enforcement.
- Location and operation of alarm systems, communication systems, and other protective devices.
- Communication procedures.
- Strategies to avoid physical harm.
- How to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence.
- Employee assistance programs.
- How to prepare for and respond to an active shooter scenario at the workplace. *Shall not be provided at any time when, or location where students are present*
- Awareness of indicators that lead to violent acts.
- Review of anti-violence policy and procedures.
- De-escalation and communication training.
- Use of the “buddy” system or obtaining proper security, co-worker assistance in potential escalated situations.
- Pre-employment screening practices.

POST INCIDENT INVESTIGATION AND RESPONSE

Gridley Unified School District procedure for investigating incidents of workplace violence, threats, and physical injury include:

Managers and supervisors will use the Workplace Violent Incident Log (Appendix B) to assist in documenting incidents and investigations.
These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Provide Information for resources available to staff;
- Conduct a debriefing with all affected employees (including volunteers) and agencies associated with event.
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all employees and responding parties involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.
- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the offender.
- Conducting a post-incident debriefing as soon as possible after the incident with all employees, supervisors, and security involved in the incident.
- Reviewing security footage of existing security cameras.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and documenting the corrective actions taken.
- Obtain any reports completed by law enforcement.

The Workplace Violent Incident Log will be used for every workplace violence incident and will include information such as: (See Appendix B)

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.

- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot, or other area outside the workplace.
- The type of incident, including, but not limited to, whether it involved any of the following:
- 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.

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 from any other hazards identified because of the incident.
- Information about the person completing the log, including their name, job title, and the date completed.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

INCIDENT RESPONSE TEAM

The following individuals are named to respond in the event a potential threat or live situation should occur. The Incident Response Team will coordinate all facets of the response, including the initial response in emergency situations, contacting of local authorities, and intervention of the subject and victim.

Justin Kern	Superintendent	(530) 846-4721
Heather Naylor	Chief Business Official	(530) 846-4721
Michael Pilakowski	Director of Curriculum & Instructional Technology	(530) 846-4721
Julie Vang	Director of Human Resources	(530) 846-4721
Rikki-Lee Burresch	Principal	(530) 846-4791
Emily Peery	Assistant Principal	(530) 846-4791
Maggie Daugherty	Director of Alt Ed & Special Education	(530) 846-6721
Chris Schmidt	Principal	(530) 846-3636
Traci Dukes	Assistant Principal / TOSA	(530) 846-3636
Minden King	Principal	(530) 846-3675
Sarah Moore	Assistant Principal / TOSA	(530) 846-3675
Rhiannon Treat	Principal	(530) 846-5686
Michelle Diaz	Director of Child Nutrition	(530) 846-4172
Ed White	Director of MOT	(530) 846-2309

(A) **Evaluation and Intervention**:

In order to assess the risk of the offender, suggested questions should be inquired of victims and individuals familiar with the offender's behavior, both prior to and after any alleged threat or action. Refer to Appendix C for the Individual Risk Assessment Questions Form.

(B) Assessment Review and Action
Upon completion of the assessment, review results with the Superintendent or designee. Options are to be considered in terms of intervention. If a threat is imminent, local authorities should be contacted **immediately**. Full documentation of the perceived or real threat must be well maintained. If an incident occurs, complete the appropriate job site investigation and witness statement forms.

(C) Communication
Communicate course of action with all management, victim, and subject in question. Clearly define the course of action this policy lays forth in terms of discipline.

ANNUAL REVIEW

Gridley Unified School District Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A – Workplace Security Inspection Recommendations Template

This checklist can help to evaluate the workplace and job tasks to see what situations may place employees at risk of assault.

1. Risk Factors for Workplace Violence: The following are identified risk factors that may contribute to violence in the workplace. Please evaluate and note plans or follow-up actions.
    a. Working with the public
    b. Working alone, late at night or during early morning hours
    c. Deliver passengers or goods
    d. Perform duties that could upset people
    e. Deal with people known or suspected to have a history of violence
    f. Work with others who have a history of assault, abuse, harassment, or other threatening behavior

    Plans / Follow-up Actions:

2. Workplace Practices / Work Area Inspections: A “walkaround” inspection should be made to identify potential security hazards. The inspection should show which hazards are already well controlled, and what control measures need to be added.

    Who is responsible for building security? _____

    Do employees know who is responsible for security? _____

    Factors to note / review:
    Are nametags or ID cards available for all staff and visitors?
    Have employees been notified of past violent acts in the workplace?
    Are there trained security personnel, accessible to staff in a timely manner?
    Do security personnel have sufficient authority to take all necessary action to ensure employee safety?
    Is there established liaison with local police?
    Could someone hear an employee call for help?
    Can employees observe the public in waiting areas?
    Are waiting areas and work areas free of objects that could be used as weapons?
    Do employees feel safe walking to and from the workplace?
    Are the entrances to the building clearly visible from the street?
    Is the area surrounding the building free of bushes or other hiding places?
    Are security personnel provided outside the building?
    Is video surveillance provided outside the building?
    Is there enough lighting to see clearly outside the building?
    Are all exterior walkways visible to security personnel?
    Is there a nearby parking lot reserved for employees only?
    Is the parking lot attended or otherwise secured?
    Is the parking lot free of blind spots and is landscaping trimmed back to prevent hiding places?
    Is there enough lighting to see clearly in the parking lot and when walking to the building?
    Is there security measures in place such as physical barriers, security cameras, alarm systems, door locks, two-way radios or pagers, secured entry, etc.?

Plans / Follow up Actions / Comments:

Final Recommendations:

The inspection was completed by: _____

_____

_____

Department: _____ Date: _____

Management has instituted the following as a result of the workplace violence hazard assessment and the recommendations made:

These changes were completed/implemented on _____ (date).

Appendix B – Violent Incident Log Template

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	**Date and Time of Incident:**	**Department:**
Specific Location of Incident:		

** Do not identify employee by name, employee #, or SSN. The Incident ID must not reflect the employee's identity.*

Describe Incident (Include additional pages if needed):

Assailant Information:

☐ Partner/Spouse of Victim	☐ Parent	☐ Contract Services Worker
☐ Former Partner/Spouse of Victim	☐ Family or Friend of Student	☐ Co-Worker/Supervisor/Manager
☐ Robber/Burglar	☐ Relative of Victim	☐ Ex/Separated-Employee
☐ Stranger	☐ Animal	☐ Person In Custody
☐ Student	☐ Outside Vendor	☐ Other:

Classification of Offender: (Choose most applicable Type #)

☐ Type #1: Perpetrator has no legitimate relationship to the business or its employees and commits a crime in combination with the assault.	☐ Type #3: Coworkers, current or separated employee. Any person having employment at any time within the business.
☐ Type #2: Customers, clients, students, parents, or anyone else that is known to the workplace and has legitimate reason to be there.	☐ Type #4: Personal relationships. Perpetrator does not have a relationship and is not a customer of business, but does have a relationship with the intended victim.

Circumstances at Time of Incident (check all that apply):

☐ Employee Performing Normal Duties	☐ Poor Lighting	☐ Employee Rushed
☐ Employee Isolated or Alone	☐ High Crime Area	☐ Low Staffing Level
☐ Unable to Get Help or Assistance	☐ Working in a Community Setting	☐ Unfamiliar or New Location
☐ Other:		

Location of Incident:

☐ Auditorium	☐ Faculty Lounge	☐ Nurse's Office
☐ Athletic Field/Court	☐ Gymnasium	☐ Parking Lot or Outside Building
☐ Breakroom	☐ Hallway	☐ Personal Residence
☐ Cafeteria	☐ Library	☐ Reception Area
☐ Classroom	☐ Maintenance Facility	☐ Restroom or Locker Room
☐ Conference Room	☐ Multipurpose Room	☐ Theatre
☐ Other:		

Type of Incident (check all that apply):

☐ Robbery	☐ Grabbed	☐ Pushed
☐ Verbal Threat or Harassment	☐ Kicked	☐ Scratched
☐ Sexual Threat, Harassment, or Assault	☐ Shot (or Attempted)	☐ Bitten
☐ Animal Attack	☐ Bomb Threat	☐ Slapped
☐ Threat of Physical Force	☐ Vandalism (of Victim's Property)	☐ Hit with Fist
☐ Threat of Use of Weapon or Object	☐ Vandalism (of Employer's Property)	☐ Stabbed (or Attempted)
☐ Assault with A Weapon or Object	☐ Brandishing of Weapon	☐ Arson
☐ Hit with an Object	☐ Other:	

Consequences of Incident:

Medical care provided? ___ Yes ___ No Law enforcement contacted? ___ Yes ___No

Security contacted? ___ Yes ___ No

Any outside assistance required to conclude the event? ___ Yes ___ No

Explain:

_____

Actions taken by employer to protect employees from a continuing threat? ___ Yes ___ No

Mandated Reporter Report Made / Notifications Made:

_____

Days lost from work (if any): _____

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

Appendix C – Individual Risk Assessment Questions

Date	Name and Title:	Supervisor and Title:

1	Why has the offender threatened, made comments that have been perceived by others as threatening, or taken this action at this particular time? What is happening in their life that has prompted this?
2	What has been said to others (e.g., friends, colleagues, coworkers) regarding what is troubling them?
3	How does the offender view themselves in relation to everyone else?
4	Do they feel they have been wronged in some way?
5	Do they accept responsibility for their own actions?
6	How does the offender cope with disappointment, loss, or failure?
7	Do they blame others for their failures?
8	How does the offender interact with coworkers?
9	Do they feel the company is treating them fairly?
10	Do they have problems with supervisors or management?
11	Are they concerned with job practices and responsibilities?
12	Have they received unfavorable performance reviews or been reprimanded by management?
13	Are they experiencing personal problems such as divorce, death in the family, health problems, or other personal losses or issues?

14	Are they experiencing financial problems, high personal debt, or bankruptcy?
15	Is there evidence of substance abuse or mental illness/depression?
16	Have they shown an interest in violence through movies, games, books, or magazines?
17	Are they preoccupied with violent themes; interested in publicized violent events; or fascinated with and/or recently acquired weapons?
18	Has the offender identified a specific target and communicated with others their thoughts or plans for violence?
19	Are they obsessed with others or engaged in any stalking or surveillance activity?
20	Has the offender spoken of homicide or suicide?
21	Do they have a past criminal history or history of past violent behavior?
22	Does the offender have a plan for what they would do?
23	Does the plan make sense and is it reasonable and specific?
24	Does the offender have the means, knowledge, and wherewithal to carry out their plan?

Form Completed By:

Other Individuals Present:

Date Completed:

Time: