WORKPLACE VIOLENCE PREVENTION PLAN

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Lamont Elementary School District	Brandy Charles Superintendent	bcharles@lesd.us (661) 845-0751

Section 1: Policy Statement (Effective Date of Program)

Lamont Elementary School District (LESD) is committed to providing a safe secure, and respectful working and learning environment for all staff, students, parents, and visitors. We refuse to tolerate any acts of violence, threats, harassment, or intimidation within our schools or during any school related activities or events. This plan outlines our proactive measures to prevent workplace violence in accordance with California state law and our unwavering commitment to the safety and well-being of our community.

The Workplace Violence Prevention Program (WVPP) outlines our proactive measures to prevent workplace violence in accordance with California state law and our unwavering comitment to the safety and well-being of our community. All directors, leads, supervisors and employees are responsible for implementing and maintaining our WVPP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence. A copy of this policy statement and WVPP Plan is readily available to all employees and from each manager and supervisor. Our plan ensures that all employees, including supervisors and directors, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

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

A copy of this policy statement and WVPP Plan is written, available, and easily accessible to all staff and will be provided at the beginning of each school year and at the beginning of employment at LESD. A written copy will also be available at the District Office, each school site, and other sites where staff are located.

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

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

Workplace violence definitions:

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

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

* The threat of 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 firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

The following are 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 of former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work at the worksite 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.

Section II: Responsibility

Superintendent Brandy Charles, Director II of Administrative Services Bonny Porter, and Director of Construction and Facilities Eric Brock are responsible for implementing the WVPP.

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

The Workplace Violence Prevention Plan Committee:

Name:	Bonny Porter	Title:	Director II Administrative Services	Phone:	(661) 845-0751
Name:	Eric Brock	Title:	Director of Construction/Facilities. MOT	Phone:	(661) 845-0751
Name:	Cherie Olgin	Title:	Projects Director/ASES Director	Phone:	(661) 845-0751
Name:	Marshall Richert	Title:	Vice Principal	Phone:	(661) 845-1452
Name:	Stacie Rubinol	Title:	TOSA	Phone:	(661) 845-2291
Name:	Kris Asuncion	Title:	Campus Safety Supervisor	Phone:	(661) 845-2291
Name:	Jeffrey Reyes	Title:	Supervisor	Phone:	(661) 201-6599

Name: Louie Strusis Title: Supervisor Phone: (661)0201-6505

Section III: Involvement of Staff and Authorized Employee Representatives in Development and Implementation

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

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

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

An annual risk assessment will be conducted to identify potential risks and vulnerabilities related to workplace violence. This assessment will take into account:

1. Analysis of incidents occurring within the last year.
2. Consultations with staff, law enforcement, and security experts.
3. Examination of school facilities and existing security measures.
4. Consideration of external factors, including community safety trends.

Section IV: Coordination with Other Employers

Lamont Elementary School District may engage outside employers to conduct work and/or services at District sites. Other employers are required to have their own WVPP, as required by law. The District will work with any employer who the District engages for services to ensure there is no contradiction in the roles and responsibilities of employees

Section V: Compliance

All employees are responsible and will be held accountable for using safe work practices, following all directives, policies, and procedures and assisting in maintaining a safe and secure work environment. Directors, supervisors, and employees will comply with work practices that are designed to make the workplace more secure, and will not engage in threats or physical actions that create a security hazard for others in the workplace. Directors and supervisors will:
* Inform employees, supervisors, and managers about our Workplace Violence Prevention Program.
* Evaluate the performance of all employees in complying with our District's workplace security measures.
* Recognize employees who perform work practices that promote security in the workplace.
* Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
* Discipline employees for failure to comply with workplace security practices.
* Follow established workplace security directives, policies, and procedures.

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

Section VI: Communication, Reporting Workplace Violence, and Response to Investigation

Matters concerning workplace violence will be communicated to employees by written documentation, meetings, training and/or postings. Communication from employees about workplace violence is encouraged and may be verbal, written, or electronic. Employees may also send anonymous recommendations through intra-office mail. No employee will be subjected to termination, retaliation, or discrimination for making complaints, instituting proceedings, testifying with regards to employee workplace violence, or reporting a workplace violence incident. Any report of workplace violence will be investigated by the District and/or appropriate law enforcement agency. The District will take appropriate action based on the situation.
Our communication system consists of the following items:
* New employees orientation on our establishment's workplace security policies, procedures, and work practices.
* Periodic review of our Workplace Violence Prevention Program with personnel.
* Training programs designed to address specific aspects of workplace security unique to our District.
* A system for employees to inform management about workplace security hazards or threats of violence.
* Procedures for protecting employees who report threats from retaliation by the person making threats.

LESD establishes a confidential, accessible reporting system for violence or threats through a form and direct contact with a trusted staff member.

Section VII: Workplace Violence Response Procedures

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

EVACUATION PROCEDURES:

EARTHQUAKE: In a real earthquake your signal will be the beginning of shaking itself, it will not be on the intercom in a real earthquake.

INSIDE SCHOOL BUILDINGS:

1. DROP & COVER. TRY TO AVOID FLYING GLASS AND FALLING OBJECTS. MOVE AWAY FROM WINDOWS AND OUT FROM UNDER LIGHT FIXTURES.
2. LEAVE BUILDING WHEN THE EARTHQUAKE IS OVER. SPECIAL CONSIDERATION SHOULD BE GIVEN TO EXIT ROUTES. IF NORMAL ROUTE IS BLOCKED USE SAFE ALTERNATE ROUTE.
3. ASSESS CAPABILITY OF STUDENTS AND STAFF TO EXIT THE BUILDING.
IF A STUDENT OR STAFF MEMBER IS INJURED, YOUR PARTNER TEACHER TAKES YOUR CLASS AND YOU STAY IN THE CLASSROOM WITH THE STUDENT UNTIL THE EMERGENCY TEAM COMES TO GIVE SUPPORT. TAKE ROLL AND TAKE ACCOUNT FOR ALL STUDENTS OR STAFF.
4. TAKE EMERGENCY CRATE WITH YOU AND EXIT THE BUILDING.
5. LEAVE DOOR OPEN

6. WALK TOWARDS THE DESIGNATED SAFE ZONE AREA AND TAKE ROLL.
DISPLAY PAPER CLEARANCE OR NOTIFICATION SO IT'S VISIBLE.
7. WAIT FOR ALL CLEAR SIGNAL OR FURTHER INSTRUCTIONS.
8. RETURN TO THE BUILDING OR DESIGNATED SAFE ZONE.

FIRE: (1 LONG BELL FOLLOWED BY EVACUATE THE ROOM ANNOUNCEMENT BY OFFICE)

INSIDE SCHOOL BUILDINGS:

1. EVACUATE IMMEDIATELY
2. CLOSE THE DOOR WHEN YOU LEAVE –TO KEEP FIRE FROM EXPANDING
3. TAKE EMERGENCY CRATE WITH YOU AND EXIT BUILDING.
4. WALK TOWARDS THE DESIGNATED SAFE ZONE AREA AND TAKE ROLL
5. DISPLAY PAPER CLEARANCE OR NOTIFICATION SO IT'S VISIBLE.
6. WAIT FOR ALL CLEAR SIGNAL OR FURTHER INSTRUCTIONS.
7. RETURN TO THE BUILDING OR DESIGNATED SAFE ZONE.

UNDER CERTAIN DISASTER CONDITIONS, IT MAY BECOME NECESSARY TO EVACUATE
STAFF TO ANOTHER DISTRICT OR COMMUNITY SITE. THIS ACTION MAY
CONSIST OF LOADING STAFF ON THE SCHOOL BUSES FOR TRANSPORT.
FOLLOW INSTRUCTIONS FROM THE COMMAND CENTER.

ATTACK ON SCHOOL/ THREAT TO SCHOOL: INTRUDER - INSIDE SCHOOL BUILDINGS

1. OFFICE ANNOUNCEMENT:
ATTENTION ALL STAFF, THIS IS A LOCKDOWN, SECURE YOUR AREA.
(REPEAT 3 TIMES)

ENTRANCES WILL BE LOCKED AND REMAIN LOCKED UNTIL THE "LOCK DOWN" IS CONCLUDED.

2. LOCK DOOR IMMEDIATELY, SHUT WINDOWS, SHADES, WHEN LOCKING YOUR DOOR;
BRING IN ANY STAFF OR VISITORS THAT ARE WITH YOU OR NEARBY.
3. KEEP EVERYONE INDOORS; NO REASON IS IMPORTANT ENOUGH TO LET
THEM OUT.
4. REPORT ANY HELP NEEDED BY PHONE. EMERGENCIES ONLY.
5. WAIT FOR FURTHER INSTRUCTIONS.

ALL MEDIA PERSONNEL WILL BE DIRECTED TO THE PUBLIC INFORMATION OFFICER STAGING
AREA. (SUPERINTENDENT).

Section VIII: Identify, Evaluate, and Correct Workplace Violence

Whenever a workplace violence condition is observed, discovered, or reported, the District will take appropriate corrective measures in a timely manner. Employees will be informed of the workplace violence condition and interim protective measures will be taken until the workplace violence incident is corrected. In the event of an imminent

workplace violence, all impacted employees will be removed from the area at the earliest and safest opportunity, except those assigned to correct the workplace violence.

Section IX: Post Workplace Violence Response and Investigation

All workplace violence incidents will be reported immediately to site administrators or supervisors. The supervisor will complete the required forms by collecting information regarding the workplace violence incident and submit the forms to the Director II of Administrative Services who will review the information provided and determine if further investigation is warranted. The reporting individual, if known, will be informed of the completed investigation and corrective measures taken, if any.

Upon the report of an incident, LESD will also:

1. Activate other immediate measures to secure the safety of all individuals involved.
2. Provide necessary medical and psychological support to affected persons.
3. Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions.
4. Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved.

Section X: Periodic Review and Revision of Workplace Violence Prevention Plan

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

The WVPP will also be reviewed for possible revision when any deficiency is observed or becomes apparent AND after each incident with insights gained from incident reviews and changes in legal or policy requirements.

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

LESD will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities through:

1. Exchange of relevant safety and security information.
2. Access to support and recovery resources for staff and students.

Section XI: Training

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

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

Training and Education:

Mandatory training will be provided to all LESD employees, which will include:

1. Identification of behavior that may indicate potential for workplace violence.
2. Employees will receive de-escalation strategies and/or training.
3. Detailed review of LESD's policies for reporting and managing incidents
4. Comprehensive emergency response protocols tailored to each school's layout

Training will be conducted upon employment and annually thereafter, with additional sessions as needed to address emerging issues.

Section XII: Recordkeeping

All records of training, incident reports, investigations, and response actions will be maintained confidentially to support compliance, effectiveness, assessment, and continuous improvement of the prevention plan. Logs will be kept and maintained by the Director II of Administrative Services.

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

Workplace Violence Hazards/Identification/Evaluation/Correct Records…….5 YEARS

Training……..1 YEAR

Violent Incident Logs……5 YEARS

Post Incident Investigation Records……..5 YEARS

This plan has been developed to align with the requirements of California state law and will be regularly reviewed to ensure ongoing compliance with all applicable legal and regulatory mandates. LESD commits to upholding the highest standards of safety and respect within our community.