



Inyo County Office of Education

Barry D. Simpson, County Superintendent of Schools

166 Grandview Drive · Bishop, California 93514 · (760) 873-3262 · www.inyocoe.org

WORKPLACE VIOLENCE PREVENTION PLAN

SECTION 1: *POLICY STATEMENT 07/01/2024*

The Inyo County Office of Education (ICOE) is committed to the safety and health of all employees. We refuse to tolerate any form of violence, or threat thereof, in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All staff are responsible for complying with our WVPP. ICOE encourages employee participation in development and implementation in designing a WVPP. This includes participation in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and in reporting and investigating workplace violence incidents. To ensure a successful WVPP, prompt and accurate reporting of all violent incidents whether or not physical injury has occurred is required. ICOE will not discriminate against victims of workplace violence or anyone who reports the same.

A copy of this policy statement and WVPP is written, available, and easily accessible to all staff and will be provided at the beginning of each school year and at the beginning of employment at ICOE. A written copy will also be posted at the County Office, each school site, and any other site where county office staff are located.

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.

The WVPP will be reviewed annually, when a deficiency is observed or becomes apparent, and after any workplace violence incident.

SECTION II: *RESPONSIBILITY*

The County Superintendent of Schools is responsible for implementing the WVPP.

In addition, a WVPP Committee will be established to assess the vulnerability to workplace violence at ICOE and reach agreement on preventative actions to be taken. This group will be responsible for developing employee training programs in violence prevention and steps for responding to acts of violence. They will also audit ICOE's overall Workplace Violence Prevention Program. The WVPP Committee shall meet Monthly (with the exception in the month of July) to discuss recent workplace violence incidents and potential necessary changes and updates to the WVPP and additional training needs that have been identified.

The WVPP Committee will consist of:

Name: Heather Carr Title: SELPA Director Phone: 760-873-3262 ext. 2108

Name: Randy Cook Title: Associate Supt., Admin Services Phone: 760-873-3262 ext. 2103

Name: Kat Duncan Title: Director, Child Development Phone: 760-873-5123 ext. 2152

Name: Marlene Gonzalez Title: Director, Personnel & Credentials Phone: 760-878-2426 ext. 2222
Name: Justin Norcross Title: Chief Technology Officer Phone: 760-873-3262 ext. 3611
Name: Barry Simpson Title: County Superintendent Phone: 760-873-3262 ext. 2101
Name: Tom Snyder Title: Deputy Superintendent Phone: 760-878-2426 ext. 2224
Name: Ilissa Twomey Title: Asst. Superintendent, Ed. Services Phone: 760-878-3262 ext. 2197

SECTION III: INVOLVEMENT OF STAFF AND AUTHORIZED EMPLOYEE REPRESENTATIVES IN DEVELOPMENT AND IMPLEMENTATION

ICOE shall seek the input of staff and authorized employee representatives in developing and implementing the plan, including but not limited to, through their participation in identifying, evaluating, and correcting workplace hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents. As such, ICOE distributed a survey among all staff seeking input on the following:

- 1) Development and implementation of plan,
- 2) Identifying, evaluating, and correcting workplace violence hazards,
- 3) Designing and implementing training, and
- 4) Reporting and investigating workplace violence incidents.

ICOE will set a meeting regarding the development and implementation of the WVPP to obtain involvement from any interested staff and authorized employee representatives.

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

SECTION IV: COORDINATION WITH OTHER EMPLOYERS

ICOE may engage outside employers to conduct work and/or services at county office sites. Other employers are required to have their own WVPP, as required by law. The county office will work with any employer who the County office engages for services to ensure there is not contradiction in roles and responsibility of employees.

SECTION V: COMPLIANCE

The County office requires safe work behavior from all employees. Noncompliance is not permitted and may result in discipline, up to and including termination.

SECTION VI: COMMUNICATION, REPORTING WORKPLACE VIOLENCE, AND RESPONSE TO INVESTIGATION

Matters concerning workplace violence will be communicated to employees by written documentation, meetings, training and/or postings. Communication from employees about workplace violence is encouraged and may be verbal, written, or electronic. Employees may also send anonymous recommendations through intra-office mail. No employee will be subjected to termination, retaliation, or discrimination for making complaints, instituting proceedings, testifying with regards to employee workplace violence, or reporting a workplace violence incident.

Any report of workplace violence will be investigated by the County office and/or appropriate law enforcement agency. The County office will inform the reporting employee, if known, the results of the investigation and corrective action taken, if any.

SECTION VII: WORKPLACE VIOLENCE RESPONSE PROCEDURES

In the event of a workplace violence incident school sites should use the Standard Response Protocol (SRP) (*HOLD, LOCKOUT, LOCKDOWN, EVACUATE, SHELTER*) AND/OR Active Assailant Protocol (e.g., *Run, Hide, Fight*). In the event of a threat or perceived threat notify the appropriate law enforcement agency, if necessary.

PROTOCOLS:

HOLD! *In Your Room Or Area – Clear The Halls*

STUDENTS

*Clear the hallways and remain in room or area until the “ALL CLEAR” is announced
Do business as usual*

ADULTS

*Close and lock door
Account for students and adults
Do business as usual*

SECURE! *Get Inside – Lock Outside Doors*

STUDENTS

*Return to inside of building
Do business as usual*

ADULTS

*Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual*

LOCKDOWN! *Locks, Lights, Out-Of-Sight!*

STUDENTS

*Move away from sight
Maintain silence
Do not open the door*

ADULTS

*Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door*

EVACUATE!

Bishop Office/Jill Kinmont Boothe – Izaak Walton Park

STUDENTS

Leave stuff behind if required to

ADULTS

Lead students to evacuation location

*If possible, bring your phone
Follow instructions*

*Account for students and adults
Notify if missing, extra, or injured students or adults*

SHELTER! Hazard And Safety Strategy

STUDENTS

*Use appropriate safety
strategy for the hazard*

ADULTS

*Lead safety strategy
Account for students and adults
Notify if mission, extra, or injured students or adults*

SECTION VIII: IDENTIFY, EVALUATE, AND CORRECT WORKPLACE VIOLENCE

Whenever a workplace violence condition is observed, discovered, or reported, the County office will take appropriate corrective measures in a timely manner. Employees will be informed of the workplace violence condition and interim protective measures will be taken until the workplace violence incident is corrected. In the event of an imminent workplace violence, all impacted employees will be removed from the area at the earliest and safest opportunity, except those assigned to correct the workplace violence.

SECTION IX: POST WORKPLACE VIOLENCE RESPONSE AND INVESTIGATION

All workplace violence incidents will be reported immediately to your supervisor. Your supervisor will complete the required forms by collecting information regarding the workplace violence incident and submit the forms to the Personnel Department who will review the information provided and determine if further investigation is warranted. The reporting individual, if known, will be informed of the completed investigation and corrective measures taken, if any.

SECTION X: PERIODIC REVIEW AND REVISION OF WORKPLACE VIOLENCE PREVENTION PLAN

The WVPP will be reviewed for possible revision at least annually.

The WVPP will also be reviewed for possible revision **when any deficiency is observed or becomes apparent AND after each incident.**

Employees and their authorized representatives are encouraged to have active involvement in the review process.

SECTION XI: TRAINING

The Personnel Department and Department Supervisor, person(s) knowledgeable about the plan, will ensure that employees receive training to familiarize them with the workplace prevention plan, how to obtain the plan and participate in implementation, definitions, how to report workplace violence, and incident logs. Training will be conducted at the implementation of the plan, upon hire, annually, and again upon the establishment of new programs, or when new job assignments, substances, processes, procedures, equipment or hazards are introduced or discovered. All employees will have an opportunity to participate in a question-and-answer session with an individual who is knowledgeable about the County office's plan.

Training Records will be kept for a minimum of 1 YEAR and include dates of training, summary of training, names and qualifications of presenter, names and job titles of attendees.

SECTION XII: RECORDKEEPING

Records of training, audits, incidents, investigations, and corrections made will be maintained as required by law.

Workplace Violence Hazards/Identification/Evaluation/Correct Records.....**5 YEARS MINIMUM**
Training.....**1 YEAR MINIMUM**
Violent Incident Logs.....**5 YEARS MINIMUM**
Post Incident Investigation Records.....**5 YEARS MINIMUM**

Workplace Violence Prevention Training Topics Identified by WVPP Committee

Topic: Violence in the Workplace Date Added: 07/01/2024

Topic: _____ Date Added: _____

Topic: _____ Date Added: _____

Topic: _____ Date Added: _____

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Topic: _____ Date Added: _____

Topic: _____ Date Added: _____

Topic: _____ Date Added: _____

FORM OF VIOLENT INCIDENT LOG

DATE & TIME OF INCIDENT _____

LOCATION OF INCIDENT _____

WHAT TYPE OF WORKPLACE VIOLENCE OCCURRED?

_____ **TYPE 1** – *Workplace violence committed by a person or animal who has no legitimate business at the worksite, and includes violent acts by any person or animal who enters the workplace approaches workers with the intent to commit an act of violence*

_____ **TYPE 2** – *Workplace violence directed at employees by parents, students, vendors, or visitors*

_____ **TYPE 3** – *Workplace violence against an employee by a present or former employee, supervisor, or manager*

_____ **TYPE 4** – *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 employee*

DETAILED DESCRIPTION OF THE EVENT: _____

DETAILED DESCRIPTION OF ANY INJURY, PSYCHOLOGICAL, TRAUMA, OR STRESS: _____

WHO COMMITTED THE VIOLENCE? _____

WHAT WERE THE CIRCUMSTANCES AT THE TIME OF THE INCIDENT? _____

WHERE DID THE INCIDENT OCCUR? _____

WHAT HAPPENED?

_____ 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 _____

WHAT WERE THE 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 any other hazards identified as a result of the incident: _____

**WAS THE WORKPLACE VIOLENCE PREVENTION PLAN REVIEWED AFTER THIS INCIDENT?
(YES OR NO) _____**

**WAS THE WORKPLACE VIOLENCE PREVENTION PLAN REVISED DUE TO THIS INCIDENT, AND
IF SO, HOW? _____**

THIS LOG COMPLETED BY:

NAME: _____

JOB TITLE: _____

DATE COMPLETED: _____