



**San Pasqual Valley  
Unified School District**

676 Baseline Road Winterhaven, CA 92283

**Workplace Violence  
Prevention Plan**

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## **Policy Statement**

San Pasqual Valley Unified School District (SPVUSD) has developed this Workplace Violence Prevention Program to address hazards known to be associated with the four major types of workplace violence.

- **Type I:** Workplace violence involves a violent act committed by a person with no legitimate relationship to the workplace who enters the workplace with the intent to commit a crime.
- **Type II:** Involves a violent act or threat of violence directed at SPVUSD employees by individuals identified as educational partners (i.e. students, families, community).
- **Type III:** Involves a violent act or threat of violence against an employee by a present or former employee, supervisor, or manager.
- **Type IV:** Involves workplace violence committed in the workplace by someone who does not work here but has or is known to have had a personal relationship with an employee.

SPVUSD is committed to promoting a safe, respectful, and non-threatening environment for all employees, students, and members of the public. Intimidating, threatening, and/or potentially violent behaviors are disruptive to SPVUSD'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 SPVUSD 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.

SPVUSD will also take action, including involving state or local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

The guidelines in this plan apply to all SPVUSD students, employees, and visitors on SPVUSD-operated grounds. These guidelines also apply to activities and events that occur on SPVUSD-owned and/or controlled property, buildings, premises, facilities, etc., and to activities and events, regardless of the location, in addition to those sponsored by SPVUSD. 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 are not intended to replace, but rather augment the guidelines outlined in the San Pasqual Valley Unified School District Safety Plan.

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

## **Responsibility**

### **Workplace Violence Prevention Program Administrator**

The Superintendent has designated the Director of Human Resources and Director of Facilities and Operations as the Workplace Violence Prevention Program administrators. They have the authority and responsibility for implementing the provisions of this program.

#### **Administrators**

Administrators are responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Program in collaboration with Human Resources and the Facilities and Operations Departments. The administrator must take immediate action when employees or students have made him/her aware of a perceived threat, and/or act of violence. Administrators may delegate logistical aspects of the Workplace Violence Prevention Program to members of staff but are responsible for ensuring that all aspects of their onsite Workplace Violence Prevention Program are being met.

SPVUSD administrators and supervisors have the responsibility and authority to take action in a case involving campus violence, threats of violence, and risks of disruption/alarming behavior. SPVUSD administrators and supervisors must implement all approved recommendations from SPVUSD officials and treat assessment team.

#### **Employees**

SPVUSD employees are expected to act professionally, courteously, and responsibly at all times, which ensures compliance with SPVUSD'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.

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

All reports must be taken seriously. The initial verbal report must be followed up with written documentation which should include the following critical information:

- Names of the involved parties (i.e., perpetrator, victim and witnesses),
- Exactly what occurred,
- When the incident occurred,
- Where the event took place, and if known, why it happened.

## **SPVUSD Threat Assessment Teams**

The SPVUSD 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 SPVUSD 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 affected administration.

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

- To review provided information regarding a threat or potential act of violence and identify its elements.
- To categorize the Level of Concern for a specific threat and recommend a reasonable response.
- **Note:** Law enforcement must be contacted in all very serious, substantive threats.
- In the case of a completed act of violence, to determine, with the available information, the risk of any additional acts of violence.
- To 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. TAT is a problem-solving team, not a replacement for appropriate managerial action.

## **SPVUSD Human Resources and Facilities and Operations Office**

SPVUSD Human Resources and Facilities and Operations Office assists with the periodic evaluation of the site's Workplace Violence Prevention Program to determine site-specific compliance with the program's elements as well as provide support for Administrators ensuring compliance with provisions of this plan. The office will request documents from the site to appraise the division's capability to satisfy the program's objectives. A Human Resources and Facilities and Operations representative will participate as a member of the SPVUSD Threat Assessment Team.

## **Communication**

SPVUSD recognizes that to maintain a safe, healthy, and secure workplace SPVUSD must communicate all workplace safety, health, and security issues to all employees, including administrators and supervisors. SPVUSD has Catapult as the 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. SPVUSD will communicate the Workplace Violence Prevention Program policies and procedures through:

- New employee orientation on SPVUSD's workplace security policies, procedures, and work practices

- Annual review of the Workplace Violence Prevention Program with all employees.
- Provide training designed to address specific aspects of workplace violence prevention and security unique to each of SPVUSD's operating locations.
- Posting and distributing workplace violence prevention information at the District's website [School Safety](#).
- Reporting workplace violence/security hazards or threats of violence.
- Employees who report incidents of workplace violence will be protected from the person making the threats by SPVUSD immediately taking the appropriate actions such as removing the person making the threats from the work area until the situation is resolved. For serious threats or acts of the local police will be called.
- Security issues will be discussed at safety committee meetings. The committee will recommend solutions to management.
- Discipline employees for failure to comply with workplace security practices.

## **Reporting**

All acts or threats of violence against a SPVUSD employee, service provider, or student, regardless of the source of the act or threat, will be reported promptly and accurately regardless of physical injury.

The following additional practices ensure employee compliance with workplace security directives, 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 Resources or any trusted SPVUSD administrator or supervisor.
- Employees who work directly with students shall adhere to program specific processes 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 on-site administrator.
- The supervisor 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 should call 9-1-1 first and then contact an on-site administrator.
- Injured persons will receive prompt and appropriate medical care and be transported to medical care facilities as appropriate.

- 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, as determined by law enforcement.
- An Incident Report will be prepared.
- Injured persons, witnesses to the incident, and other affected employees will be provided mental health support and counseling to reduce trauma and stress.
- Suggestions for improving the Workplace Violence Prevention Program may be provided by reporting suggestions to their supervisor, Human Resources, Facilities and Operations, or at [Safety@spvusd.org](mailto:Safety@spvusd.org)

## **Workplace Violence Emergencies**

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

Employees should activate our Standard Response Protocol (SRP) and be ready to Hold, Secure, Lockdown, Shelter, or Evacuate.

Information about the exact location 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.

- If immediate assistance is needed from police, fire, or EMS, call 9-1-1 first!
- For non-emergency situations, employees should contact their supervisor, Human Resources, or Director of Facilities and Operations
- For safety concerns and/or suggestions, please share by emailing [Safety@spvusd.org](mailto:Safety@spvusd.org)

## **Hazard Assessment**

SPVUSD will perform a workplace hazard assessment for workplace security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by site administration.

Periodic inspections are performed according to the following schedule:

- Annually.
- When the Workplace Violence Prevention Program is implemented.
- When new, previously unidentified security hazards are recognized.

- When occupational injuries or threats of injury occur.
- 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. SPVUSD performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

**Type I workplace violence inspections.** Inspections for Type I workplace security hazards include assessing:

- The exterior and interior of the workplace.
- The need for security surveillance measures, such as cameras.
- Procedures for reporting suspicious persons or activities.
- 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:

- Access to, and freedom of movement within, the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of SPVUSD.
- Employee's skills in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., radios, PA system, etc.
- Classrooms and office space access to emergency evacuation routes.

**Type III & IV workplace inspections.** Inspections for Type III and IV workplace security hazards include assessing:

- SPVUSD's communication with employees, supervisors, and administrators.
- SPVUSD employees', supervisors' and administrators' knowledge of the warning signs of potential workplace violence.
- Access to, and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of SPVUSD's employees is having a dispute.
- Frequency and severity of employee reports of threats of physical or verbal abuse by administrators, supervisors, or other employees.



- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.

## **Incident Investigations**

SPVUSD has established the following procedures for investigating incidents of workplace violence that include threats and physical injury. This list is not exhaustive and not in sequential order.

- Visit the scene of an incident as soon as possible.
- Interview threatened or injured employees and witnesses.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Review previous relevant incidents.
- Take corrective action to prevent the incident from recurring.
- Record the findings and corrective actions taken.
- 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:

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

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

- Controlling access to the workplace and freedom of movement within it, consistent with business necessity.

- Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of SPVUSD.
- Placing effective systems to warn others of a security danger or to summon assistance, e.g., radios, PA systems, etc.
- Ensuring adequate emergency evacuation routes

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

- Effectively communicating SPVUSD's antiviolence policy to all employees, supervisors, and administrators.
- Improving how well SPVUSD's management and employees communicate with each other.
- Increasing awareness by employees, supervisors, and administrators of the warning signs of potential workplace violence.
- Controlling access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of SPVUSD's employees is having a dispute;
- Providing counseling to employees, supervisors, or administrators who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers;
- 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;
- Ensuring employee disciplinary and discharge procedures address the potential for workplace violence; *and*
- Applying crime prevention measures through environmental design and administrative measures, as reasonably possible, including but not limited to:
  - Well lighted areas.
  - Security/controlled access to work area.
  - Employees must visibly display employee ID badge at all times while in a SPVUSD facility.
  - Visitor sign-in.
  - Visitor badges.
  - Well lighted parking lots and area surrounding the building.
  - Security cameras.
  - Security guards.

- Eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, dark areas.
- Locks on restroom doors.
- Remove sharp objects from view that could be used as a weapon.
- Caller ID on phones

## **Training and Instruction**

SPVUSD has established the following policy on training all employees with respect to workplace security.

All employees, including supervisors and administrators, will have training and instruction on general and job-specific workplace security practices. Training and instruction will be provided when the Workplace Violence Prevention program is 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 administrators given new job assignments for which specific workplace security training for that job assignment has not previously been provided.

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

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

- Explanation of the Workplace Violence Prevention program, including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards, including the risk factors associated with the four types of workplace violence.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to supervisors and administrators.
- Ways to defuse hostile or threatening situations. Such as but not limited to: *intervene early, showing genuine concern, speak in a calm and gentle voice, be aware of your own body language, maintain safe distance, avoid touching the other person.*
- The Standard Response Protocol (SRP) and options-based response to violent critical intruders – ALICE.
- Measures to summon others for assistance.
- Employee evacuation routes and rally points.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act on an employee *and*
- Post-event trauma counseling for those employees desiring such assistance.

In addition, SPVUSD provides specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

## **Review of this Plan**

The plan and the incident log shall be reviewed annually and shall allow for the inclusion of input from employee as well as 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**

SPVUSD has established the following recordkeeping policies:

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for a minimum of one year.
- 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.
- Violent incident logs will be maintained for a minimum of five years.
- 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:

- “Emergency” refers to unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other individuals.
- “Log” signifies the violent incident log mandated by this section.
- “Plan” signifies the workplace violence prevention plan required by this section.
- “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.
- “Workplace violence” encompasses any act of violence or threat of violence occurring in a place of employment other than lawful acts of self-defense or defense of others. For purposes of this workplace violence prevention plan, workplace violence is categorized as follows:
  - **Type 1** - workplace violence committed by a person with no legitimate business at the worksite, including violent acts by anyone entering the workplace or approaching workers with the intent to commit a crime.
  - **Type 2** - workplace violence directed at employees by customers, clients, patients, students, inmates, 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 an employee.

## **Appendices**



# SPVUSD 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 procedures outlined in the Student Handbook.

Return completed form within 48 hours following incident to Human Resources. **Attach witness statements 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 <input type="checkbox"/> Assailant <input type="checkbox"/> Witness	<input type="checkbox"/> Victim <input type="checkbox"/> Assailant <input type="checkbox"/> Witness
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 (check all that apply)**

<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 injury has occurred, please notify the Worker's Compensation Unit at 562.803.8354

<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)/Safety Team notified
<input type="checkbox"/> Administrator notified	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Employee Assistance Program (Beacon Wellbeing)



**Describe Incident in Detail**

*Include what happened, where, who was involved, what you heard, saw, etc.*

**List Names of Other Witnesses**

Signature

Date

Person Receiving Witness Statement

Date

**Routing**

*Yes No Name*

*Signature*

*Date*

<i>Yes</i>	<i>No</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
		Supervisor		
		Administrator		
		Human Resources		
		Other		

Upon completion of investigation, attach a findings/follow-up document to this form

**Frequency of this Evaluation: As Needed.**

This worksheet complements the violence report form and serves to assist SPVUSD employees in identifying incident-related behaviors which present potential and/or real risk.

**Completed by** (First and last name and title):  
**Worksite** (Department, location, Room #):  
**Relationship to Workplace:** Staff  Temporary Staff  Other

**Date Completed:**  
**Date of Incident:**  
**Time of Incident:**

Behavior Observed	Yes No	Descriptions (What you see, hear, etc.)	Triggers
<b>Verbally Threatening</b>	<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.	<b>Physical Triggers</b> <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 <input type="checkbox"/> Pain <input type="checkbox"/> Personal space violated <input type="checkbox"/> Self-stemming <input type="checkbox"/> Other: _____
<b>Attacking People</b>	<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).	
<b>Attacking Objects</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	An attack 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.	
<b>Confusion</b>	<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).	<b>Environmental Triggers</b> <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: _____
<b>Irritability</b>	<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.	
<b>Boisterous</b>	<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.	
<b>Agitated/Impulsive</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unable to remain composed. Very strong emotional reaction to real and imagined disappointments. Feel or appears troubled, nervous, upset. Is spontaneous, haste, emotions, dissatisfied with waiting.	

*\* For workplace violence risks which involve students, please refer Student Handbook.*

**Corrective Actions/Comments:**

**Frequency of this Evaluation: As Needed.**

This worksheet complements the violence report from and serves to assist SPVUSD employees in identifying the level of risk based on an incident or incidents which present potential and/or real workplace violence risk.

**Completed by:**

**Title:**

**Date Completed: Worksite** (Department, location, Room #):

**Name(s) of Individual(s) Under Review:**

**Relationship to Workplace:** Staff  Temporary Staff  Other

Level of Concern	Yes/No	Description	Reporting Method
<b>Low</b>	<input type="checkbox"/> Yes	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* <input type="checkbox"/> Labor Relations <input type="checkbox"/> Threat Assessment Team/Safety Team
	<input type="checkbox"/> No		
<b>Medium</b>	<input type="checkbox"/> Yes	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"/> No		
<b>High</b>	<input type="checkbox"/> Yes	An attack 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.).	
	<input type="checkbox"/> No		

*\*Urgent Communications are distributed to the SPVUSD’s District Leadership Team.*

*\*\* For workplace violence risks which involve students, please refer to the Student Handbook.*

**Corrective Actions/Comments:**



# San Pasqual Valley Unified School District

## Employee Safety Concern Form

**For imminent hazards or threats or *emergencies*, please dial 911**

**For non-emergency concerns please complete and send via email to [Safety@spvUSD.org](mailto:Safety@spvUSD.org)**

For questions regarding workers' compensation injuries, contact Alina Sanchez-Loera at 760-572-0222, Ext 2405.

To report any unsafe conditions email [Safety@spvUSD.org](mailto:Safety@spvUSD.org)

San Pasqual Valley Unified School District (SPVUSD) recognizes that to maintain a safe and secure workplace, there must be open, two-way communication that allows employees to report all potentially unsafe conditions without fear of reprisal.

Please complete this form to suggest ideas or report an unsafe workplace condition or practice.

PRINT OR TYPE FIRST AND LAST NAME OF EMPLOYEE (OPTIONAL)			
SITE NAME		DEPARTMENT	
ROOM NUMBER/LOCATION	TELEPHONE NUMBER (      )		
E-MAIL ADDRESS		DATE	
DESCRIBE SAFETY CONERN. <i>(Include what, where, when, and who. The information you provide will assist the team in the investigation process)</i>			

Has this matter been reported to the area supervisor?      Yes      No