

DELANO JOINT UNION HIGH SCHOOL DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN



Board approved: May 14, 2024

WORKPLACE VIOLENCE PREVENTION PLAN

Section 1: POLICY STATEMENT (July 01, 2024)

Who is this model plan for?

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

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

Date of Last Review: **May 1, 2024**

Date of Implementation: **July 1, 2024**

Date of Last Revision (2):

DEFINITIONS

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

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 hazards.

Delano Joint Union High School District is committed to our employees' wellbeing. We refuse to tolerate any form of violence, or threat thereof, in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All staff are responsible for complying with our WVPP Program. District encourages employee participation in development and implementation in designing a WVPP. This includes participation in identifying, evaluating, correcting workplace violence issues, 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 physical injury has accrued is required. District 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 with the District. A written copy will also be posted at the District Office, each school site, and any other site where District staff is 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.

All District Administrators and Managers of the district are responsible for ensuring that all policies and procedures involving workplace violence are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

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

SECTION II: RESPONSIBILITY AND ACCOUNTABILITY

Below are the responsible individuals for implementing the WVPP.

In addition, a WVPP Planning Committee will be established to assess the vulnerability to workplace violence at our 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 District's overall Workplace Violence Prevention Program.

The WVPP Committee will consist of:

Name: Jesus Gonzalez Title: Assistant Superintendent – Human Resources
Phone: 661-720-4129

Name: Kenneth Moore Title: Associate Superintendent
Phone: 661-720-4125

Name: Rene Ayon Title: Assistant Superintendent of Student Services
Phone: 661-720-4126

Name: Robert Avila Title: MOT Director
Phone: 661-720-4198

Name: Andrea Popoy Title: Director of Food Services
Phone: 661-720-4305

Name: Cesar Ramirez Title: IT Director
Phone: 661-720-4543

Name: Justin Derrick Title: Principal
Phone: 661-720-4507

Name: Dolores Rodriguez Title: Principal
Phone: 661-720-4137

Name: Raudel Rojas Title: Principal
Phone: 661-720-5117

Name: Les Lucas, Jr. Title: Principal
Phone: 661-720-4180

Name: Gabriel Diaz Title: Director of Curriculum, Date & Assessment
Phone: 661-720-4116

Name: Paul Chavez Title: Director of CTE
Phone: 661-720-4201

Name: Benjamin DeLeon Title: Director of Migrant
Phone: 661-720-4165

Name: Frank Pasillas Title: Site Supervisor at CCHS
Phone: 661-720-4785

Name: Danny Ronk Title: Site Supervisor at DHS
Phone: 661-720-4190

Name: TBD Title: Site Supervisor at RFKHS
Phone: 661-720-5123

Name: Trish Weedon Title: Transportation Supervisor
Phone: 661-720-4192

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

1. Development and implementation plan:

District will seek the input of staff and authorized employee representatives in developing and implementing the plan, including but not limited to, their participation in identifying, evaluating, and correcting workplace violence issues, in designing and implementing training, and in reporting and investigating workplace violence incidents.

2. Identifying, evaluating, and correcting workplace violence hazards:

Management will have safety meetings two times per year (semester) 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 meeting could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

3. Designing and implementing training:

Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenarios based on a recent incident.

4. Reporting and investigating workplace violence incidents:

Reporting violent incidents will take place using a workplace violence incident log and will be given to Supervisor. Workplace Violence Incident log will then be sent to the HR Office, HR will review incident log and determine if further investigation is warranted.

(As such, the District distributed a survey among all staff seeking input, please see Exhibit 2: WVPP Staff Survey)

The District will set meetings prior to the development and implementation of the WVPP to obtain involvement from interested staff and authorized employee representatives.

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

SECTION IV: COORDINATION WITH OTHER EMPLOYERS

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 roles and responsibility of employees. This includes vendors, consultants, contractors, and student teachers/field work students.

SECTION V: COMPLIANCE

The Delano Joint Union High School District in accordance with Senate Bill 553 expects full compliance to the District's WVPP. 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 DJUHSD Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP through beginning of the year trainings
- Discipline employees for failure to comply with the WVPP

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

Matters concerning the WVPP will be communicated to employees by written documentation, meetings, training and/or postings. Communication from employees about the District's WVPP 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 inform the reporting employee, if known, the results of the investigation and corrective action taken, if any as permitted by SB 553 law.

SECTION VII: WORKPLACE VIOLENCE RESPONSE PROCEDURES

In the event of a workplace violence incident school sites should use the Alice Training Protocols (Alert, Lockdown, Inform, Counter, Evacuate). In the event of a threat or perceived threat notify the appropriate law enforcement agency, if necessary.

PROTOCOLS:

The **ALICE** program empowers individuals to participate in their own survival using proactive response strategies in the face of violence. The program is designed to ensure anybody can employ the strategies.



Alert is your first notification of danger. It is recognizing the signs of danger and receiving information about the danger from others.



Lockdown: If Evacuation is not a safe option, barricade entry points. Prepare to Evacuate or Counter if needed.



Inform: Communicate real time information on shooter and direct language using any communication means possible.



Counter: As a last resort, create noise, movement, distance and distraction to reduce the shooter’s ability to shoot accurately.



Evacuate: When safe to do so, run from danger using exits if necessary. Rally points should be predetermined.

Training for Alice will take place annually during the start of the school year. All individuals will receive a certificate upon completion of the training.

In the event of an emergency, including a Workplace Violence Emergency, contact your direct Supervisor. List of Administrators/Directors/Supervisors below.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Justin Derrick	CCHS Principal	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9327	jderrick@djuhsd.org
Dolores Rodriguez	DHS Principal	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 586-2418	drodriguez@djuhsd.org

Raudel Rojas	RFKHS Principal	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9091	rojas@djuhsd.org
Les Lucas, Jr.	VHS Principal	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9375	llucas2@djuhsd.org
Julio Segura	DAS Principal	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 586-2307	jsegura@djuhsd.org
Ben DeLeon	Migrant Director	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9187	bdeleon@djuhsd.org
Cesar Ramirez	IT Director	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9315	cramirez@djuhsd.org
Andrea Popoy	Food Services Director	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9301	apopoy@djuhsd.org
Robert Avila	MOT Director	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9198	ravila@djuhsd.org
Trish Weedon	Transportation Supervisor	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9275	tweedon@djuhsd.org
Frank Pasillas	CCHS Site Supervisor	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9236	fpasillas@djuhsd.org
Danny Ronk	DHS Site Supervisor	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9205	dronk@djuhsd.org
TBD	RFKHS Site Supervisor	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 543-7195	asandoval@djuhsd.org

Kenneth Moore	Associate Superintendent	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 543-9884	kmoore@djuhsd.org
Rene Ayon	Asst. Supt. of Student Services	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9213	rayon@djuhsd.org
Gabriel Diaz	Director of Curriculum, Data & Assessment	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9310	gdiaz@djuhsd.org
Jesus Gonzalez	Asst. Supt. HR	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 709-9112	jgonzalez@djuhsd.org
Jason Garcia	Superintendent	<i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 543-7445	jgarcia@djuhsd.org

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 when it impacts the district as a whole 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.

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/reports concerns of potential hazards:

- Call immediate Supervisor landline, if no answer, leave a voicemail/email/text message supervisor

Identify	Evaluate	Correct
District Offices	Open to the public for potential violence – Evaluate all areas open to the public are safe and secure in the event of a lock down.	Lock when needed or revert to doorbell system.
DAS, RFK, VHS, DHS & CCHS Front Entrance	Open to the public for potential violence.	Install security door system.
Sporting Events and Extra Curricular activity	Open to the public for potential violence.	Assign security, Administration, and additional police presence for events with high attendance.
The need for violence surveillance measures, such as mirrors and cameras	Improve lighting around and at the workplace	Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
Posting of emergency telephone numbers for law enforcement, fire, and medical services	Ensure the adequacy of workplace violence systems	Post emergency numbers for law enforcement, fire, and medical services
Whether employees have access to a telephone with an outside line	The availability of employee means of communication to call 911	Provide/review employee, supervisor, and management training on emergency action procedures using phone
Whether employees have effective escape routes from the workplace	Staff suggestion and supervisor review of areas.	Ensure adequate employee escape routes
Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, & physical barriers	Ensure the adequacy of workplace violence systems	Control, access to, and freedom of movement within the workplace by non-employees
Employees' skill in safely handling threatening or hostile service recipients	Sending Security Guards and Discipline Liaison to be trained via SB 1626 Training & Certification when needed	Ensure all Security Guards and Discipline Liaison are SB 1626 trained
How well our establishment's management and employees communicate with each other	Evaluate through yearly trainings and post incident reviews	Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace	Through training and post incident review	Ensure that employee disciplinary and discharge procedures address the potential for workplace violence
Threats or violence from Special Ed. or 504 Students	Evaluate to see what is addressed on the 504 plan or IEP.	The remediation of any future violence may be addressed by a referral to the 504 or IEP team

Possible dog bites while conducting student home visits	Call family before making visit or have staff evaluate premises before entering for potential dog threat	<ol style="list-style-type: none"> 1. Do not get out of vehicle until dog has been secured and does not pose a threat 2. Don't assume there is not a dog on the premises 3. Before entering premises make loud noise to alert dog of your presence 4. Don't assume dog will not bite 5. Have family place dog in a secure area, away from meeting place
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SECTION IX: POST WORKPLACE VIOLENCE RESPONSE AND INVESTIGATION

All workplace violence incidents will be reported immediately to your supervisor. Your supervisor will complete the required Incident Log Form (Exhibit #1) by collecting information regarding the workplace violence incident and submit the form to Human Resources Department who will review the information provided and determine if further investigation is warranted. The reporting individual, if known, will be informed of the completed investigation and corrective measures taken, if any.

Flow Chart of Workplace Violence Response and Investigation			
Workplace Violence Incident	Reported to Supervisor	Incident Log Completed by Supervisor and submitted to HR Office	HR Office will Review Incident Form and determine if further investigation is warranted.

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 deficiency is observed or becomes apparent and after each incident, Employees and their authorized representatives are encouraged to have active involvement in the review process.

SECTION XI: TRAINING

The District, alongside site administrators and classified managers will ensure that employees receive training to familiarize them with the workplace prevention plan, what constitutes workplace violence, how to obtain a copy of the plan and participate in implementation, how to report workplace violence, and complete incident logs. Training will be conducted upon hire and annually. All employees will have an opportunity to participate in an in-person training within school site or department to understand and familiarize themselves with the District’s plan.

Required Training is on the plan itself.

Trainings	Scheduling Date	Type of Training	Proof of Completion
WVPP	Annually: After July 1 st for 12 month Classified Staff & at Staff Development Days for 10/11 month Classified Staff and teachers New Hire: District Administration Universities: Student Teacher/ Field Work students	In Person	Sign In Sheet & Agenda

DJUHSD 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:

- 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 access through district website, which allows an employee to review, print, and email the current version of the written WVPP.

SECTION XII: RECORDKEEPING

DJUHSD 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.

Records of Training audits, incidents, investigations, and corrections made will be maintained as required by law in the Human Resources Office (W-12).

SECTION XIII: EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), DJUHSD 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, Jesus Gonzalez, Assistant Superintendent of Human Resources of the Delano Joint Union High School District, 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 believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

DELANO JOINT UNION HIGH SCHOOL DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Work Violence Prevention Plan (WVPP) and the plan was reviewed in its entirety with me.

Signature

Date