WORKPLACE VIOLENCE PREVENTION PROGRAM (WVPP)

BACKGROUND & PURPOSE
California Senate Bill 553 (SB 553) requires California workplaces to have a policy in place to address the rising episodes of violence occurring at the worksite. The purpose of the Workplace Violence Prevention Plan (WVPP) is to have a clearly understood, accessible, and actionable policy to respond quickly to episodes of workplace violence. The WVPP complements Menlo’s existing Emergency Plan by laying out more specifically the steps to identify, report, track, and analyze violent incidents to reduce the likelihood of recurrence. Menlo’s Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

GOAL OF THE WORKPLACE VIOLENCE PREVENTION PLAN
Menlo School is committed to providing a safe and secure environment free from physical violence, threats and intimidation. The goal of establishing a Workplace Violence Prevention Plan is to reduce violent incidents in the workplace. Ultimately, this will be achieved through improved employee awareness, violent incident identification and reporting, tracking of violent incidents, and corrective actions when hazards are recognized.

Date of Last Review: May, 15th 2024
Date of Last Revision(s): May, 15th 2024
DEFINITIONS

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

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

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

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

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

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

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

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

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

- The following four workplace violence types:
  
  **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

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

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

  **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

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

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

The WVPP administrator, Loren Arms, has the authority and responsibility for implementing the provisions of this plan for Menlo School. If there are multiple persons responsible for the plan, their roles will be clearly described.

<table>
<thead>
<tr>
<th>Responsible Persons</th>
<th>Job Title/Position</th>
<th>WVPP Responsibility(ies)</th>
<th>Phone #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loren Arms</td>
<td>Director of Operations &amp; Construction</td>
<td>Loren approves the final plan and any major changes. He organizes safety meetings, updates training materials, and handles any reports of workplace violence.</td>
<td>408-592-6325</td>
<td><a href="mailto:larms@menloschool.org">larms@menloschool.org</a></td>
</tr>
<tr>
<td>Mustapha Moutri</td>
<td>Director of Security</td>
<td>Mustapha conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</td>
<td>650-776-0295</td>
<td><a href="mailto:mmoutri@menloschool.org">mmoutri@menloschool.org</a></td>
</tr>
</tbody>
</table>

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

EMPLOYEE ACTIVE INVOLVEMENT

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

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Management will have an annual safety meeting with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings involve Q&A sessions, discussions of recent incidents, and reviews of safety procedures.
  - Designing and implementing training. Staff members are encouraged to submit recommendations on procedural changes or updated resource information at any time in order to improve the usefulness of the plan. The recommended changes should be routed to the Director of Operations or Director of Security.
  - Reporting and investigating workplace violence incidents

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment

- 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 Menlo’s Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP
- Provide retraining to employees whose safety performance fails to comply with the WVPP
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by acknowledging them in school or department wide emails
- Disciplinary procedures consistent with our Employee Handbook section on Workplace Violence

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 the following:

- New employee orientation includes workplace violence prevention policies and procedures
- Workplace violence prevention training programs
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns and ensuring that supervisors and employees can communicate effectively.
- Posted workplace violence prevention information in break rooms and employee lounges
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. Providing contact information for campus security (ext 1122) and emergency personnel (9-1-1), including how to use campus telephones to make these calls.
- 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 via email. Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings.
- Sharing training materials and incident reports with other employers (Flik, Securitas) to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.

COORDINATION WITH OTHER EMPLOYERS

Menlo School will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention
- Workplace violence incidents involving any employee are reported, investigated, and recorded
- At a multiemployer worksite, Menlo School will ensure that if its employees experience workplace violence incidents that Menlo will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer
WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Menlo School will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee’s supervisor, who will inform the WVPP administrator. Employees can also report incidents to HR. If that’s not possible, employees will report incidents directly to the WVPP administrator.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

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

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies as outlined in the Menlo School Emergency Plan, including the use of audible alarms, sirens, PA system, telephones and email
- Evacuation or sheltering plans as outlined in the Menlo School Emergency Plan
- How to obtain help from staff, security personnel, or law enforcement outlined in the Notification Procedures section of the Menlo School Emergency Plan. These procedures include: If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, from a campus telephone and then notify Loren Arms or Mustapha Moutri. To reach campus security, dial 1-1-2-2 from a campus telephone.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

<table>
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<tr>
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<td>650-776-0295</td>
<td><a href="mailto:mmoutri@menloschool.org">mmoutri@menloschool.org</a></td>
</tr>
</tbody>
</table>

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

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

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Regularly review all submitted/reported concerns of potential hazards submitted via email or in-person

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 semi-annually. Periodic inspections to identify and evaluate workplace violence and hazards on campus will be performed by the Director of Security, Mustapha Moutri.

Inspections for workplace violence hazards include assessing:
● The need for camera surveillance and monthly audit of camera functionality and effectiveness
● Procedures for employee response during a criminal act or intruder on campus
● 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 a designated safe area where they can go to in an emergency
● Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems
● Security guards’ skill in safely handling threatening or hostile service recipients
● Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms, sirens or panic buttons
● 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

WORKPLACE VIOLENCE HAZARD CORRECTION

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

● If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. When a hazard exists, the Crisis Action Team (CAT) will be activated, and if necessary, assisted by local law enforcement.

● All corrective actions taken will be documented and shared with appropriate parties

● Corrective measures for workplace violence hazards will be specific to a given work area and may include:
  
  o Making the workplace safer for students and employees by:
    
    • Providing employee training/retraining on the WVPP which helps to increase awareness of potential workplace violence
    • Improving lighting around and at the campus
    • Installing additional security surveillance cameras around the campus
    • Ensuring the adequacy of workplace violence systems
    • Providing workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems
    • Posting emergency telephone numbers
    • Controlling, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute
    • Ensuring employees have access to a telephone with an outside line.
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 ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as (see attached Violent Incident Log):
  - 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

● Support and resources, such as counseling services, are provided to affected employees

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 online training and instruction on general and job-specific workplace violence practices. Training and instruction will be provided as follows:

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

Menlo School will provide its employees with training and instruction on the definitions found in this plan and the requirements listed below:

● The employer’s WVPP, how to obtain a copy of the employer’s plan at no cost, and how to participate in development and implementation of the employer’s plan
● How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal
● Workplace violence hazards specific to the employees’ jobs, the corrective measures Menlo School has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm
● The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs
● Opportunities Menlo School has for interactive questions and answers with a person knowledgeable about the plan
● Emergency medical care provided in the event of any violent act upon an employee
● Post-event trauma counseling for employees desiring such assistance.

**Note:** Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.
EMPLOYEE ACCESS TO THE WRITTEN WVPP

Menlo School ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

- 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 the school 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.

RECORDKEEPING

Menlo School will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.

- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.

- Maintain violent incident logs for a minimum of five (5) years.

- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

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

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

REVIEW AND REVISION OF THE WVPP

The Menlo School WVPP will be reviewed for effectiveness:

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

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

- Review of Menlo School’s WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).

- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

**EMPLOYER REPORTING RESPONSIBILITIES**

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

“I, Loren Arms, Director of Operations & Construction, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.”

Name and title of person authorizing this WVPP

________________________________________
Signature of person authorizing this WVPP

Date of Signature
VIOLENT INCIDENT REPORT

This report 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 Incident Occurred:

Time Incident Occurred:

Location of Incident:

Workplace Violence Type:

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

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

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object
- Threat of physical force or threat of the use of a weapon or other object
- 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 (provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on the next page):
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 (write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location):

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. If yes, explain below:

Were emergency medical responders other than law enforcement contacted, such as 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, Job Title):

Date this log was completed:

Signature of person completing this log:
VIOLENT INCIDENT INVESTIGATION

The WVPP administrator will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to Human Resources.

Incident Analysis to be completed by WVPP administrator:

Has this type of incident occurred before at the workplace?  □ Yes  □ No

What were the main factors that contributed to the incident?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What could have prevented or at least minimized the damage caused by this incident?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Post-Incident Response
□ Yes  □ No  Did the employee(s) require medical attention as a result of the incident?
□ Yes  □ No  Did the employee(s) miss work as a result of the incident?
□ Yes  □ No  Did the employee(s) apply for workers’ compensation?
□ Yes  □ No  Was security contacted?
□ Yes  □ No  Was building facilities contacted?
□ Yes  □ No  Was immediate counseling provided to affected workers and witnesses?
□ Yes  □ No  Was critical incident debriefing provided to all affected staff who desired it?
□ Yes  □ No  Was post-trauma counseling provided to affected staff who desired it?
□ Yes  □ No  Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)?  □ Yes  □ No

Is this a recurring event?  □ Yes  □ No

Are there modifications to be made to WVPP to reflect updated practices?  □ Yes  □ No

Describe updates to WVPP
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Investigation completed by: __________________________
Department/Job Title: __________________________
Date: __________  Phone number: __________________________
Email: __________________________
VIOLENT INCIDENT LOG AND INSTRUCTIONS

Every workplace violence incident is reported and recorded in a violent incident log. Any element of personal identifying information sufficient to allow identification of any person involved in a violent incident will NOT be recorded. Such personal identifying information includes 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, could reveal the person’s identity.

Upon receipt of report, the WVPP administrator assigns a number system for tracking including date of report, Department, initials of who completed the log entry, without including employee name. Tracking and trending should include date, time and location, violence type, type of assault, and incident detailed description.

The Director of Operations and Director of Security are expected to review the data at least quarterly and make improvements to prevent further incidents.

Template Log is below:

<table>
<thead>
<tr>
<th>Log #</th>
<th>Person who completed the Log</th>
<th>Incident Date</th>
<th>Incident Time (24-hour, military)</th>
<th>Physical Location</th>
<th>Violence Perpetrator(s) Type, e.g., I: stranger; II: client; III: employee (current or former); IV: Personal relationship</th>
<th>Incident Type, e.g., Verbal threats, Physical attack</th>
<th>Police Notified Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: DHR12.13. 23-1</td>
<td>Giano Bito</td>
<td>12/13/23</td>
<td>1403</td>
<td>Student Parking Lot</td>
<td>III</td>
<td>Verbal</td>
<td>Y</td>
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