



MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

WORKPLACE VIOLENCE PREVENTION PROGRAM

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
41870 MCALBY CT
MURRIETA CA 92562**

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Policy Statement

The **MURRIETA VALLEY UNIFIED SCHOOL DISTRICT (MVUSD)** has developed this Workplace Violence Prevention Program to address hazards known to be associated with the four major types of workplace violence as defined by [§Senate Bill 553](#).

1. **Type I** which means workplace violence committed by a person who has no legitimate business at the worksite/ school site and includes violent acts by anyone who enters the workplace/ school site or approaches employees with the intent to commit a crime.
2. **Type II** which means workplace violence directed at employees by parents, students, or visitors.
3. **Type III** which means workplace violence against an employee by a present or former employee, supervisor, or manager.
4. **Type IV** 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.

MVUSD is committed to promoting a safe, respectful, and non-threatening work environment for all employees, students, and members of the public. Intimidating, threatening, and/or potentially violent behaviors are disruptive to MVUSD's objective of a secure and humane atmosphere for its students, employees, and visitors. While it is impossible to eliminate all risks, the following Workplace Violence Prevention Plan is designed to educate members of the MVUSD community (students, employees, and visitors) on how to report alarming/threatening behavior and/or potentially violent acts and how this information will be assessed and analyzed.

MVUSD will also take action, including involving Murrieta Police Department or Riverside County Sheriff, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

The guidelines provided in this plan shall apply to all MVUSD students and employees as well as visitors on MVUSD operated grounds. These guidelines also apply to activities and events that occur on MVUSD-owned and/or controlled property, buildings, premises, facilities, etc., and to activities and events, regardless of the location, sponsored by [MVUSD].

These guidelines are not intended to be a set of inflexible requirements, nor are they intended to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual/incident.

These guidelines do not provide for adjudication of misconduct by, discipline of, or imposition of sanctions on MVUSD employees, students, or visitors. Such action may be taken against individuals whose behavior is addressed under these guidelines pursuant to MVUSD's employee or student disciplinary policies and procedures as well as applicable federal, state, or local laws. This Workplace Violence Prevention Program does not have the force and effect of law.

Roles & Responsibilities

Workplace Violence Prevention Program Administrators

District Administrator

Dale Velk (Director of Student Support) is responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Program. The plan will supplement the Comprehensive School Safety Plan (CSSP).

Roy Monge (Director of Risk Management) is responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Program. The plan will supplement the Injury Illness Prevention Plan (IIPP).

District Administrators are responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Program. In addition designated school site administrators/ designees, must take immediate action when employees or students have made him/her aware of a perceived threat, and/or act of violence.

Employees

MVUSD employees are expected to act professionally, courteously, and responsibly at all times, which ensures compliance with MVUSD's workplace violence prevention plan. It is the responsibility of each and every employee to immediately report any and all acts of workplace violence to their supervisor or manager without fear of reprisal.

MVUSD employees are urged to be alert for any behavior that presents a threat of violence. Further, MVUSD employees should be familiar with these guidelines and with the methods for reporting actual or potential threats to the MVUSD community.

All reports must be taken seriously. The initial verbal report must be followed up with written documentation, which should include, but not limited to the following critical information (**see workplace violence incident log – Appendices**)

- Date of Incident
- Workplace Violence Incident Type
- Time of Incident
- Location of Incident
- Location Classification
- Who Committed the Violence
- Employee Circumstances
- Description of Incident
- Type of Incident

MVUSD Threat Assessment Team

Ryan Tukua, Dale Velk, Monica Gutierrez, Roy Monge, Murrieta Police and the Riverside County Sherrif are members of the MVUSD Threat Assessment Team.

The MVUSD Threat Assessment Team (TAT) reviews alarming/threatening behavior and potential acts of violence where employees, visitors, and other outside parties are involved. The team will employ its judgement and discretion in working toward a recommended response to adverse behaviors which may be perceived as violent, condoning violence, provoking violence, and/or alarming behaviors that have the potential to negatively impact the MVUSD community.

Each situation is unique and must be addressed based on individual circumstances. When necessary, the team may consult with other subject matter experts. When appropriate, the team will recommend a course of action to the affected administration.

The objectives of the TAT generally, but not always, include the following:

- A review of provided information regarding a threat or potential act of violence.
- Categorize the Level of Concern for a specific threat and recommend a reasonable response. In the case of a completed act of violence, determine, with the available information, the risk of any additional acts of violence.
- Develop a case management strategy for addressing the perceived threat or act of violence and to determine a plan for implementing that strategy, including reasonable monitoring as needed.

MVUSD Risk Management Office

MVUSD Risk Management assists with the periodic evaluation of the site's Workplace Violence Prevention Program to determine the location's compliance with the program's elements. The office will request documents from the site to review the division's capability to satisfy the program's requirements. Risk Management will also serve as a member of the **MVUSD Threat Assessment Team (if applicable)**, acting in a consultative role to the site in matters concerning safety, including but not limited to training.

School/Site THREAT ASSESSMENT TEAM

- If a situation becomes the focus of a threat assessment inquiry or investigation, appropriate authorities gather information, evaluate facts, and make a determination as to whether a given individual poses a threat of violence. If an inquiry indicates that there is a risk of violence in a specific situation, team members conducting the threat assessment collaborate with others (e.g. – Student Planning Team, Positive Behavior Intervention Support Team, School Resource Officers (SRO), Threat Assessment Team, etc.) to develop and implement a plan to manage or reduce the threat posed by the individual in that situation.

The School Threat Assessment Team is comprised of an **[ADMINISTRATOR, A MENTAL HEALTH PROFESSIONAL, AND A SRO (IF APPLICABLE)]**. The role of the multi-disciplinary Threat Assessment Team is to gather information and assess whether an individual poses a risk of violence at school and to develop an action plan to mitigate that risk.

Communication

MVUSD recognizes that to maintain a safe, healthy, and secure workplace MVUSD must communicate to all employees, including managers and supervisors, all workplace safety, health, and security issues. MVUSD has a communication system designed to encourage a continuous flow of safety, health, and security information between management and employees, without fear of reprisal and in a form that is readily understandable. MVUSD will communicate the Workplace Violence Prevention Program policies and procedures:

- At the time of hire and annually thereafter the Workplace Violence Prevention Program should be reviewed with all employees.
- Provide training designed to address specific aspects of workplace violence prevention and security unique to each of MVUSD's operating locations.
- Posting and distributing workplace violence prevention information.
- Reporting processes for workplace violence/security hazards or threats of violence.
- MVUSD will promptly take the appropriate actions investigating threats in the work area until the situation is resolved. For serious threats or acts of violence, security and/or the local police will be called.
- Addressing safety concerns at MVUSD's workplace violence prevention/safety committee meetings. Active involvement of employees and authorized employee representatives in reviewing the plan will occur at these meetings.

Reporting

All acts or threats of violence against a MVUSD employee, service provider, or student, regardless of the source of the act or threat, will be reported promptly and accurately regardless of whether or not physical injury has occurred. The following additional practices ensure employee compliance with workplace, policies, and procedures:

- Immediately report any situation or incident that generates a sense of fear for personal safety or the safety of others to the police.
- If the reporting individual is an employee, the incident will also be reported to his or her supervisor as soon as possible. In situations where an employee is unable to report the matter to their supervisor, the report can be made to Human.
- Employees who work directly with students shall adhere to the Positive Behavior Intervention Support (PBIS) Process when managing and reporting potential issues with students related to hazards associated with violence.
- If the reporting individual is not an employee, he or she will also report the incident to an Administrator.
- The supervisor or human resources staff will immediately provide the reporting individual with a copy of the Incident Report and ask him or her to complete it.
- Anyone involved in a violent attack or who witnesses an attack resulting in an injury that requires more than first aid will contact emergency services.
- Injured persons will receive prompt and appropriate medical care and be transported to medical care facilities.

- The incident will be reported to police and other authorities as required by law.
- The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- An Incident Report will be prepared.
- Injured persons, witnesses to the incident, and other affected employees will be provided psychological assistance and counseling to reduce trauma and stress.
- Suggestions for improving the Workplace Violence Prevention Program can be submitted to the district risk management department.

Workplace Violence Emergencies

Employees may be alerted to workplace violence in a variety of ways including direct communication, email, phone calls, text messages, alarms, announcements of public address systems, or other methods.

Employees should activate our emergency response plan and be ready to shelter in place or evacuate. Employees should follow district protocols.

Information about the exact location, presence, and nature of the incident will be communicated as information is obtained through the various communication channels listed above. Understand that unannounced imminent threats may have no warning and information may be highly limited.

- In the event that you need immediate assistance, you may contact security or law enforcement by dialing 9-1-1. For non-imminent assistance, you should contact your supervisor or human resources/risk management.

Hazard Assessment

MVUSD will perform a workplace hazard assessment for workplace hazards in the form of periodic inspections. Periodic inspections to identify unsafe conditions, work practices and threats of workplace violence are performed by onsite administration.

Periodic inspections are performed according to the following schedule:

1. Annually
2. When the Workplace Violence Prevention Program is implemented
3. When new, previously unidentified security hazards are recognized
4. When occupational injuries or threats of injury occur
5. Whenever workplace security conditions warrant an inspection

Periodic inspections for security hazards consist of the identification and evaluation of workplace security hazards and changes in employee work practices and may require assessing for more than one type of workplace violence. MVUSD performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace hazards.

Type I Workplace Violence Inspections. Inspections for Type I workplace hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to bad actors;

2. The need for security surveillance measures, such as mirrors or cameras;
3. Procedures for employee response during a robbery or other criminal act;
4. Procedures for reporting suspicious persons or activities;
5. Posting of emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line;

Type II Workplace Violence Inspections. Inspections for Type II workplace security hazards include assessing:

1. Access to, and freedom of movement within, the workplace;
2. Adequacy of workplace security systems, such as door locks, security windows, and physical barriers;
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of MVUSD;
4. Employee's skills in safely handling threatening or hostile service recipients;
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons;
6. Procedures for a "buddy" system for specified emergency events;
7. The availability of employee evacuation routes

Type III & IV Workplace Inspections. Inspections for Type III & IV workplace security hazards include assessing:

1. MVUSD's communication with employees, supervisors, and managers;
2. MVUSD employees', supervisors' and managers' knowledge of the warning signs of potential workplace violence;
3. Access to, and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of MVUSD's employees is having a dispute;
4. Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors, or other employees;
5. Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace;
6. Employee disciplinary and termination procedures

Incident Investigations

MVUSD has established the following procedures for investigating incidents of workplace violence that include threats and physical injury:

1. Review all previous incidents.
2. Visit the scene of an incident as soon as possible.
3. Interview threatened or injured employees and witnesses.

4. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determine the cause of the incident.
6. Take corrective action to prevent the incident from recurring.
7. Record the findings and corrective actions taken.
8. Review the corrective measures and outcome of the investigation with reporting parties and victims of workplace violence.

Hazard Correction

Hazards that threaten the security of employees will be corrected in a timely manner based on severity when they are first observed or discovered.

Type I workplace violence. Corrective measures for Type I workplace security hazards include:

1. Making the workplace unattractive to criminal acts;
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace;
3. Procedures for the reporting of suspicious persons or activities;
4. Posting emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line;
5. Employee, supervisor, and management training on emergency action procedures

Type II workplace violence. Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity;
2. Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems;
3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of MVUSD;
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons;
5. Providing procedures for a “buddy” system for specified emergency events;
6. Ensuring adequate emergency evacuation routes

Type III & IV workplace violence. Corrective measures for Type III & IV workplace security hazards include:

1. Effectively communicating MVUSD’s antiviolenence policy to all employees, supervisors, or managers;
2. Improving how well MVUSD’s management and employees communicate with each other;

3. Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence;
4. Controlling access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of MVUSD's employees is having a dispute;
5. Providing counseling to employees, supervisors, or managers who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers;
6. Ensuring all reports of violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat;
7. Ensuring employee disciplinary and discharge procedures address the potential for workplace violence; *and*
8. Applying crime prevention measures through environmental design and administrative measures including but not limited to:
 - A. Well-lit areas
 - B. Security/controlled access to work area
 - C. Employees must visibly display employee ID badge at all times while in a MVUSD facility
 - D. Visitor sign-in
 - E. Visitor badges
 - F. Well-lit parking lots and the area surrounding the building.
 - G. Buddy system for walking to car or locations away from the building
 - H. Security cameras
 - I. Mounted area mirrors
 - J. Campus Supervisors
 - K. Eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, dark areas.
 - L. Panic buttons
 - M. Locks on restroom doors
 - N. Remove sharp objects from view that could be used as a weapon
 - O. Caller ID on district phone system
 - P. Field staff check in (cell phones)

Training and Instruction

MVUSD has established the following policy on training all employees with respect to workplace security. Training is provided via the Safe Schools Training portal.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace safety/security practices. Training and instruction will be provided when the Workplace Violence Prevention program is first established and annually thereafter.

Training will also be provided to all new employees and to other employees for whom training has not previously been provided and to all employees, supervisors, and managers given new job assignments for which specific workplace safety and security training for that job assignment has not previously been provided.

Additional training and instruction will be provided to all personnel whenever MVUSD is made aware of new or previously unrecognized safety and security hazards.

General workplace violence safety and security training and instruction includes, but is not limited to, the following:

9. Overview of the Workplace Violence Prevention Plan and associated terminology.
10. Recognition of workplace violence hazards specific to job duties, the implementation of corrective measures, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
11. How to report workplace violence incidents or concerns to law enforcement without fear of reprisal.
12. Measures to prevent workplace violence, including procedures for reporting workplace safety and security hazards or threats of violence to managers and supervisors.

Review of this Plan

The plan and the incident log shall be reviewed annually and shall allow for the inclusion of employee input, and authorized employee representatives (union representatives). The plan shall also be reviewed following workplace violence incidents and when deficiencies are observed, reported, and the like.

Active Involvement

Employee involvement is appreciated and often better suited to correcting hazards in the workplace due to the intimate knowledge of the location and operation. Employee and authorized representatives may participate in plan development, hazard correction, and identifying, evaluating, and implementing of the plan in a variety of methods including:

- Participating with the safety committee
- Submitting concerns
- Submitting feedback for the annual review
- Expressing interest in serving on the workplace violence annual review committee

Recordkeeping

MVUSD has established the following recordkeeping policies:

1. Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years.
2. Training records will be maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.
3. Violent incident logs will be maintained for a minimum of five years.
4. Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain “medical information” as defined by Civil Code Section 56.05(j).

Definitions

For the purpose of this section, the following definitions apply:

1. **“Emergency”** refers to unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other individuals.
2. **“Engineering controls”** denote an aspect of the built space or a device designed to eliminate a hazard from the workplace or establish a barrier between the worker and the hazard.
3. **“Log”** signifies the violent incident log mandated by this section.
4. **“Plan”** signifies the workplace violence prevention plan required by this section.
5. **“Threat of violence”** encompasses 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 is reasonably perceived to convey an intent, to cause physical harm or instill fear of physical harm in someone, and that serves no legitimate purpose.
6. **“Workplace violence”** encompasses any act of violence or threat of violence occurring in a place of employment. “Workplace violence” excludes lawful acts of self-defense or defense of others.
7. **“Workplace violence”** includes, but is not limited to, the following:
 - The threat or use of physical force against an employee resulting in, or having 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,” indicating workplace violence committed by a person with no legitimate business at the worksite/ school site, including violent acts by anyone entering the workplace/ school site or approaching workers with the intent to commit a crime.

“Type 2 violence,” denoting workplace violence directed at employees by parents, students, or visitors.

“Type 3 violence,” refers to workplace violence against an employee by a present or former employee, supervisor, or manager.

“Type 4 violence,” signifying 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.

Appendices

MVUSD

Workplace Violence Reporting Form

To be completed by the individual investigating the incidents related to third party or employee related workplace violence. For student related issues, please refer to [PBIS](#) reporting methodology.

Return completed form within **48 hours [Per district protocols]** following incident to **(District Assigned Department/Contact) ATTACH WITNESS STATEMENT TO THIS FORM**

Report submitted by:	Date:
General Description Of Incident:	Telephone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary):

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Title:	Title:
Division:	Division:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Assailant Relationship to Employee:

<input type="checkbox"/> Co-worker	<input type="checkbox"/> Former Employee
<input type="checkbox"/> Other (specify)	

Possible Reason for Incident (If known, check all that apply):

<input type="checkbox"/> Conflict with co-worker(s)/former co-worker	<input type="checkbox"/> Receiving corrective action
--	--

<input type="checkbox"/> Conflict with management	<input type="checkbox"/> Other (specify)
---	--

Nature of Incident:

<input type="checkbox"/> Stalking
<input type="checkbox"/> Engaging in actions intended to frighten, coerce, or induce duress
<input type="checkbox"/> Destruction of Property
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Armed Assault - Use of object as weapon (specify)
<input type="checkbox"/> Armed Assault - Use of weapon such as gun, knife, etc. (specify)
<input type="checkbox"/> Verbal Harassment
<input type="checkbox"/> Threats of Physical Violence
<input type="checkbox"/> Other (specify):

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Letter	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Letter	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)			

Victim Injury (Check all that apply):

If employee injury has occurred, please notify **Company Nurse (888) 486-3067 Code RSR20**

<input type="checkbox"/> Physical injury
<input type="checkbox"/> Physical Injury - Medical care required

Initial Response or Follow up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Threat Assessment Team (TAT) notified [IF APPLICABLE]
<input type="checkbox"/> Security/Probation called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:

MVUSD RISK ASSESSMENT

Frequency of this Evaluation: As Needed.

A safety job aid to assist **MVUSD** employees in identifying behaviors which present potential and/or real risk.*

Completed by (First and last name and title): _____

Date Completed: _____

Worksite (Department, location, Room #): _____

Date of Incident: _____

Relationship to Workplace: Employee ☐ Other ☐

Time of Incident: _____

Behavior Observed	Yes/No	Descriptions (What you see, hear, etc.)	Triggers	
Verbally Threatening	<input type="checkbox"/> Yes <input type="checkbox"/> No	Violent outburst (raised voice, yelling/shouting, crying, screaming, using profanity, insults) as an attempt to intimidate or threaten another person is often a precursor to physical violence.	Physical Triggers	<input type="checkbox"/> Staff Instruction <input type="checkbox"/> Eye Contact <input type="checkbox"/> Told "No" <input type="checkbox"/> Unfulfilled Request <input type="checkbox"/> Gesture(s) <input type="checkbox"/> Being accidentally touched <input type="checkbox"/> Being tired <input type="checkbox"/> Having to wait <input type="checkbox"/> Hunger/"Hangry" <input type="checkbox"/> Pain <input type="checkbox"/> Personal space violated. <input type="checkbox"/> Self-stemming <input type="checkbox"/> Other: _____
Attacking People	<input type="checkbox"/> Yes <input type="checkbox"/> No	Physically intimidating behavior causing the recipient to perceive a threat to their physical safety (raising of arm/leg, aggressive posture, making or shaking fist, carrying, or brandishing a weapon).		
Attacking Objects	<input type="checkbox"/> Yes <input type="checkbox"/> No	An attack is directed only at an object and NOT an individual. E.g. the indiscriminate throwing/tossing of an object, banging, head banging, smashing of furniture, taking other's property, etc.		
Confusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disoriented – may be unaware of time, place, or person, altered cognitive state (change from normal behavior cause by medical condition).	Environmental Triggers	<input type="checkbox"/> Being isolated <input type="checkbox"/> Withdrawal from room <input type="checkbox"/> Lighting <input type="checkbox"/> Privacy <input type="checkbox"/> Layout <input type="checkbox"/> Male staff <input type="checkbox"/> Female staff <input type="checkbox"/> Loud noises/yelling <input type="checkbox"/> Alarming noise <input type="checkbox"/> Temperature <input type="checkbox"/> Time of day <input type="checkbox"/> Visitors/contractors <input type="checkbox"/> Other: _____
Irritability	<input type="checkbox"/> Yes <input type="checkbox"/> No	Easily annoyed or angered. Unable to tolerate the presence of others. Unable to follow instruction(s) at these times. Strong reaction to instructions.		
Boisterous	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unaware of making overtly loud noise, e.g. raising of voice, slamming doors, shouts when talking, etc.		
Agitated/Impulsive	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unable to remain composed. Very strong emotional reaction to real and imagined disappointments. Feel or appear troubled, nervous, upset. Is spontaneous, haste, emotions, dissatisfied with waiting.		

* For workplace violence risks which involve students, please refer to PBIS program for management.

Corrective Actions/Comments:

Frequency of this Evaluation: As Needed.

A safety job aid to assist **MVUSD** employees in identifying the level of risk based on an incident or incidents which present potential and/or real workplace violence risk.**

Completed by (First and last name and title):**Date Completed:****Worksite** (Department, location, Room #):**Date of Incident:****Relationship to Workplace:** Employee ☐Other ☐**Time of Incident:**

Level of Concern		Descriptions	Reporting Method
Low	<input type="checkbox"/>	Threat is vague and indirect in nature. Information within threat is inconsistent, implausible, or lacks detail. Threat is NOT realistic in nature/presentation.	<input type="checkbox"/> Urgent Communication*
Medium	<input type="checkbox"/>	Threat risk to employees, visitors and/or students appears to be moderate. Violent action is possible but not probable. Threat is still not entirely realistic in nature. Analysis of threat suggests some thought/action on how to go forward by person(s) of concern (i.e. a specific time & location noted for actions). No clear indication of preparatory steps taken by person(s) of concern. Person(s) of concern may attempt to convey seriousness of situation, (e.g. – "I'm not joking," "I'm serious.").	<input type="checkbox"/> Human Resources/Labor Relations <input type="checkbox"/> Threat Assessment Team (If Applicable)
High	<input type="checkbox"/>	An attack is directed only at an object and NOT an individual. (E.g. the indiscriminate throwing/tossing of an object, banging, head banging, smashing of furniture, taking other's property, etc.).	

* Urgent Communications are distributed to the **MVUSD's** Superintendent's Office, MVUSD Cabinet.

* * For workplace violence risks which involve students, please refer to PBIS program for management.

Corrective Actions/Comments:

MVUSD COMMUNICATION EVALUATION CHECKLIST

Frequency of this Evaluation: Annual

Communication is most effective when it involves two-way communication, and the agency's goals and objectives are clearly understood. Our communication process is to ensure the continuous flow of information relating to workplace violence, primarily between management and employees. This evaluation sheet is intended to assist **MVUSD** employees to ensure that the communication process is effective.

Completed by (First and last name and title): _____

Date Completed: _____

Worksite (Department, location, Room #): _____

Topic Point		Comments:
New employee orientation on workplace violence policies, procedures and work practices in place and performed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides and sign in sheet and training roster.</i>
Annual education on workplace violence policies, procedures and work practices with all managers, supervisors, and employees is performed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides and sign in sheet and training roster.</i>
Training has been specialized to address awareness of early warning signs of potential workplace violence present at our worksite.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides and sign in sheet and training roster</i>
At regularly scheduled meetings workplace violence is discussed with staff/personnel on all shifts.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides and sign in sheet and training roster</i>
There is a process in place to ensure everyone understands the workplace security policies. (This process shall be in a form readily understandable to all).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides and sign in sheet and training roster.</i>
Issues concerning workplace violence are communicated in a timely manner and include suggestions for preventing incidence of violence.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Action and feedback are communicated in a timely manner and without fear of retaliation by either person making threats or anyone else.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Meetings are conducted in a manner to allow free and open discussions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Meetings are announced and scheduled to facilitate for maximum attendance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Attach proof of announcement to evaluation sheet.</i>

MVUSD

WPV FACILITY SAFETY & SECURITY CHECKLIST

Frequency of this Evaluation: Annual

Completed by (First and last name and title): _____

Date Completed: _____

Worksite (Department, location, Room #): _____

Topic Point		
Mirrors to see around corners and/or in blind spots have been installed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where are they located?
Landscaping provides unobstructed view of the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, do areas obstructed are enough for an individual to hide or hide objects?
Interior workspace allows for an unobstructed view of the office space.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, do areas obstructed are enough for an individual to hide or hide objects?
Adequate lighting in and around the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parking lot well-lit.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Panic Button(s) are available. [IF APPLICABLE]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Door sensor(s) are in use at the facility.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where are they located?
Does the site have Closed Circuit TV (CCTV)? <i>A TV system in which signals are not publicly distributed but monitored, primarily for surveillance and security purposes.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are there blind spots?
Does the site have metal detection systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe.
Are there security personnel/SRO for the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are security personnel/SRO aware of the site's WVPP	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notification date:
Are office and classroom exits unobstructed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visitors required to sign in?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visitors escorted while on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are ID Badges in use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are emergency phone numbers posted by phones?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Is there an internal phone system which is operable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visits from student's family members limited to designated areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there key control procedures in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there limited access to the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are employees briefed about other non-routine site location hazards they may encounter due to work? (e.g. – MVUSD Offices, alternate school environments)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do employees when off site have periodic check in procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are staff when off site supplied with the necessary incident report forms or know where to obtain forms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are trainings on WVPP topics covered prior to assignment of an employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are trainings on WVPP topics covered at least annually after initial training of an employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
When incidents occur is Employee Assistance Program services offered to employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are floor plans, evacuation plans posted in conspicuous locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the site utilized crime prevention services &/or lectures provided by local or state police?	<input type="checkbox"/> Yes <input type="checkbox"/> No	