

GRIZZLY CHALLENGE CHARTER SCHOOL WORKPLACE VIOLENCE PREVENTION PLAN

SECTION I: POLICY STATEMENT *(Effective: June 6, 2024)*

Grizzly Challenge Charter School (“GCCS” or the “Charter School”) is committed to the safety and health of all employees. GCCS refuses 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 the WVPP. GCCS encourages employee participation in development and implementation in designing a WVPP. This includes participation in identifying, evaluating, and 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. GCCS will not discriminate against victims of workplace violence or anyone who reports the same.

A copy of this policy statement and WVPP 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 GCCS. A written copy will also be posted at the Charter School Office, each school site, and any other site where Charter School 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.

Repeated or willful failure to report incidents of workplace violence, failure to attend and participate in workplace violence training, and to otherwise comply with the requirements of this Plan will result in additional training and may result in disciplinary action.

SECTION II: RESPONSIBILITY

The GCCS Principal/Director and members of the Safety Committee are responsible for implementing the WVPP.

In addition, a WVPP Committee will be established to assess the vulnerability to workplace violence at GCCS 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 GCCS’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 WVPP Committee will consist of:

Name: _____	Title: <u>Principal/Director</u>	Phone: <u>805.782.6881</u>
Name: _____	Title: <u>Executive Assistant</u>	Phone: <u>805.782.6881</u>
Name: _____	Title: <u>Assistant Principal</u>	Phone: <u>805.782.6881</u>
Name: _____	Title: <u>Academic Counselor</u>	Phone: <u>805.782.6881</u>

Name: _____ Title: Teacher Representative Phone: 805.782.6881
Name: _____ Title: Teacher Representative Phone: 805.782.6881

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

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

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

GCCS will set a meeting prior to the development and implementation of the WVPP to obtain involvement from any 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 INDEPENDENT CONTRACTORS*

GCCS may engage outside contractors to conduct work and/or services at the Charter School. Contractors may be required to have their own WVPP, as required by law. The Charter School will work with any employer who the Charter School engages for services to ensure there is not contradiction in roles and responsibility of employees.

SECTION V: *COMPLIANCE*

The Charter School 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.

A copy of the Workplace Violence Report form is attached as Appendix A. Any report of workplace violence will be investigated by the Charter School and/or appropriate law enforcement agency. The Charter School will inform the reporting employee, if known, the results of the investigation and corrective action taken, if any.

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.

PROTOCOLS:

HOLD! *In Your Room Or Area – Clear The Halls*

STUDENTS

*Clear the hallways and remain in room or area until the “ALL CLEAR” is announced
Do business as usual*

ADULTS

*Close and lock door
Account for students and adults
Do business as usual*

SECURE! *Get Inside – Lock Outside Doors*

STUDENTS

*Return to inside of building
Do business as usual*

ADULTS

*Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual*

LOCKDOWN! *Locks, Lights, Out-Of-Sight!*

STUDENTS

*Move away from sight
Maintain silence
Do not open the door*

ADULTS

*Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door*

EVACUATE! *(A Location May Be Specified)*

STUDENTS

*Leave stuff behind if required to
If possible, bring your phone
Follow instructions*

ADULTS

*Lead students to evacuation location
Account for students and adults
Notify if missing, extra, or injured students or adults*

SHELTER! *Hazard And Safety Strategy*

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

*Lead safety strategy
Account for students and adults
Notify if missing, extra, or injured students or adults*

SECTION VIII: *IDENTIFY, EVALUATE, AND CORRECT WORKPLACE VIOLENCE*

Whenever a workplace violence condition is observed, discovered, or reported, the Charter School 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 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 must be reported immediately to a supervisor. After every reported or otherwise known incident of workplace violence, Human Resources shall conduct a workplace violence evaluation of any and all workplace conditions, policies, or practices that may have contributed to the occurrence of the incidence of workplace violence and shall record a record of the evaluation.

The employee's supervisor will complete the required forms by collecting information regarding the workplace violence incident and submit the forms to Human Resources who will review the information provided and determine if further investigation is warranted. Post-incident reviews will include, at minimum, an interview with the victim of workplace violence, any witnesses, and the impressions of Human Resources and/or designees assisting in the post-incident response. The interview and investigation shall seek to establish all facts required to be included in a Violent Incident Log, as set forth in Section XIII of this Plan.

Employees will be encouraged to provide feedback and information as part of the post-incident response. Employees who refuse to participate may be subject to discipline. Employees should be alerted that they are not subject to retaliation or reprisal from GCCS as a consequence of their participation in any post-incident response. The reporting individual, if known, will be informed of the completed investigation and corrective measures taken, if any.

SECTION X: *PERIODIC REVIEW AND REVISION OF WORKPLACE VIOLENCE PREVENTION PLAN*

Human Resources shall ensure that a review of potential workplace violence hazards is conducted at least annually. Human Resources shall also conduct a review of any workplace violence hazards reported by any employee. In addition, Human Resources shall also conduct a workplace violence hazard review (1) when this Plan is first established, (2) after each workplace violence incident has occurred, and (3) whenever the employer otherwise is made aware of a new or previously unrecognized workplace violence hazard.

Each time a workplace violence hazard review is undertaken, Human Resources shall prepare a report describing the review process, stating date the review was completed, stating the determination of whether a workplace hazard was found to exist, and describing whether any corrective actions are recommended. All workplace hazard evaluation reports shall be kept as records pursuant to Section XII of this Plan.

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

SECTION XI: *TRAINING*

GCCS administration, 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 incident logs. Training will be conducted at 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. Depending on the frequency and severity of workplace violence incidents in the workplace, the Human Resources may implement increasingly more frequent communication sessions with employees as necessary, including quarterly, monthly, or weekly reviews of this Plan and employee compliance with it. All employees will have an opportunity to participate in a question-and-answer session with an individual who is knowledgeable about the Charter School’s plan.

Training will include, but is not limited to, the following:

1. The Plan, how to obtain a copy of the Plan at no cost, and how to participate in development and implementation of the Plan.
2. The Plan’s definitions and the General Workplace Violence Plan Procedures.
3. How employees can search for and recognize workplace violence hazards and risk factors associated with the three types of workplace violence.
4. How to report workplace violence incidents, threats, or concerns to the school or two law enforcement without fear of reprisal from the school or the individual against whom the report is filed.
5. Ways to defuse hostile or threatening situations.
6. Routes and methods of escaping from workplace violence incidents.
7. How this Plan integrates with the school’s safety plan.
8. How and when to notify law enforcement authorities when a criminal act may have occurred or is potentially about to occur.
9. Emergency medical care to be provided to a victim of any violent act.
10. Any workplace violence hazards specific to the school environment, the corrective measures the school has implemented, and how to seek assistance to prevent or respond to violence and to avoid physical harm.
11. The workplace violence incident log, and how to obtain records the school is required to keep pursuant to the Recordkeeping part of this Plan, below.
12. An opportunity for live questions and answers on the Plan with Human Resources.

As part of the annual workplace violence training, every employee shall sign a certificate attesting that they understand these items, and each of these certificates shall be retained pursuant to Section XII of this Plan (“Recordkeeping”).

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

SECTION XII: RECORDKEEPING

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

<i>Workplace Violence Hazards/Identification/Evaluation/Correct Records</i>	5 YEARS MINIMUM
<i>Training</i>	1 YEAR MINIMUM
<i>Violent Incident Logs</i>	5 YEARS MINIMUM
<i>Post Incident Investigation Records</i>	5 YEARS MINIMUM

SECTION XIII: *VIOLENT INCIDENT LOG*

GCCS will maintain a Violent Incident Log. Human Resources shall ensure that the details of every violent incident reported or otherwise known to have occurred at the school are recorded into the Violent Incident Log. The log shall contain information solicited from the person experiencing the workplace violence incident, any witnesses, and investigation findings. All personal identifying information shall be omitted from the log, with the exception of the details of the person making the entry. The log shall be reviewed during any periodic reviews of this Plan for effectiveness.

The Violent Incident Log, for every incident, shall include the following:

1. The **date, time, and location** of the incident.
2. The **type or types of workplace violence** involved.
3. A **detailed description** of the incident.
4. **Who committed the violence**, including whether the perpetrator was a School stakeholder, family or friend of a School stakeholder, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
5. The **general 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.
6. **Where the incident occurred**, such as in the workplace, parking lot, or other area outside the workplace, or other area.
7. The **type of attack**: physical attack without a weapon; attack with a weapon or object; a threat of physical force or threat of use of a weapon or other object; sexual assault or threat of sexual assault; animal attack; other.
8. The consequences of the incident, including whether security or law enforcement was contacted; actions taken to protect employees from continuing threat, etc.
9. **Information on the person entering the log entry**, including their name, job title, and date entered.

Workplace Violence Reporting Form

This form should be used to report any incidence of workplace violence that any employee of GCCS witnesses at the workplace or any work-related event. Employees are required to report any workplace violence they witness and will not be subject to any retaliation for reporting workplace violence.

“Workplace Violence” includes but is not limited to the following: (i) 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; (ii) 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; (iii) the following four workplace violence types:

- *Type 1: violence committed by a person with no legitimate business at the worksite;*
- *Type 2: violence directed at employees by students, parents, contractors, volunteers, or visitors;*
- *Type 3: violence against an employee by a present or former employee, supervisor, or manager;*
- *Type 4: 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.

If you have witnessed a workplace violence incident, please enter as much of the following information as you can:

Date of Report: _____ **Date(s) of Incident:** _____

Reporter’s Name: _____

Reporter’s Job Title: _____

Reporter’s email address or telephone number: _____

Victim Name(s) (if other than Reporter): _____

Victim’s Job Title (If other than Reporter): _____

Victim’s email address or telephone number: _____

Approximate Place of Incident: _____

Approximate Time of Incident: _____

Narrative Description of Workplace Violence Incident: _____

Type of Workplace Violence (see definitions above): _____

Name, Description, or other information about Perpetrator(s): _____

Thank you for submitting this information. You may be contacted by administration to provide further information. Please sign below to verify the accuracy of the information provided on this form.

Reporter's Signature

Workplace Violence Prevention Training Topics Identified by WVPP Committee

Topic: _____ Date Added: _____

Topic: _____ Date Added: _____

Topic: _____ Date Added: _____

Topic: _____ Date Added: _____

Topic: _____ Date Added: _____

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