



Oasis Charter Public School

A small school for kids with BIG ideas.

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WORKPLACE VIOLENCE PREVENTION PROGRAM

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Review: 5/16/2024, Board Approved 5/28/2024

Date of Last Revision(s): 5/16/2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - 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 employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - 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.

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

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazard.

RESPONSIBILITY

The WVPP administrator, Natalie Zayas, Executive Director, has the authority and responsibility for implementing the provisions of this plan for Oasis Charter Public School. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Natalie Zayas	Executive Director	<i>Natalie approves of the final plan and any major changes. She also handles any reports of workplace violence.</i>	831-424-9003	Nataliezayas@oasischarterschool.org
Stephanie Curley	Instructional Coordinator	<i>Stephanie organizes safety meetings and updates training materials. She also conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	831-424-9003	stephaniecurley@oasischarterschool.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Oasis Charter Public School ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Management will have quarterly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings also involve discussions of recent incidents and reviews of safety procedures.

- Designing and implementing training

Employees have direct input on which training they would like and are encouraged to participate in implementing training programs. Outside authorities

with specific knowledge on how to handle various incidents are then contacted to provide direct instruction for the staff.

- o Reporting and investigating workplace violence incidents.

PROCEDURES

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals. Note that in all instances, the threat is initially assumed to be serious, until further evaluation is done by Admin. The procedure for threat assessment is applicable during any school-sponsored event or function, whether the event/function be on school property or not.

1. Any **STUDENT** upon receiving information that a person is threatening to commit an act of violence shall:
 - a. Assume the threat is serious.
 - b. Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer
 - c. Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.

2. Any **PARENT OR GUARDIAN**, upon receiving information that a person is threatening to commit an act of violence shall:
 - a. Assume the threat is serious
 - a. Immediately report the threat to a school staff member, administrator or law enforcement officer
 - a. Be available and cooperative in providing a statement of information, with the understanding that the information source (parent or guardian) will remain anonymous to the greatest extent possible.

3. Any **SCHOOL STAFF MEMBER**, upon receiving information that a person is threatening to commit an act of violence shall:
 - a. Assume the threat is serious
 - b. Immediately report the threat to an administrator or their designee
 - c. Be available and cooperative in providing a statement of information, with the understanding that the information source (staff member) will remain anonymous to the greatest extent possible.

4. Any **SCHOOL ADMINISTRATOR**, upon receiving information that a person is threatening to commit an act of violence, shall evaluate the seriousness of the threat by initiating the following procedures.
 - A. Threat Evaluation: Admin Gathers Information
 - a. Obtain an account of the threat and the context from the student and witnesses.

 - b. Document the exact threat and circumstances surrounding the threat.

- c. Obtain the student's explanation of the threat's meaning and his/her intentions (see Appendix document "11 Questions to Guide Data Collection).
- d. Obtain witness perceptions of the threat's meaning.
- e. Document your evaluation. All documentation must be maintained, whether the threat is considered substantive or transient.

B. Evaluate Threat: Admin

- a. Based on the information gathered, determine whether the threat is transient or substantive.
- b. The important thing here is to determine whether or not the student intends to carry out the threat NOT what he/she threatened to do.
- c. When in doubt, treat the threat as substantive.
- d. Transient threats:
 - i. Often are rhetorical remarks, not genuine expressions of intent to harm.
 - ii. At worst, express temporary feelings of anger or frustration.
 - iii. Usually can be resolved on the scene or in the office.
 - iv. After resolution, the threat no longer exists.
 - v. Usually end with an apology or clarification.
- e. Substantive threats:
 - i. Express intent to physically injure someone beyond the immediate situation.
 - ii. There is at least some risk the student will carry out the threat.
 - iii. Protective action MUST be taken (i.e. warn the intended victim(s) and parents; involve student release team personnel).
 - iv. May require legal violations and require police consultation.
 - v. When in doubt, treat the threat as substantive.

Continuum of Threats

- Warning of impending violence
- Attempts to intimidate or frighten
- Thrill of causing a disruption
- Attention-seeking, boasting
- Fleeting expressions of anger
- Jokes
- Figures of speech

Factors to Consider for Substantive Threats

- Age of student
- Capability of student to carry out the threat
- Student's discipline history
- Credibility of student and willingness to acknowledge his/her behavior Credibility of witness accounts

Possible Indicators of a Substantive Threat

- Specific, plausible details
- Threat has been repeated over time

- Threat reported as a plan
- Accomplices or recruitment of accomplices
- Physical evidence of intent

It is important to note that determining a threat as transient does not mean that the situation is over. It is necessary to determine what follow-up actions are necessary (e.g. counseling, student mediation, etc.)

C. Responses to Transient Threats

- Threats **MUST** be resolved through explanation, apology, making amends, etc.
- There is no need to take safety precautions (e.g. no warnings to “victim’s” parents, no student release personnel involved, etc.).
- Provide counseling and education where appropriate.
- Administer discipline if appropriate (e.g. reprimand, parental notification, etc.)

D. Responses to Substantive Threats

- If a threat is considered substantive, Admin must be contacted immediately, as they are needed for the following steps.
- Determine if substantive threats are serious or very serious.
- Substantive assault threats are classified serious.
- Substantive threats to kill, rape and/or inflict very serious injury are classified very serious. Threats involving weapons are also considered very serious. Such threats are usually felonious.
- Very serious substantive threats **ALWAYS** involve law enforcement (always document information of contacted agents – i.e. badge number, etc.).

E. For all substantive threats, notify the parents of both the potential perpetrator and potential victim(s); if the potential victim(s) is a teacher, he/she must be notified.

F. Both victim and perpetrator should only be released to a parent or guardian. The necessary student release paperwork should be completed by staff at the school at this time.

G. Take disciplinary action consistent with school policy (e.g. suspensions/expulsions, etc.)

H. An evaluation to determine the mental health needs of an individual (e.g. why the threat was made) and propose strategies for reducing risk. A student who has been removed from campus may be evaluated by a county mental health professional who will interview necessary individuals (e.g. student, intended victim and witnesses, student’s parents, school staff who know the student, outside professionals who know the student, etc.).

I. Identify any other student support or intervention needs (e.g. necessary counseling, 51/50, dispute mediation, etc.).

J. Follow-up to verify that the threat has been resolved and interventions are occurring.

NOTE: Threats made via cell phones (e.g. by texting) and on the Internet (via emails, web postings, blogs, etc.) are felonious and can be prosecuted by International Commerce Law. For threats made via websites or cell phones, the above-mentioned steps should be taken. Web posting should also be reported to the site on which they occur.

NOTE: A signed release of information form is not needed to complete an investigation, because this involves the immediate safety of a student or students.

NOTE: Interviewing the potential perpetrator and no other person is NOT a full investigation of whether this student poses a threat and is potentially on the path towards violence.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. See Above Procedures
- 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.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Oasis Charter Public School Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. Oasis will provide continued training and updates, so staff stay current and understand our policies and procedures.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by sending a personal email and acknowledgment in staff meetings.
- Discipline employees for failure to comply with the WVPP.
- Communication with Employees

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace

violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - For example, ensure that supervisors and employees can communicate effectively and in the employees' first language.
 - All employees will be provided with a hard copy of the School Safety Plan for their reference.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can anonymously report a violent incident, threat, or other violence concerns by filling out an Incident Report and submitting it to Administration.
 - All emergency contact information regarding outside authorities is provided to staff in our School Safety Plan for them to access.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. This includes information about the progress of investigations, the results of investigations, and any corrective actions taken. Additionally, the assessment for further training of staff in handling such an incident is conducted and arranged if needed.

COORDINATION WITH OTHER EMPLOYERS

Oasis Charter Public School will implement the following effective 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.
- At a multi employer worksite, [name of employer] will ensure that if its employees experience a workplace violence incident that Oasis Charter Public School will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Oasis Charter Public School will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by the submission of a Violent Incident Report. If that's not possible, employees will report incidents directly to the WVPP administrator, Natalie Zayas, Executive Director.
- If the Executive Director is not available, staff are to report directly to the Instructional Coordinator.

Employees can report incidents to the Executive Director and Instructional Coordinator.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

EMERGENCY RESPONSE PROCEDURES

Oasis Charter Public School has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

Alarm systems and announcements via Walkie Talkies will be used to alert employees of emergencies. Safety directions and information will be given in real time.

- Oasis Charter Public School will have evacuation or sheltering plans, as well as all contact information for authorities in the School Safety Plan.

Shelter In Place Protocols (Environmental Hazard: Air Quality, Hazmat, Animal, etc.)

Low Protocol: Air Quality, Animal, etc.

Before

Admin:

- Know how to shut down HVAC
- Gather supplies: rags, water, duct tape, N95+ respirator masks
- Know how to seal off doors using duct tape

- Have emergency supplies: water, snacks, toilets, sanitary products
- Disability Protocol: any students with a physical disability, will be given access to a wheelchair in the event of an emergency evacuation

During

Admin:

- Announce “Shelter In Place. This is NOT a drill!” over walkie talkies. Inform staff reason for directive
- Confirm with all classrooms that students are accounted for
- Alert staff of any missing students
- Begin search for missing students
- Inform parents via ParentSquare
- School day continues as normal
- Post security staff member at the following locations:
 - Upper Building - back door by bathroom
 - Lower Building - door by bathrooms and playground doors
- Determine if it is safe to for classes to move between buildings and alert staff

Staff:

- Scan outdoor areas and bring any students inside the building
- Close and lock all doors to the outside
- Teachers immediately take a headcount. Admin will call to verify
- Alert admin if you have a student in your room who is not on your roster
- Learning continues as normal
- Students and staff DO NOT move between buildings unless approved by admin
- Disability Protocol: students should not be impacted

After

Staff:

- Wait for “All Clear” announcement from Administration
- Have students prepare to be dismissed
- If school is still in session, we will dismiss students using normal procedures and Life After School (LAS) continues as normal.
- If dismissal is happening after school hours in the dark, students will remain in the Leopard Shark Den (LSD) and will be escorted out by staff directly to car as parents arrive
- Check emergency supplies and send out a message on ParentSquare requesting replacements

Admin:

- Notify parents that Shelter in Place has been lifted
- Coordinate dismissal procedures with staff not directly responsible for students

High Protocol: Dangerous Chemical in Air, etc.

Before

Admin:

- Know how to shut down HVAC
- Gather supplies: rags, water, duct tape, N95+ respirator masks
- Know how to seal off doors using duct tape
- Have emergency supplies: water, snacks, toilets, sanitary products
- Disability Protocol: any students with a physical disability, will be given access to a wheelchair in the event of an emergency evacuation

During

Admin:

- Announce “Shelter In Place. This is NOT a drill! Hazmat Situation High protocol procedures.” over walkie talkies
- Shut down HVAC
- Seal off doors and kitchen exhaust from outside air flow
- Confirm with classrooms that all students are accounted for
- Begin search for missing students
- Remind staff that no one is to be traveling between buildings or leave the classroom until we have been given clearance
- Notify parents via ParentSquare
- Monitor alerts from Monterey County and update staff

Staff:

- Scan outdoor areas and bring any students inside of building
- Close and lock all doors to the outside
- Sea Otters move quickly to Octopus room
- Seahorse and Manta Ray moves quickly to Sea Otter room
- Teachers immediately take a headcount. Inform Admin of missing students and last known location
- Inform Admin if you have students in your room that are not on your roster
- Seal off doors from air flow from outside with duct tape and rags
- Move students away from outside doors to interior space in the room
- Disability Protocol: students to remain in wheelchair in preparation for quick emergency evacuation

After

Staff:

- Wait for “All Clear” announcement from Administration
- Have students prepare to be dismissed
- LAS will be canceled
- For dismissal, students will remain in the LSD and will be escorted out by staff directly to car as parents arrive
- Staff will stay until all students have been dismissed or until Admin has issued release
- Check emergency supplies and send out a message on ParentSquare requesting replacements
- Return wheelchair to office

Admin:

- Notify parents that Shelter in Place has been lifted and we will be escorting students out individually as parents arrive. Parents are to remain in cars
- Coordinate dismissal procedures with staff not directly responsible for students
- Continue to monitor Monterey County updates if necessary

Field Trips:**Low Protocol (Air Quality, Animal, etc.)***If Shelter In Place is Issued at School Site:***Before****Staff & Admin:**

- Verify Roster before departure for all attending: students, teachers, chaperones, etc.
- If parents are driving, verify their license, make/model/plate of car that corresponds with insurance/DMV record turned in and which students are in their car
- Write down all car identification information on Field Trip Checklist
- Make sure we have cell numbers for **all** chaperones, regardless of whether driving or not, including bus drivers. Numbers need to be shared with all adults on field trip
- Inquire from bus driver where they plan to be located trip
- Select one chaperone to be the backup emergency personnel in the event that the teacher is unable to fulfill duties
- Verify that teacher has their emergency backpack, all contact information for parents and protocol hard copy and reunification forms
- Verify that any medication is accompanying students
- Disability Protocol: Wheelchair access for disabled students

During**Admin:**

- Admin to reach out to teacher to verify they have received notification of hazard in school site area
- Field trip can continue as normal
- Admin informs parents that students are safe at field trip site and field trip is continuing as normal
- Admin instructs teacher to reach out before leaving field trip site to see if they can return to campus or proceed to MCOE
-

After**Admin:**

- Admin will inform teacher whether it is safe to return once we have been given the all clear
- Bus/cars can return to school for regular dismissal procedures
- If situation is still active but field trip is over, Admin will instruct teacher to proceed to MCOE for parent reunification
- Admin will inform parents via ParentSquare about reunification plan

- Admin will activate extra staff to call families for emergency pick up of students
- Contact MCOE for help with reunification process

If Shelter In Place is Issued at Field Trip Site

Before

Staff & Admin:

- Verify Roster before departure for all attending: students, teachers, chaperones, etc.
- If parents are driving, verify their license, make/model/plate of car that corresponds with insurance/DMV record turned in and which students are in their car
- Write down all car identification information on Field Trip Checklist
- Make sure we have cell numbers for **all** chaperones, regardless of whether driving or not, including bus drivers. Numbers need to be shared with all adults on field trip
- Inquire from bus driver where they plan to be located during the field trip
- Select one chaperone to be the backup emergency personnel in the event that the teacher is unable to fulfill duties
- Verify that teacher has their emergency backpack, all contact information for parents and protocol hard copy and reunification forms
- Verify that any medication is accompanying student
- Wheelchair access for disabled students

During

Staff:

- Teacher to move students to safest location
- Teacher takes immediate head count and reports to Admin that all are accounted for and informs of the situation

Admin:

- Admin determines if field trip can continue

After

Staff:

- Once given “All Clear” by authorities at location, call Admin to give an update
- Bus/cars can return to school for regular dismissal procedures

Admin:

- Admin will inform parents via ParentSquare about reunification plan
- Admin will activate extra staff to call families for emergency pick up of students

Field Trips:

High Protocol: Chemical Hazmat Issue, etc.

Shelter In Place Is Issued at School Site:

Before

Staff & Admin:

- Verify Roster before departure for all attending: students, teachers, chaperones, etc.

- If parents are driving, verify their license, make/model/plate of car that corresponds with insurance/DMV record turned in and which students are in their car
- Write down all car identification information on Field Trip Checklist
- Make sure we have cell numbers for **all** chaperones, regardless of whether driving or not, including bus drivers. Numbers need to be shared with all adults on field trip
- Inquire from bus driver where they plan to be located during the field trip
- Select one chaperone to be the backup emergency personnel in the event that the teacher is unable to fulfill duties
- Verify that teacher has their emergency backpack, all contact information for parents and protocol hard copy and reunification forms
- Verify that any medication is accompanying student
- Disability Protocol: Wheelchair access for disabled students

During

Admin:

- Admin to reach out to teacher to verify they have receive notification of hazard in area
- Since issue is a school site, field trip can continue as normal
- Admin informs parents that students are safe at field trip site and field trip is continuing as normal

After

Admin:

- Admin will inform teacher when it is safe to return once we have been given the all clear
- Bus/cars can return to school for regular dismissal procedures
- If situation is still active but field trip is over, Admin will instruct teacher to proceed to MCOE for parent reunification
- Admin will inform parents via ParentSquare about reunification plan
- Admin will activate extra staff to call families for emergency pick up of students

Shelter In Place Is Issued at Field Trip Site:

Before

Staff & Admin:

- Verify Roster before departure for all attending: students, teachers, chaperones, etc.
- If parents are driving, verify their license, make/model/plate of car that corresponds with insurance/DMV record turned in and which students are in their car
- Write down all car identification information on Field Trip Checklist
- Make sure we have cell numbers for **all** chaperones, regardless of whether driving or not, including bus drivers. Numbers need to be shared with all adults on field trip
- Inquire from bus driver where they plan to be located during the field trip
- Select one chaperone to be the backup emergency personnel in the event that the teacher is unable to fulfill duties
- Verify that teacher has their emergency backpack, all contact information for parents and protocol hard copy and reunification forms
- Verify that any medication is accompanying student

- Disability Protocol: Wheelchair access for disabled students

During

Staff:

- Teacher is to move students to safest possible location
- Move students away from windows and doors if possible and seek interior part of the building
- If possible, seal off doors/windows with whatever you have available
- Teacher takes immediate head count and reports to Admin that all are accounted for and if anyone is missing or injured
- Wait for directives from Admin for next steps

Admin:

- Verify that students are in the safest location possible
- Alert MCOE of the situation
- Alert parents via Parent Square of the situation
- Determine if Admin staff should proceed down to field trip site to be close by
- Await instructions from first responders as to how to proceed

After

Staff:

- If given the All Clear by local officials, call Admin to give update
- Proceed to bus/cars immediately and return to school

Admin:

- Alert MCOE
 - Alert parents via Parent Square
 - Inform counselor that they are to remain on site and assist with dismissal
- In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Natalie Zayas	Executive Director	Executive Director is responsible for emergency response, hazard identification, and coordination with other employers; <i>Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	831-424-9003	NatalieZayas@oasischarterschool.org

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Oasis Charter Public School to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: [These submittals/reports could be from the system the employer had implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards or threats of violence without fear of reprisal/retaliation.]

Examples:

- o Daily or weekly review of all submitted and reported concerns.
- o Workplace Violence Hazards suggestion box
- o Online form for reporting workplace violence hazards
- o Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted: Annually by Fire Marshal and Police

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Johnny Subia	Salinas Fire Department
Michael Kimball	Kimball and Associates

Inspections for workplace violence hazards include assessing:

- All outdoor lighting is in working order.
- All cameras are operational.
- All fire alarms are functioning.
- All fire extinguishers are charged.
- All door alarm contact points are active and working.
- All signage is up and visible to authorities.
- Sign-in system for visitors is working correctly.
- All locks are functioning correctly.
- All interior doors have an additional security device accessible to staff.
- All interior windows have working shades.
- Defibrillators are working correctly and accessible to staff.
- Emergency backpacks are current for staff, including current rosters.
- Safety procedures are reviewed and updated.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner, Oasis Charter Public School will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms, including the Violence Incident Report and Violence Incident Log
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - Provide employee training/retraining(refreshers) on the WVPP, which could include but not limited to the following:

- Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Ensure that 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.
- Improve how well our establishment's management and employees communicate with each other.
- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and management training on emergency action procedures.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- 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.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:

Oasis Charter Public School
Violence Incident Report

Date and Time: _____

Personnel Involved:

Location of Incident:

Type of Violence: (See below for examples)

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*

- Support and resources, such as counseling services, are provided to affected employees through MCOE.

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.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Oasis Charter Public School will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Oasis Charter Public School has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Oasis Charter Public School has for interactive questions and answers with a person knowledgeable about the Oasis Charter Public School plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Oasis Charter Public School ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by providing staff with a written copy, as well as having it on the drive for easy access.

RECORDKEEPING

Oasis Charter Public School will:

- **Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.**
- **Create and maintain training records for a minimum of one (1) year and include the following:**
 - **Training dates.**
 - **Contents or a summary of the training sessions.**
 - **Names and qualifications of persons conducting the training.**
 - **Names and job titles of all persons attending the training sessions.**
- **Maintain violent incident logs for a minimum of five (5) years.**
- **Maintain records of workplace violence incident investigations for a minimum of five (5) years.**
 - **The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.**
- **All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.**

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Oasis Charter Public School WVPP will be reviewed for effectiveness:

- **At least annually.**
- **When a deficiency is observed or becomes apparent.**
- **After a workplace violence incident.**

- **As needed.**

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan’s effectiveness:

- **Review of Oasis Charter Public School’s WVPP should include, but is not limited to:**
 - **Review of incident investigations and the violent incident log.**
 - **Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).**
- **Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]**

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Oasis Charter Public School will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

“I, Natalie Zayas, Executive Director of Oasis Charter Public School, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.”

Natalie Zayas, Executive Director

Signature

Date

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- **Information provided by the employees who experienced the incident of violence.**
- **Witness statements.**
- **All other investigation findings.**

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date: _____

Time: _____ a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4))

Check which of the following describes the type(s) of incident, and explain in detail:

***Note:** It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- 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.

stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident:

[write/type what was happening 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.]

Where the incident occurred:

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 as a result of the incident.

Were there any injuries? Yes or No. Please explain:

- o Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Name: _____

Title: _____

Date: _____

Signature: _____