



Workplace Violence Prevention Plan: 2024-25

Workplace Violence Prevention Plan (WVPP) Purpose

This Workplace Violence Prevention Plan (WVPP) is designed to ensure a safe and secure environment for all employees, students, and visitors at Downtown College Prep (DCP). It aims to comply with Cal/OSHA requirements and supplement the Comprehensive School Safety Plan.

Our WVPP is strictly oriented on and informed by Senate Bill 553 and ensures a structured approach to preventing and managing workplace violence. This involves:

- Conducting regular safety audits and risk assessments.
- Training staff and students on recognizing and reporting potential violence.
- Establishing a transparent and supportive reporting system.
- Creating a crisis response team and protocols for handling violent incidents.
- Regularly reviewing and updating safety policies and procedures.

Our WVPP is approved by the Downtown College Prep Board of Directors. The Workplace Violence Prevention Plan (WVPP) will generally be reviewed and updated by March 1st of every year in line with the review of the school's Comprehensive School Safety Plan.

This 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 procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the WVPP's effectiveness. Such review will include, but is not limited to:

- a review of incident investigations and the violent incident log;
- an assessment of security systems' effectiveness, incl. alarms, and emergency response;
- a 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.

Last Date of Adoption:

Last Date of Update: February 10th, 2025

Last Date of Review: February 10th, 2025

I. 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 **does not include** lawful acts of self-defense or defense of others. Workplace violence **does include, 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 vendors, students, 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.

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

II. PLAN ORGANIZATION & IMPLEMENTATION

The **WVPP administrator**, Downtown College Prep’s Interim Executive Director, has the authority and responsibility for implementing the provisions of this plan for Downtown College Prep. To serve the needs of the school and community, this WVPP is updated at least yearly. Amendments are being made where appropriate and will continue to be assessed throughout the school year, as necessary.

Further persons responsible for the plan are listed below:

Name	Title	WVPP Responsibility	Email / Tel
Valerie Royaltey-Quandt	Interim Executive Director	Overall responsibility for the plan on behalf of the Board.	vrquandt@dcp.org (408) 599-1134
Jordan Apgar Jose Zavala	Principals	Overall responsibility for school sites.	japgar@dcp.org/ (408) 271-1730 ext 643 jzavala@dcp.org/ (408) 942-7000 ext 436
Marisa Yoshioka	Director of Human Resources	Authority and responsibility for implementing the provisions of this WVPP.	myoshioka@dcp.org (408) 271-8120 ext 125
Perla Alcaraz	Director of Operations	Responsible for emergency response, hazard identification, and coordination with other employers.	palcaraz@dcp.com (408) 271-8120 ext 138
N.n.	Human Resources	Responsible for employee involvement and training.	hr@dcp.com

The persons responsible for the plan will consult and engage with additional stakeholder groups as needed and on a case-by-case basis to ensure that all relevant aspects and perspectives are being considered in their reviews.

In addition: all principals, managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

III. PLAN COMPONENTS

Employee Active Involvement

Downtown College Prep ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- School Leadership will work with and allow employees and authorized employee representatives to participate in:
 - **Identifying, evaluating, and determining corrective measures to prevent workplace violence** in regular (depending on the need for such meetings, at least annual) 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 could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
 - **Designing and implementing training** by encouraging all staff to participate in designing and implementing training programs during professional development trainings, and their suggestions are incorporated into the training materials. New training scenarios based on recent incidents

may be actively included in such trainings.

- **Reporting and investigating workplace violence** incidents by providing a reporting log accessible via email.
- Administration 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 as laid out in this WVPP, and the Employee's handbook, the Incident Reporting Policy, Comprehensive School Safety Plan, and Harassment, Discrimination, Intimidation and Bullying Prevention Policy.
- 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 Downtown College Prep's Workplace Violence Prevention Plan (WVPP) through mandatory trainings (attendance will be recorded)
- Implementing effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP through periodic check ins.
- Providing retraining to employees whose safety performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP by taking swift corrective measures. Corrective action may include, re-training, and/or disciplinary action such as a warning, reassignment, temporary suspension without pay or termination, as DCP believes is appropriate under the circumstances.

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:

- **Mandatory** workplace violence prevention **training** programs for all staff.
- **New employee orientation** includes workplace violence prevention policies and procedures.
- **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, including but not limited to:
 - We ensure that supervisors and employees can communicate effectively and in the employees' first language and use effective translation tools, if needed.
 - We submit ad-hoc information about workplace violence incidents as deemed appropriate.
- **DCP encourages the prompt reporting** of complaints or concerns so that rapid and appropriate remedial action can be taken. Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action, including but not

limited to:

- Employees can anonymously report a violent incident, threat, or other violence concerns via a form.
- For **emergency response**, **Employees are encouraged to call 9-1-1** for law enforcement or immediate response.
- For **general reporting** of other complaints or concerns, Employees can call the front office at (408) 384-4040 (DCP El Camino Middle School), (408) 271-1730 (DCP El Primero High School) and (408) 942-7000 (DCP Alum Rock Middle School). For non-emergency calls, San Jose Police Department can be reached at (408) 277-8900.
- For **confidential, non-urgent** reporting of complaints or concerns, Employees contact your manager, or HR (hr@dcp.org).
- **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. The investigation follows the investigation and complaint procedure laid out in our Harassment, Discrimination, Intimidation and Bullying Prevention Policy. For a copy of this policy, please contact HR@dcp.org. The policy can also be accessed at [this link](#).
 - Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken, if appropriate.
 - Updates during regular meetings with other employers on the same campus (namely Alum Rock School District) to discuss any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

Coordination with Other Employers

DCP Alum Rock is co-located with Alum Rock School District (Ocala Middle School). DCP will implement the following effective procedures to coordinate implementation of its plan to ensure that this employer and its 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 from either Alum Rock School District or DCP are reported, investigated, and recorded.
- DCP and Alum Rock School District aim to jointly ensure that if its employees experience workplace violence incident that both campuses will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

Workplace Violence Incident Reporting Procedure

DCP 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 immediately inform the WVPP administrator (Interim Executive Director, Valerie Royaltey-Quandt) by sending an email to vrquandt@dcp.org.
- If that's not possible, employees will report incidents directly to the WVPP administrator (Interim Executive Director, Valerie Royaltey-Quandt) by sending an email to vrquandt@dcp.org or calling (408) 599-1134.
- Employees can report incidents to their supervisor, HR, or through an anonymous form.
- A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. The non-retaliation policy is laid out in our Harassment, Discrimination, Intimidation and Bullying Prevention Policy.

Emergency Response Procedures

DCP 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 via alarm systems and PA announcements that will be used to alert employees of emergencies.
- DCP has evacuation and sheltering plans laid out in the [School's Comprehensive Safety Plan- Alum Rock Middle School](#) and [School's Comprehensive Safety Plan- El Camino Middle School and El Primero High School](#).
- For **emergency response**, **Employees are encouraged to call 9-1-1** for law enforcement or immediate response as well as VPP Administrator at +1 (408) 599-1134.
- For **general reporting** of other complaints or concerns, Employees can call the front office(s) at (408) 384-4040 (DCP El Camino Middle School), (408) 271-1730 (DCP El Primero High School) and (408) 942-7000 (DCP Alum Rock Middle School). For non-emergency calls, San Jose Police Department can be reached at (408) 277-8900.
- For **confidential, non-urgent** reporting of complaints or concerns, Employees contact your manager, or HR (hr@dcp.org).

Workplace Violence Hazard Identification and Evaluation

The following policies and procedures are established and required to be conducted by DCP 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.
- Weekly and monthly review of all submitted and reported concerns.
- Email to WVPP Administrator
- Text messages to WVPP Administrator

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 at least quarterly.

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:

Name	Title	Area of Inspection	Email
Valerie Royaltey-Quandt	Interim Executive Director	All school and surroundings, incl. liaison with LASD	vrquandt@dcp.org
Perla Alcaraz	Director of Operations	All school campuses	palcaraz@dcp.org
Marisa Yoshioka	Director of HR	All school campuses	myoshioka@dcp.org

Inspections for workplace violence hazards are being performed together with the general safety inspections as laid out in the School's Comprehensive Safety Plan ([linked above](#)) and include but may not be limited to assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- 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 our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, 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.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. DCP 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. These employees are primarily from the facilities department but could change depending on the circumstances. All corrective actions taken will be documented and dated on the appropriate forms. All incidents will be documented via a written memorandum, which will be retained in accordance with this policy's record keeping requirements.
- Corrective measures for workplace violence hazards will be specific to a given work area, such as:
 - Make the workplace unattractive to robbers by improving lighting around and at the workplace,
 - post of signs notifying the public that cameras are monitoring the facility,
 - Install security surveillance cameras in and around the workplace.
 - Provide workplace violence systems, such as door locks, physical barriers, and emergency alarms.
 - Ensure the adequacy of workplace violence systems by
 - posting emergency telephone numbers for law enforcement, fire, and medical services
 - control, access to, and freedom of movement within the workplace by non-employees via mandatory check-in procedures in the front offices, including recently discharged employees

or persons with whom one of our employees is having a dispute.

- Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure employees have access to a telephone with an outside line.
- Provide employee training and re-trainings (refreshers) on the WVPP and on emergency action procedures, 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.
 - Procedures for reporting suspicious persons, activities, and packages.
 - 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 administration 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 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.

Response and Investigation: The Violent Incident Log

The violent incident log will be used for every workplace violence incident and will include information, such as:

- The **date, time, and location** of the incident.
- The workplace **violence type** or types involved in the incident.
- A **detailed description** of the incident.
- A **classification of who** committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A **classification of circumstances** at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A **classification of where** the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The **type of incident**, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or

- unwanted verbal or physical sexual contact.
- Animal attack.
- Other.
- **Consequences** of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all **previous incidents**.

Logging the violent incident, we 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 during Professional Development Days 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.

DCP will **provide its employees with training and instruction** on the definitions found on page 1 of this plan and the requirements listed below (including but not limited to):

- 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 DCP 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.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Opportunities DCP offers for interactive questions and answers with a person knowledgeable about DCP' WVPP.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Training materials will be appropriate in content and vocabulary to the educational level, literacy, and language of employees.

Employee Access to the Written WVPP

DCP 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 in the following ways:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

Record Keeping

For an appropriate retention of records, DCP 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 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.

Employer Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a) Reporting Work-Connected Fatalities and Serious Injuries, BCS 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.

We, the Board of Downtown College Prep, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents and forms within this written plan. We are committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Board Representative

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 OF INCIDENT: _____

TIME OF INCIDENT: _____ (exact or approximate) circle **am** or **pm**.

Location(s) of Incident	Workplace Violence Type (1, 2, 3, 4)	Type of Incident *

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.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain in Detail: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on a separate sheet of paper if necessary.]

Workplace violence committed by: _____

For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.

Circumstances at the time of the incident:

Explain 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: _____

Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

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:

- 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 of person completing this log

Date this log was completed

Job Title of person completing this log

Signature of person completing this log