



**KERN COMMUNITY  
COLLEGE DISTRICT  
WORKPLACE VIOLENCE  
PREVENTION PLAN**





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## **I. PROGRAM OBJECTIVES AND POLICY STATEMENT**

Kern CCD is committed to ensuring the safety and well-being of its employees, to providing an environment free of violence or threats of violence and to safeguarding all employees and all other workers whom the Kern CCD controls or directs and directly supervises on the job to the extent that workers are exposed to hazards specific to their worksite and job assignment.

Kern CCD prohibits and will not tolerate any form of workplace violence by any employee or third party, including customers, clients, vendors, visitors, parents, students, or others, either at the workplace, in or on Kern CCD property or at Kern CCD-sponsored events.

This Workplace Violence Prevention Plan (WVPP or Plan) is intended to supplement the general Injury and Illness Prevention Program (IIPP) required by 8 CCR § 3203. This Plan is in effect at all times in all work areas and is intended to be specific to the hazards and corrective measures for each work area and operation.

The WVPP shall be available to employees, authorized employee organization representatives and Cal/OSHA at all times.

Kern CCD shall provide all safeguards required by law and regulation, including provision of personal protective equipment and training at no cost to the employee, at a reasonable time and place for the employee, and during the employee's paid time.

The primary objective of the WVPP is to prevent and/or eliminate workplace violence as follows:

- Establish and maintain an effective WVPP;
- Provide a safe working environment;
- Establish policies, training, and communications to improve workplace violence prevention; and
- Provide written records of workplace violence incidents and investigations, in accordance with the Plan.

Kern CCD hereby authorizes and ensures the establishment, implementation, and maintenance of this Plan and the documents/forms within this Plan. Kern CCD is committed to a culture of safety and violence prevention. These policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety of Kern CCD's employees.

The WVPP shall be developed and implemented in a manner that is consistent with the Kern CCD's obligations under Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), and related policies and

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**Kern Community College District  
Workplace Violence Prevention Plan**

**JULY 1, 2024**

procedures.<sup>1</sup> When a report is made under the WVPP, the responsible official shall determine whether the report also impacts the Kern CCD's obligations under Title IX and the Clery Act.

## II. DEFINITIONS

### A. REQUIRED DEFINITIONS

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

2. **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.

3. **Log:** the violent incident log required by this Plan.

4. **Plan:** this Workplace Violence Prevention Plan.

5. **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.

6. **Workplace violence:** any act of violence or threat of violence that occurs in a place of employment, including, but 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; and (iii) the following four workplace violence types:

A. **Type 1 violence:** workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

B. **Type 2 violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

C. **Type 3 violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.

D. **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.

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<sup>1</sup> Questions regarding whether a college or university is subject to the Clery Act and/or Title IX should be directed to the college/university's legal counsel.

7. **Work practice controls:** procedures and rules which are used to effectively reduce workplace violence hazards.

[**Alarm:** a mechanical, electrical, or electronic device that does not rely upon an employee's vocalization in order to alert others.]

[**Environmental risk factors:** factors in the facility or area in which services or operations are conducted that may contribute to the likelihood or severity of a workplace violence incident, including, but not limited to, risk factors associated with the specific task being performed, such as the collection of money.]

[**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.]

### III. RESPONSIBLE PERSONS

The Director of Risk and Safety has the authority and responsibility for implementing and maintaining this Plan for Kern CCD. In the absence of the Director of Risk and Safety, the person with authority and responsibility for implementation of this Plan is the immediate supervisor of affected employee[s].

Division/Department heads, managers, supervisors and employees will be accountable for implementation and maintenance of this program. Managers, supervisors and lead workers are responsible for implementing and maintaining the Plan in their areas of responsibility and will provide day-to-day program support, guidance and training to the individual employees on Kern CCD's WVPP.

A copy of the WVPP is available from each manager and supervisor and also available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html>.

Kern CCD shall obtain the active involvement of employees and their authorized employee organization representatives in developing, implementing, reviewing and revising 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.

#### A. EMPLOYEE ACTIVE INVOLVEMENT - GENERAL

The Chief Safety Officer shall obtain the active involvement of employees and their authorized employee organization representatives in developing and implementing the Plan, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and in reviewing the Plan. The Chief Safety Officer may carry out their responsibilities by the methods listed in the following section.

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**B. METHODS TO OBTAIN EMPLOYEE INVOLVEMENT**

1. Providing the Plan to employees and their authorized employee organization representatives before the Plan is implemented and soliciting feedback from employees and their authorized employee organization representatives.
2. Meet-and-confer with authorized employee organization representatives over the impacts of the Plan on any terms and conditions of employment and on the terms of any memorandums of understanding (“MOUs”) between the District and any authorized employee organization representatives.
3. Maintaining an internal website where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Kern CCD.
4. Distributing a survey regarding the Plan and workplace violence at Kern CCD.
5. Communicating safety and health issues to each [facility/site/department], coordinating training, developing incentive programs or other special safety programs.
6. Providing the approved version of the Plan to employees and their authorized employee organization representatives and soliciting feedback from employees.

The District will revise its Title IX and Clery Act policies, procedures, websites, and related materials to cross-reference the WVPP, the Violent Incident Report form, and the mechanism for filing the Violent Incident Report form.

**IV. COORDINATION**

Kern CCD shall coordinate implementation of the Plan with all other employers whose employees (“third-party employers and/or employees”) work on Kern CCD owned, controlled, or operated property. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided the training required by the Plan, and that workplace violence incidents involving any employee are reported, investigated, and recorded in the Violence Incident Log. At a multiemployer worksite, Kern CCD shall ensure that if its employees experience a workplace violence incident that Kern CCD shall record the information in its Violent Incident Log (Attachment D) and shall also provide a copy of the relevant Violent Incident Log to the controlling employer.

Kern CCD may coordinate the implementation of the Plan with other employers by the following methods:

**A. METHODS TO COORDINATE THE PLAN**

1. Designate the Chief Safety Officer as the point of contact for third-party employers in Kern CCD’s owned, controlled, or operated properties and facilities.

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2. Coordinate procedures with third-party employers for reporting, investigating and documenting workplace violence incidents.
3. Review and revise contracts with third-party employers to address the responsibilities of each party with respect to the Plan, including regarding which entity is responsible for training third-party employees and for reporting, investigating and documenting workplace violence incidents involving third-party employees.
4. Document in the contract which third party employers have assumed responsibility for training and for reporting, investigating, and documenting workplace violence incidents involving third party employees. When Kern CCD is sited in the contract as the responsible party, Kern CCD will:
  - a. Ensure all third-party employees receive and review the Plan when they begin working in Kern CCD's owned, controlled, or operated properties.
  - b. Provide all third-party employers a copy of the relevant worksite Plan and obtain copies of each third-party employer's Plan.
  - c. Provide third-party employers Kern CCD's training materials.
  - d. Require all third-party employees to report all reportable incidents (as defined in this Plan) to the appropriate supervisor, manager or other designated person, and participate in any investigations, as required by this Plan, Kern CCD's IIPP and/or other Kern CCD policy.

## **V. COMMUNICATION**

Kern CCD recognizes that to maintain a safe, healthy and secure workplace, it must have open, two-way communication between all employees, including managers and supervisors, and other employers, on all workplace safety, health and security issues. Kern CCD's communication procedures are designed to encourage and facilitate a continuous flow of information between management, employees and other employers regarding any suggestions, concerns or information relating to health, safety or security issues, without fear of reprisal and in a form that is readily understandable by all affected employees.

Kern CCD will ensure that all workplace violence policies and procedures within this Plan are clearly communicated to and understood by all employees, including any revisions to the Plan, in accordance with the "Plan Review" section of this Plan. All employees may communicate suggestions, concerns or information regarding workplace violence either directly to their supervisor or manager or in accordance with the "Reports of Workplace Violence" and/or "Law Enforcement" sections of this Plan.

No employee will be subject to any discipline, retaliation or reprisal for reporting or communicating regarding workplace violence or any injury resulting from workplace violence.

Kern CCD's communication procedures may include the following items:

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**A. REQUIRED COMMUNICATIONS WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS**

In addition to any other communications required by this Plan, Kern CCD shall communicate with employees and their authorized employee organization representatives regarding:

1. How an employee can report a violent incident, threat, or other workplace violence concern to the Kern CCD or law enforcement without fear of reprisal. Please see the “Reports of Workplace Violence” section of this Plan.
2. How employee concerns will be investigated in a timely manner and how employees and authorized employee organization representatives will be informed of the results of the investigation and any corrective actions to be taken, in accordance with the “Hazard Identification, Evaluation and Correction,” and “Investigation and Post Incident Response” sections of this Plan.

**B. METHODS FOR COMMUNICATING WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS**

1. New employee orientation on workplace security policies, procedures and work practices, including the Plan.
2. Communicating safety and health issues to each [facility/ department/operation/site/OTHER].
3. Posted or distributed workplace safety and violence prevention information, including regarding any identified workplace violence hazards.
4. Maintaining an intranet website where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Kern CCD.
5. Distributing a survey periodically regarding the Plan and workplace violence at Kern CCD.
6. Procedures for employees to inform Kern CCD about workplace security hazards, workplace violence or threats of violence, including in accordance with the “Reports of Workplace Violence” section of this Plan.
7. Making the Plan available to all employees upon request.
8. Training and re-training programs, as provided in the Plan.
9. Updating employees on the status of investigations and corrective actions through email and at meetings, including the progress of investigations, the results of investigations, and any corrective actions taken.
10. Effective communication between employees and supervisors and managers about workplace violence concerns, including in accordance with the “Reports of Workplace Violence” and “Hazard

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Identification, Evaluation and Correction” sections of this Plan. Any communication between employees and supervisors will be in the employee’s first language.

**VI. REPORTS OF WORKPLACE VIOLENCE**

Kern CCD requires all employees to report workplace violence (including threats of violence), as described below.

Kern CCD requires completion of a Violent Incident Report Form (Attachment A) when workplace violence occurs, except as described below. The affected employee or the person receiving the report may complete the Violent Incident Report Form.

In addition, employees may communicate suggestions, concerns or information regarding workplace violence either directly to their supervisor or manager or in accordance with this section and the “Communications” section of this Plan.

No District or third-party employee will be subject to any discipline, retaliation or reprisal for reporting a concern regarding workplace violence, workplace violence or any injury resulting from workplace violence to Kern CCD or law enforcement. Any employee, including any supervisor or manager, who retaliates against an employee for reporting a concern regarding workplace violence, workplace violence or any injury resulting from workplace violence is subject to discipline, up to and including termination. Depending on the nature of the incident and the content of any report made to law enforcement or Kern CCD, Kern CCD may provide an employee with counseling or training, as warranted, regarding appropriate circumstances to make a report of workplace violence.

Nothing in this policy shall prevent an employee from accessing the employee’s cellular telephone or other communication devices to seek emergency assistance, assess the safety of an emergency situation, or communicate with a person to verify their safety.

Incidents of workplace violence must be reported. Reports may be completed and submitted as follows:

**A. WORKPLACE VIOLENCE MAY BE REPORTED TO THE FOLLOWING**

1. To the employee’s immediate supervisor or manager.
2. To the campus’s College Public Safety Department.
3. To the Chief Safety Officer.
4. Using an internal website where employees can report workplace violence, threats or concerns.
5. To law enforcement, as appropriate.

Any person receiving a report of workplace violence shall forward it to the Chief Security Officer.

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The Chief Security Officer shall accept and respond to reports of workplace violence, as described in this Plan. In addition to reviewing the Violent Incident Report Form as described above, the Chief Security Officer is responsible for recording information relating to each occurrence of workplace violence on the Violent Incident Log (Attachment D).

Even if workplace violence results in an injury requiring the completion of other documents, such as a California Department of Industrial Relations Form 5020 (Employer's Report of Occupational Injury or Illness), the Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form), a Violent Incident Report Form will still be required. All forms are processed and stored in accordance with the applicable laws and regulations relating to those forms. Even if no Violent Incident Report Form is completed, **the information required by this Plan must still be recorded in the Violent Incident Log.**

Employees may also report incidents of workplace violence to law enforcement, as appropriate.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to their supervisor, director or dean, Director of Human Resources, or Chief Safety Officer.

### **VII. RESPONSE TO WORKPLACE VIOLENCE**

In addition to the other provisions of this Plan, Kern CCD shall respond to actual or potential workplace violence, including emergencies, by the methods described below:

No District or third-party employee will be subject to any discipline, retaliation or reprisal for reporting workplace violence or any injury resulting from workplace violence to Kern CCD or law enforcement.

Employees may always obtain help from the individuals identified in the "Responsible Persons" and "Reports of Workplace Violence" sections of this Plan.

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**A. REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

1. Making this Plan available to employees and their authorized employee organization representatives.
2. Informing employees and their authorized employee organization representatives how to obtain help from campus Public Safety, Chief Security Officer, and law enforcement. Employees may contact law enforcement by dialing 911. The contact information for Kern CCD personnel and local law enforcement for each site is listed in APPENDIX A, Site Specific Details and Information, of this Plan.
3. Effective means to alert employees of the presence, location and nature of workplace violence emergencies. The type of alert will vary by site. Site specific alert can be found in APPENDIX A, Site Specific Details and Information, of this Plan.
4. Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans will vary by site. Site specific alert can be found in APPENDIX A, Site Specific Details and Information, of this Plan..

**B. OPTIONAL RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

1. Distributing a survey periodically regarding the Plan and workplace violence at Kern CCD.
2. Communicating procedures for employees to inform Kern CCD about workplace security hazards, workplace violence or threats of violence, including in accordance with the "Communications" and "Reports of Workplace Violence" sections of this Plan.
3. Reviewing options for seeking a Workplace Violence Restraining Order ("WVRO") and providing employees with the option to decline to be named in the WVRO.

**VIII. COMPLIANCE**

Kern CCD is committed to ensuring that all safety and health policies and procedures involving workplace security, including this Plan, are communicated clearly and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, including this Plan, and for assisting in maintaining a safe and secure work environment. Failure to follow this Plan, Kern CCD's IIPP or any other applicable Kern CCD directives, policies or procedures is grounds for discipline, up to and including termination. Managers and supervisors will enforce this Plan fairly and uniformly.

In addition to methods provided in other sections of this Plan, Kern CCD's system to ensure that employees, including supervisors and managers, comply with this Plan and the rules and work practices that are

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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, those listed below:

**A. REQUIRED COMPLIANCE PROCEDURES**

1. Making this Plan available to employees and their authorized employee organization representatives. When an employee or their authorized bargaining representative requests a copy of this Plan, Kern CCD shall provide the requester with a hardcopy (or a link to an electronic copy if mutually agreed upon) of the Plan.
2. Training programs as provided in the Plan, and any necessary re-training, including re-training for any employee whose safety performance is deficient.
3. Disciplining employees for failure to comply with this Plan, Kern CCD's IIPP, and/or workplace security practices, in accordance with Kern CCD's discipline policy.
4. Periodic inspections of the worksite in accordance with the "Hazard Identification, Evaluation and Correction" section of this Plan.

**B. OPTIONAL COMPLIANCE PROCEDURES**

1. New employee orientation on workplace security policies, procedures and work practices, including the Plan.
2. Providing employees with unobstructed access through a server or website, which allows an employee to review, print, and email the current version of this Plan. 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.
3. Posted or distributed workplace safety information, including regarding any identified workplace violence hazards.
4. Counseling for employees whose performance is deficient in complying with work practices designed to ensure workplace security.
5. Maintaining an internal website where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Kern CCD.
6. Distributing a survey periodically regarding the Plan and workplace violence at Kern CCD.

**IX. TRAINING**

Kern CCD is committed to ensuring that all employees have effective general and job-specific training on workplace security practices that address the workplace violence risks that employees may reasonably anticipate encountering in their jobs.

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Kern CCD shall use training material appropriate in content and vocabulary to the educational level, literacy and language of employees.

All training conducted in accordance with this Plan shall permit an opportunity for interactive questions and answers with a person knowledgeable about the Plan. Training may involve presentations, discussions, and/or practical exercises.

All training must be documented by using the SafeColleges (by Vector Solutions) training platform. Individual training records shall be recorded digitally in the online training application. All training records shall be kept on file for a minimum of one (1) year.

**A. REQUIRED EMPLOYEE INVOLVEMENT**

Kern CCD shall obtain the active involvement of employees and their authorized employee organization representatives in designing and implementing all required training under this Plan. Kern CCD may obtain this involvement by the following methods.

The Chief Safety Officer shall obtain the active involvement of employees and their authorized employee organization representatives designing and implementing training required under the Plan. Chief Safety Officer may carry out their responsibilities by the methods listed below:

**a. METHODS TO OBTAIN EMPLOYEE INVOLVEMENT**

1. Providing training to employees and their authorized employee organization representatives before training is implemented and during the annual Plan review and soliciting feedback from employees.
2. Informing employees, supervisors, and managers of the training required under the Plan and proposed changes to training required under the Plan.
3. Maintaining an internal website where employees can provide suggestions, feedback or concerns regarding training under the Plan.
4. Distributing a survey periodically regarding training under the Plan.

**B. Type of Training and Timing**

**1. General Workplace Security Training – New Hire and Annually**

Kern CCD shall provide training (1) when this Plan is first established, to all new employees, and to all employees annually; (2) to other employees for whom training has not previously been provided and to all employees, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided, and (3) whenever the employer is made aware of new or previously unrecognized hazards, and (4) for supervisors to familiarize themselves with the workplace violence hazards to which employees under their immediate direction and control may be exposed.

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Training shall be provided on the following:

- This Plan, including the definitions and requirements as provided in this Plan; how to obtain a copy of this Plan at no cost; and how to participate in the development and implementation of this Plan, as described in this section and in the section “Responsible Persons – Employee Involvement.”
- Reporting workplace violence incidents or concerns to Kern CCD or law enforcement without fear of reprisal, as described in the “Communications,” “Reports of Workplace Violence” and “Response to Workplace Violence,” sections of this Plan.
- Workplace violence hazards specific to employees’ jobs, the corrective measures Kern CCD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm (such as how to recognize workplace violence hazards, including the risk factors associated with the four types of workplace violence and ways to defuse hostile or threatening situations).
- The Violent Incident Log and how to obtain copies from Kern CCD.
- Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from Kern CCD.
- Training records and how to obtain copies from Kern CCD.
- Opportunities Kern CCD has for interactive questions and answers with a person knowledgeable about this Plan.

## **2. Additional Training – As Needed**

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to this Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to this Plan.

## **3. OPTIONAL TOPICS FOR SPECIFIC WORKPLACE SECURITY TRAINING**

Kern CCD provides training to all employees regarding general workplace security practices and issues, including how to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering/employee routes of escape/ emergency medical care provided in the event of any violent act upon an employee/ post-event trauma counseling for employees desiring such assistance.

In addition, Kern CCD provides specific training to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

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Type I Violence Training – For  Managers  Supervisors  Employees

- General Crime Awareness, including high crime areas
- Locations and Operations of Alarms
- Communications Procedures
- Working in isolation
- Working with money
- Working late at night
- Working in areas with poor visibility or low lighting
- Other: \_\_\_\_\_

Type II Violence Training – For  Managers  Supervisors  Employees

- Self-Protection
- Location, operation, care and maintenance of alarms and other protection devices
- Use of the “Buddy System” or other assistance from co-workers
- Customers and/or clients with history of violent behavior
- Other: \_\_\_\_\_

Type III and IV Violence Training – For  Managers  Supervisors  Employees

- Managing with respect and consideration
- Working with individuals with history of violent behavior
- High stress times such as impending layoffs
- Access to potential or improvised weapons such as scissors, tools, etc.
- Domestic violence involving spouse/domestic partner/former spouse/domestic partner at work
- Restraining Orders

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Other: \_\_\_\_\_

**X. HAZARD IDENTIFICATION, EVALUATION AND CORRECTION**

**A. Hazard Identification and Evaluation**

Kern CCD shall conduct inspections for workplace violence hazards on a periodic basis. Periodic inspections consist of identification, evaluation and correction of workplace security hazards, unsafe conditions and work practices, and employee reports and concerns. Hazards identified during the inspections must be documented.

Periodic inspections shall be conducted at a minimum as follows:

1. When this Plan is first established.
2. When Kern CCD is made aware of new or previously unrecognized workplace violence hazards.
3. After each workplace violence incident.
4. Whenever there is a report of workplace violence.
5. Annually

Inspections must be documented using effective means to identify, evaluate and correct workplace violence hazards, including, checklist including the Hazard Identification, Evaluation and Correction Record (Attachment F) and the Hazard Periodic Inspection Checklists (Attachment E). The date and name of the person conducting the inspections shall be documented. Any deficiencies must be documented and reported to the Chief Safety Officer. Items will be addressed in a timely manner based on the severity of the hazard.

Periodic inspections may require assessing more than one type of workplace violence. Kern CCD performs inspections for each type of workplace violence by using the methods specified in this Plan and in Kern CCD's checklists.

All identified hazards must be corrected, as described below in the subsection "Hazard Correction." This includes hazards identified during the inspections, by employee concerns, by Violent Incident Report Forms, by workplace violence incidents, or whenever Kern CCD is made aware of a new or previously unrecognized hazard.

Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five (5) years. Please see the "Records" Section of this Plan.

Inspections will be performed by personnel associated and familiar with the site being assessed and work being performed at that site. The specific personnel responsible for these inspections can be found in APPENDIX A, Site Specific Details and Information of this Plan.

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## 1. METHODS FOR PERIODIC INSPECTIONS

Periodic inspections may include the following:

1. Review all workplace violence incidents that occurred on the campus within the previous year, regardless of whether an injury occurred.
2. Review all reported workplace violence concerns, including those communicated to Kern CCD in accordance with the “Communications” and “Reports of Workplace Violence” section of this Plan.
3. Identify and evaluate environmental risk factors for workplace violence on each campus, including surrounding areas, such as employee parking areas and other outdoor areas.
4. An assessment of the following specific environmental risk factors:
  - a. Lack of posting of emergency telephone numbers for law enforcement, fire, and medical services.
  - b. Lack of employee access to a telephone with an outside line.
  - c. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers and restraint systems.
  - d. The exterior and interior of the workplace for its attractiveness to criminals.
  - e. Procedures for employee response during a robbery or other criminal act, including Kern CCD prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
  - f. Employees working in locations isolated from other employees because their assignment requires them to work alone, in remote locations, during night or early morning hours, or where an assailant could prevent entry into the work area by responders or other employees.
  - g. Poor illumination or blocked visibility of areas where possible assailants may be present.
  - h. The need for surveillance measures, such as mirrors or cameras.
  - i. Lack of physical barriers between employees and persons at risk of committing workplace violence.
  - j. Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or other persons with whom an employee is having a dispute.
  - k. Lack of effective escape routes.

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- l. Lack of a designated safe area where employees can go to in an emergency.
- m. Effective location and functioning of emergency buttons and alarms.
- n. Obstacles and impediments to accessing alarm systems.
- o. Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, including [alarms/panic buttons/OTHER.]
- p. Locations within the facility where alarm systems are not operational.
- q. Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits.
- r. Procedures for reporting suspicious persons or activities.
- s. Storage of high-value items or currency.
- t. Community-based risk factors, such as information relating to local crime conditions and the local police contact information.
- u. Frequency and severity of threatening or hostile situations that may lead to violent acts by employees, students, vendors, or other members of the public.
- v. Employees' skill in safely handling threatening or hostile employees, students, vendors, or other members of the public.
- w. Availability of Public Safety officers.
- x. The use of work practices such as the "buddy" system for specified emergency events.
- y. Failure to follow Kern CCD's communication procedures and processes, in accordance with the "Communications" section of this Plan.
- z. Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- aa. Any prior violent acts, threats of physical violence, verbal abuse, property damage (or other signs of strain or pressure in the workplace.)

**B. Hazard Correction**

Kern CCD shall correct workplace hazards which threaten the security of employees in a timely manner based on the severity of the hazard. Kern CCD shall correct hazards when observed or discovered Hazard correction must be documented using effective means, including, assessment procedures, and checklists

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(including the Hazard Identification, Evaluation and Correction Record [Attachment F] and the Hazard Periodic Inspection Checklists [Attachment E]).

When an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property. Kern CCD shall remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

Kern CCD shall inform employees regarding completed workplace violence investigations conducted pursuant to this Plan and the records of any corrective action taken, in accordance with this and the “Communications” section.

### **METHODS FOR HAZARD CORRECTION**

Kern CCD shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible. Kern CCD shall take measures to protect employees from imminent hazards immediately. Hazard correction will be specific to a given campus, site and/or department.

Corrective measures may include, as applicable, but shall not be limited to:

1. Making the workplace unattractive to criminals by installing and maintaining lighting around and at the workplace.
2. Posting of emergency telephone numbers for law enforcement, fire, and medical services.
3. Ensuring employees have access to a telephone with an outside line.
4. Providing functioning systems, such as door locks, violence windows, physical barriers, emergency alarms and other restraint systems.
5. Posting signs that limited cash is kept on the premises and that the premises are subject to surveillance.
6. Limiting the amount of cash on hand and using time access safes for large bills.
7. Ensuring sufficient numbers of staff are trained and available to prevent and immediately respond to workplace violence incidents during each shift, including the use of security guards.
8. Providing line of sight or other immediate communication in all areas where members of the public may be present. This may include removal of sight barriers, provision of surveillance systems or other sight aids such as mirrors, use of a buddy system, improving illumination, or other effective means.
9. Configuring facility spaces so that employee access to doors and alarm systems cannot be impeded by persons or obstacles.

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10. Configuring facility spaces to control and limit freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom an employee is having a dispute.
11. Ensuring adequate employee escape routes.
12. Maintaining sufficient staffing, including security personnel, who can maintain order in the facility and respond to workplace violence incidents in a timely manner.
13. Installing, implementing, and maintaining the use of an alarm system or other effective means by which employees can summon security and other aid to defuse or respond to an actual or potential workplace violence emergency.
14. Providing training and re-training, including as provided in the “Training” section of this Plan, (including on Kern CCD’s emergency action procedures/reporting workplace violence concerns and incidents/awareness of the warning signs of potential workplace violence/handling threatening or hostile situations that may lead to violent acts by employees, students, vendors, or other members of the public).
15. Providing procedures for a “buddy” system during specified times or for specified emergency events.
16. Establishing a policy for prohibited practices, including a no-weapons policy.
17. Encouraging all employees report workplace violence concerns and incidents, including suspicious persons, activities and packages, in accordance with the “Communications” and Reports of Workplace Violence” sections of this Plan.
18. Ensuring communication in accordance with the “Communications” section of this Plan.
19. Ensuring an appropriate response to workplace violence concerns and incidents, and other issues such as verbal abuse or property damage are reported to the appropriate supervisor or manager and resolved in accordance with this Plan and Kern CCD policy.
20. Ensuring appropriate discipline for employees for workplace violence incidents, in accordance with this Plan.

## **XI. INVESTIGATIONS AND POST-INCIDENT RESPONSE**

Kern CCD must investigate workplace violence, concerns of workplace violence and injuries from workplace violence, regardless of how they are reported or how Kern CCD becomes aware of them. In addition to the procedures discussed above in the “Communication” and “Hazard Identification, Evaluation and Correction” sections of this Plan, Kern CCD shall promptly investigate and communicate with an employee regarding employee concerns of workplace violence and conduct investigations to prevent or respond to workplace violence.

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The primary goal of investigation is the prevention of similar incidents. Management, administrative and supervisory personnel, including the Chief Safety Officer, are responsible for ensuring investigations in their areas of responsibility are conducted.

Investigative reports prepared in accordance with this Plan shall not contain information, such as a 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. The Violent Incident Report (Attachment A) requests details of the incident, including what happened, why it happened, what should be done to prevent it from happening again and what action has been taken to reduce or eliminate future incidents. Please also refer to the "Reports of Workplace Violence" section of this Plan.

In the event an employee is injured or sought medical treatment, supervisors shall also comply with the appropriate procedures, including completing the required entries or forms, such as OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form). Please also refer to the "Reports of Workplace Violence" section of this Plan. Should an injury qualify as a "serious" injury as defined by Title 8 CCR Section 330, Kern CCD must report the injury to Cal/OSHA if required by Title 8 CCR Section 342.

When an employee reports workplace violence or a concern of workplace violence or when Kern CCD otherwise becomes aware of a concern of possible or actual workplace violence, Kern CCD shall conduct an investigation and respond to the workplace violence. The Chief Security Officer or other designated person shall conduct the investigation.

Kern CCD offers a variety of support and resources for employees affected by workplace violence, including the Employee Assistance Program/counseling services.

If Title IX is applicable to the allegations, District shall follow its Title IX policy and procedure. In such instances, the District shall offer supportive measures as set forth in its Title IX policy and procedure. If an investigation is required, it shall be conducted in accordance with District's Title IX procedures. If Title IX is not applicable under the circumstances, the Chief Security Officer or other designated person shall conduct the investigation.

Procedures for investigating workplace violence incidents may include:

**A. REQUIRED INVESTIGATIVE ACTIVITIES**

1. Informing employees how concerns will be investigated and how the employees will be informed of the results of the investigations and any corrective action, in accordance with the "Communications" and "Hazard Identification, Evaluation and Correction" sections of this Plan.

**B. OPTIONAL INVESTIGATIVE ACTIVITIES**

1. Reviewing any relevant previous incidents.

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2. Reviewing any associated and available police or Public Safety incident reports.
3. Interviewing the affected employee(s) and any witnesses.
4. Preparing appropriate summaries of the interviews.
5. Visiting the scene of the alleged incident as soon as possible.
6. Examining the workplace for factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
7. Reviewing any relevant physical, electronic or other evidence, such as video footage, photographs, and/or emails or other communications.
8. Coordinating, to the extent necessary and feasible, with any law enforcement investigation.
9. Determining the cause of the incident.
10. Taking corrective action to correct the hazards and prevent the incident from reoccurring.
11. Preparing a written report of findings and any action taken and ensuring corrective action is taken.

The requirements and procedures of this section are in addition to those described elsewhere in this Plan and those which will be taken in accordance with Kern CCD's policy regarding investigating misconduct and/or discipline. An investigation in accordance with those policies, and other applicable policies, may serve as an investigation under this Plan.

If Title IX is applicable to the allegations and an investigation is required, it shall be conducted in accordance with District's Title IX procedures.

### **C. REQUIRED RESPONSE TO EMPLOYEE CONCERNS**

To the extent not addressed in accordance with this section and the "Communication" and "Hazard Identification, Evaluation and Correction" sections of this Plan, Kern CCD may investigate and communicate with employees regarding their concerns using the following:

#### **METHODS TO INFORM EMPLOYEES OF INVESTIGATIONS AND CORRECTIVE ACTIONS**

1. Updating the employee on the status of the investigation into the employee's concern and any relevant corrective action.
2. Providing the employee a copy of any completed workplace violence investigation conducted pursuant to this Plan relevant to the employee's concern and the records of any corrective action taken. No personally identifying information of any other employee which is the subject of the investigation will be provided to employee(s) not involved in the incident.

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3. The employee's first line supervisor and/or Chief Security Officer meeting with the employee to discuss the concerns, the investigation and the corrective actions to be taken.
4. Sending the employee via email a summary of the employee's concern, the investigation and actions taken in response to the employee's concern.

## **XII. VIOLENT INCIDENT LOG**

Kern CCD shall record information regarding incidents of workplace violence in the Violent Incident Log (Attachment D). The Log shall contain the information requested in the Log about all incidents, the post-incident response and incident investigation.

Kern CCD shall prepare the Log based on information solicited from involved employees, including those who experienced the violent incident; on witness statements; and on the findings of investigations into workplace violence incidents. The Log shall not contain any elements of personally identifiable information, such as a person's name, address, electronic mail address, telephone number, or Social Security number, or other information that, alone or in combination with other publicly available information, reveals any person's identity.

Workplace violence resulting in an injury requiring recording the information on the OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form) must also be recorded on those documents, in addition to the Violent Incident Log. All OSHA forms and logs are processed and stored in accordance with the applicable laws and regulations relating to those forms.

For multiemployer worksites, the employer or employers whose employees experienced the workplace violence incident shall record the information in the Violent Incident Log and shall provide a copy of that log to the controlling employer.

The District shall determine whether there is a need to incorporate the report into the Daily Crime Log and Annual Security Report required under the Clery Act.

## **XIII. PLAN REVIEW**

Kern CCD shall review and revise this Plan as provided below. Kern CCD shall review the Plan at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident if a deficiency or better practice is identified, and as needed at any other time.

Review and any revision, as needed, of the Plan shall consist, at a minimum, of the following:

1. The Plan itself and the effectiveness of the Plan.
2. Procedures used to obtain the active involvement of employees and their authorized employee organization representatives in developing, implement and reviewing the plan, as discussed in "Responsible Persons – Employee Involvement."

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3. Violent Incident Log.

**A. OPTIONAL ITEMS FOR REVIEW**

1. Investigations of alleged hazardous conditions or employee concerns.
2. Investigations of workplace violence incidents.
3. The effectiveness of security systems, including alarms, emergency response plans, and security personnel, if applicable.
4. Records of hazard identification, evaluation and correction.
5. Communications regarding safety and health issues.
6. Training programs as provided in the Plan.
7. Kern CCD internal website submissions where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Kern CCD.
8. Any survey regarding the Plan and workplace violence at Kern CCD.

**B. METHODS TO CONDUCT THE PLAN REVIEW**

Kern CCD shall conduct the review required by this section by the following methods:

1. Providing the Plan and proposed revisions to the Plan to employees [and their authorized employee organization representatives] at no cost before revisions are implemented and soliciting feedback from employees.
2. Maintaining an internal website where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Kern CCD.
3. Distributing a survey regarding the Plan and workplace violence at Kern CCD.

Kern CCD shall communicate any revisions to the Plan to all employees, in accordance with the “Communications” section of this Plan.

When conducting a WVPP plan review, District will consider whether there is a need to revise District’s Title IX and Clery Act policies, procedures, websites, and related materials.

**XIV. RECORDS**

Kern CCD shall keep and maintain records as required by this Plan.

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Kern CCD shall create training records, which shall include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions, and maintain training records for a minimum of **one year**:

1. Employee Training Log. (See Attachment C)

Training records will include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

2. Training Attendance Log. (See Attachment B)

To the extent feasible, any associated written materials or presentations shall be kept with the relevant Training Attendance Log.

Kern CCD shall create and maintain the following records for a minimum of **five years**:

1. Hazard Identification, Evaluation and Correction. (See Attachment E)
2. Violent Incident Log. (See Attachment D)
3. Records of workplace violent incident investigations conducted pursuant to this Plan. These records shall not contain “medical information” as defined by California Civil Code Section 56.05(j).

The following records shall be made available to employees and their authorized representatives, upon request and without cost, for examination and copying within 15 calendar days of a request: (1) Records of workplace violence hazard identification, evaluation and correction; (2) Training records showing the training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions; and (3) the Violent Incident Log. Any employee personally identifiable information shall not be released, except as authorized by law. All records required by this Plan shall be made available to Cal-OSHA upon request and as required by law.

## **XV. REPORTING RESPONSIBILITIES**

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

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## ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Kern CCD's Workplace Violence Prevention Plan (the "Plan") and understand that it contains important information about the District's workplace safety and security policies and about my rights, responsibilities and obligations as an employee. I acknowledge that I have read, understand, and will adhere to the District Plan and that I have familiarized myself with the material in the Plan. I understand that the District may change, rescind, delete, or add to any policies, benefits, and practices described in the Plan from time to time, at its sole and absolute discretion, with or without prior notice.

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Date

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Signature

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Print Name

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**Kern Community College District  
Workplace Violence Prevention Plan**

**JULY 1, 2024**

# WORKPLACE VIOLENCE PREVENTION PLAN

## **VIOLENT INCIDENT REPORT – ATTACHMENT A**

Employee Name: \_\_\_\_\_

Name/Title/Contact Information of Person Completing Form: \_\_\_\_\_

<b><u>Date/Time</u></b>	<b><u>Location/ Department</u></b>	<b><u>Incident Description</u></b> <i>(Please include as much detail as possible. Include additional sheet if necessary.)</i>	<b><u>Violence Committed By?<sup>2</sup></u></b>

**Type of Incident:** (check all that apply)

- Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)  Attack with weapon (e.g. gun, knife, other object)  Threat of physical force or use of weapon or other object  Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)  Verbal Harassment  Animal Attack  Other \_\_\_\_\_

**Incident Location Specifics:** (check all that apply)

- Office  Classroom  Hallway  Restroom/Bathroom  Parking Lot  Other Area Outside Building  Personal Residence  Break Room  Cafeteria  Other \_\_\_\_\_

**Incident Specifics:** (check all that apply)

- Victim Performing Usual Job Duties  Poor Lighting  Rushed  Working During Low Staffing Level  High Crime Area  Isolated/Alone  Unable to Get Help/Assistance  Working in Community Setting  Working in Unfamiliar/New Location

**Consequence Specifics:** (check all that apply)

\_\_\_\_\_

<sup>2</sup> The perpetrator will be classified as: (1) client or customer; (2) family or friend of a client or customer; (3) stranger with criminal intent; (4) co-worker, supervisor or manager of victim, (5) partner or spouse, parent or relative of victim, or (6) other perpetrator.

## WORKPLACE VIOLENCE PREVENTION PLAN

Medical Treatment Provided  Assistance Provided to Conclude Incident (detail in Incident Description)  
 Security Contacted  Law Enforcement Contacted  Lost Time of Work Hours: \_\_\_\_\_  Actions  
Requested to Protect from Continuing Threat (if any):

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### *PLEASE NOTE:*

*If the alleged conduct may fall within the Title IX definition of Sexual Harassment, including, but not limited to, Sexual Assault, Domestic Violence, Dating Violence, or Stalking, the District's Title IX Coordinator will reach out to the reporting party to gather more information and provide resources. If the alleged conduct is determined to fall within Title IX, the Coordinator will conduct an intake meeting and offer supportive measures. The District's Title IX policy and procedures are accessible here [\[link\]](#).*









**VIOLENT INCIDENT LOG – ATTACHMENT D**

Name/Title of Person Completing Form:

\_\_\_\_\_

Date Completed:

\_\_\_\_\_

<u>Log No.</u>	<u>Date/Time</u>		<u>Location/ Department</u>	<u>Incident Description</u>	<u>Violence Committed By?<sup>3</sup></u>

**Type of Incident:** (check all that apply) (as defined in the “Definitions” section)

Type 1 Incident  Type 2 Incident  Type 3 Incident  Type 4 Incident

Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)  Attack with weapon (e.g. gun, knife, other object)  Threat of physical force or threat of use of weapon or other object  Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)  Verbal Harassment  Animal Attack  Other \_\_\_\_\_

**Incident Location Specifics:** (check all that apply)

Office  Sales Floor  Hallway  Restroom/Bathroom  Parking Lot  Other Area Outside Building  Personal Residence  Break Room  Cafeteria  Other

**Incident Circumstances:** (check all that apply)

Victim Performing Usual Job Duties  Poor Lighting  Rushed  Working During Low Staffing Level  High Crime Area  Isolated/Alone  Unable to Get Help/Assistance  Working in Community Setting  Working in Unfamiliar/New Location  Other:

\_\_\_\_\_

**Consequence Specifics:** (check all that apply)

\_\_\_\_\_

<sup>3</sup> The perpetrator will be classified as: (1) client; (2) customer; (3) family or friend of a client or customer; (4) stranger with criminal intent; (5) co-worker, supervisor or manager of victim, (6) partner or spouse, parent or relative of victim, or (7) other perpetrator.

Security Contacted/Law Enforcement Contacted  Law Enforcement/Security Response:  
\_\_\_\_\_  Actions Taken to Protect from Continuing Threat or Other Hazards Identified as a  
Result of Incident (if any): \_\_\_\_\_

Other: \_\_\_\_\_

**Injuries:** Description: \_\_\_\_\_

Medical responders other than Law Enforcement Contacted. If so, describe: \_\_\_\_\_

\_\_\_\_\_  Did  
the severity of the injuries require reporting to Cal/OSHA? If so, date and time and representative  
contacted: \_\_\_\_\_

## HAZARD PERIODIC INSPECTION CHECKLIST – ATTACHMENT E<sup>4</sup>

Date: \_\_\_\_\_

Facility / Operation / Department: \_\_\_\_\_

### STAFFING / SECURITY

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Lack of designated security personnel, including chief of security / safety	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Designate personnel responsible for security	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Failure to communicate contact information for security personnel to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Communicate contact information for security personnel to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Emergency telephone numbers for law enforcement, fire and medical services not accessibly posted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post emergency telephone numbers for law enforcement, fire and medical services where employees can access it	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Security not posted / located in vulnerable areas (e.g. parking lot, reception area, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post / locate security staff in vulnerable locations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Staff not available to escort employees upon request or as needed (e.g. to the parking lot, etc.) and a contact number provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff identified and available to escort employees on request or as needed and a contact number provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<sup>4</sup> Note: Not every hazard must be corrected with every engineering or work practice control. The above checklist is to assist you in identifying hazards and developing possible corrections. For example, you are not required to have surveillance cameras or secured entry.

## TRAINING

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Required training not done on schedule in accordance with the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Perform training in accordance with the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained on the Plan and topics required by the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All employees trained on the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained to recognize and handle threatening or hostile situations that may lead to violent acts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to recognize and handle threatening or hostile situations that may lead to violent acts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees [or specific employees] not trained to respond to violent incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to respond to violent incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees [or specific employees] not trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## ENGINEERING / FACILITIES

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
No fences, gates, walls or other barriers around workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install fences, gates, walls or other barriers around workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Entrances not visible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Make entrances visible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Workplace attractive to thieves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Make workplace unattractive to thieves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No employee only parking area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employee only parking area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Landscape and areas around workplace and parking lots not maintained to minimize hiding places	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Maintain landscape and area around workplace and parking lots to minimize hiding places	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Inadequate lighting in the parking areas and approaches to workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install adequate lighting in the parking areas and approaches to the workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Access to the facility/department/operation and freedom of movement within it not controlled, consistent with business necessity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Access to the workplace and freedom of movement within it controlled, consistent with business necessity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
	No controlled / Escorted access in certain situations (e.g. discharged employee, concerns regarding an employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Procedures to control and/or escort employees in certain situations (e.g. discharged employee, concerns regarding an employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the workplace lack:					
	Secured entry (e.g. fobs, buzzers)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secured entry system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Physical barriers (Plexiglass, elevated counters, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Installed appropriate barriers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install locks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Panic alarms / buttons (portable or fixed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install or provide panic alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Screening devices (e.g. metal detectors, x-ray machines)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install screening devices	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Line of sight between employees in work areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide line of sight between employees in work areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<b>HAZARD</b>		<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
Surveillance lacking:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Using surveillance, such as cameras or mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Cameras – interior and exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install cameras	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Other surveillance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install other surveillance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of signs that there is limited cash on premises		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post signs that limited cash is kept on the premises	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Insufficient available employee escape routes		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Establish / designate employee routes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Exit doors					
	Opened from inside or outside	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Exit doors are only able to be opened from the inside	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Opened from the direction of exit travel with tools or special knowledge or effort	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Exit doors are opened from the direction of exit travel without tools or special knowledge or effort	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Spaces configured so that access to doors and/or alarm systems is impeded		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Configure space so that access to doors and/or alarm systems is not impeded	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<b>HAZARD</b>	<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
Furniture not secured to floor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secure furniture to floor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secure furniture to floor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

### WORK PRACTICE CONTROLS

<b>HAZARD</b>	<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
Public access not restricted consistent with business necessity	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Restrict public access consistent with business necessity	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not provided with maps and/or clear directions to their workspaces and entrances and exits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employees with maps and/or clear direction to their workspaces and entrances and exits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not provided with a designated safe area in case of emergency.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees provided with a designated safe area in case of emergency.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of posted floor plans showing entrances, exits and the location of security, visible only to authorized personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post floor plans posted showing entrances, exits and the location of security, visible only to authorized personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate security measures for employees working in special situations				

<b>HAZARD</b>		<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
	Working late at night	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees working late at night	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Handling money	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees handling money	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Working by themselves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees working by themselves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Visitors or clients not escorted when on premises		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Escort all visitors and clients when on premises	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees, visitors and clients not required to wear badges or other identification		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Require all employees, visitors and clients to wear badges or other identification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees without access to a telephone with an outside line		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employees access to a telephone with an outside line in case of an emergency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No procedures to report suspicious persons or activities		<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees have access to contact information for security and law enforcement and are instructed how to report suspicious persons and activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Workplace Violence Prevention Plan not communicated and/or provided to all employees		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Workplace Violence Prevention Plan provided to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained on recognizing and responding to violence, including active shooter		<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees trained on response to violence, including active shooter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
No communication procedures for employees to report workplace violence concerns, including threats, physical violence and property damage, without fear of reprisal	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Implement communication procedures for employees to report workplace violence concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Implement communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Cash on hand not stored in safes on premises	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cash on hand limited and time access safes used	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Valuables present on site or during exchange (e.g. cashier, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Limit the amount of valuables on site and keep only small bills in a cash register; use time access safes and deposit large bills as they are received; use only one cash register after dark and keep its drawer empty and open	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees work alone or isolated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees use a “buddy system” or a check in system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate discipline procedures for employees who commit workplace violence, including threats	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide appropriate procedures for employees who commit workplace violence, including threats	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<b>HAZARD</b>	<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
Lack of appropriate procedures for controlling the movement of recently discharged employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide appropriate procedures to control the movement of recently discharged employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employee Assistance Program or other counseling not available to employees who exhibit behaviors or signs of strain that may lead to workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide an Employee Assistance Program or other counseling to employees who exhibit behaviors or signs of strain that may lead to workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	[Describe correction action taken]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

**HAZARD IDENTIFICATION, EVALUATION AND CORRECTION RECORD – ATTACHMENT F**

Date of Inspection: \_\_\_\_\_

Persons Conducting Inspection: \_\_\_\_\_

Persons Reporting:
Unsafe Condition, Work Practice or Employee Concern (include what, who, when, where and how it is unsafe):
Causes of Other Contributing Factors (What caused or contributes to the unsafe condition?):
Persons Involved:
Corrective Action Taken and Date:
Preventive Action (if any):
Description of Hazard Correction:
Date Received by Chief Security Officer:

## CHECKLIST

### Attachment G

The following checklist may be used to guide responses prior to, during, or after an incident:

#### Applicable Law(s)

1. Is the **conduct** covered by Title IX, Clery, and/or Labor Code Section 6401.9?
2. Is the **location** where the conduct occurred covered by Title IX, Clery, and/or Labor Code Section 6401.9 (“Section 6401.9”)?

#### Accepting Reports and Identifying Hazards

3. Has the institution implemented and publicized a system to accept reports of discrimination and harassment, Clery crimes, and reports of workplace violence?
4. If covered by Section 6401.9,
  - a. Is the institution’s plan specific to the hazards and corrective measures for each work area and operation?
  - b. Has the institution coordinated implementation of the plan with other employers, if applicable?
  - c. Has the institution conducted scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns?
  - d. Was an inspection conducted when the plan was first established, and after each workplace incident, and whenever the employer is made aware of a new or previously unrecognized hazard?

#### Emergency Notifications/TROs/Removal of Respondent

5. If covered by Clery and/or Section 6401.9, has the institution issued an Emergency Notification or Timely Warning (Clery); and/or has the institution issued an alert to employees of the presence, location, and nature of workplace violence emergencies and, if appropriate, initiated an evacuation or sheltering plan (Labor Code Section 6401.9)?
6. Has the institution considered placing the employee who is accused of having engaged in inappropriate conduct on paid administrative leave or otherwise removing the individual from the campus/worksite? (For student respondents, emergency removal of a respondent is covered by Title IX.)
7. Has the institution considered whether to seek a temporary restraining order on behalf of an employee who has suffered unlawful violence or a credible threat of violence that can reasonably be construed to be carried out or to have been carried out at the workplace? (See Code of Civil Procedure Section 527.8.)

### Supportive Measures

8. If covered by Title IX, has the institution offered supportive measures to the complainant and respondent?

### Responding to Reports and Implementing Corrective Action

9. Has an investigation been initiated? If covered by Title IX, has the District followed the required investigation and decision-making (hearing) procedures, as well as the appeal process?
10. If covered by Title IX, has the institution determined if there was a policy violation and, if so, taken appropriate corrective action and informed the complainant and respondent?
11. If covered by Section 6401.9, has the institution corrected, in a timely manner, any workplace hazards identified and evaluated?
12. If covered by Section 6401.9, has the institution informed the reporting party about the results of the investigation and any corrective actions to be taken?
13. If covered by Title IX and/or Section 6401.9, has the institution ensured that supervisory and nonsupervisory employees comply with the plan?

### Training

14. Has the institution obtained the active involvement of its employees and their unions in designing and implementing the training required by Section 6401.9?
15. Has the institution developed and implemented all training **and retraining** required by Title IX, Clery, and Section 6401.9?

### Data Collection and Disclosure

16. If covered by Clery, has the institution published and disseminated an Annual Security Report and, if applicable, a Fire Safety Report by October 1 of each year? And, has the institution provided notice of the availability of the Reports to all current and prospective students and employees?
17. If covered by Clery, has the institution created, maintained, and made available a daily crime log, including entering all new data within two business days, except where disclosure is prohibited by law or would jeopardize the confidentiality of the victim? And, has the institution made the log for the most recent 60 days open to public inspection during normal business hours?
18. If covered by Section 6401.9, has the institution created and maintained a violent incident log in which it records the specified details for every workplace incident?
19. If covered by Section 6401.9, has the institution made required information available to employees and their representatives without cost within 15 days of a request (and, if applicable, considered other requirements under the CPRA and HEERA)?

20. Before releasing records, has the institution considered whether the records need to be redacted to remove attorney-client privileged information and/or information that may violate privacy rights of students or employees?

#### Records Retention

21. Clery and Title IX require records to be retained for seven (7) years. Section 6401.9 requires records to be retained for five (5) years. Has the institution maintained records for the amount of time specified in each statute?

#### Policy Review

22. If covered by Section 6401.9, has the institution reviewed its plan at least annually, as well as when a deficiency is observed or becomes apparent, and after a workplace violence incident, and as needed at any other time?

## APPENDIX A-1

### Bakersfield College Site Specific Details and Information

#### MAIN CAMPUS

The information in this section is to complement the WVPP. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Joseph Grubbs	Executive Director of College Safety	<a href="mailto:joseph.grubbs@kccd.edu">joseph.grubbs@kccd.edu</a> 661-395-3561
Site Safety Officer	Joseph Grubbs	Executive Director of College Safety	<a href="mailto:joseph.grubbs@kccd.edu">joseph.grubbs@kccd.edu</a> 661-395-3561

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Bakersfield College Public Safety	(661) 395-4554	collegesafety@bakersfieldcollege.edu	Administrative Services Building (AS) Panorama Campus (Main) 1801 Panorama Drive Bakersfield, CA 93305
Bakersfield Police Department	(661) 327-7111	Online reporting: <a href="https://bakersfieldpd.mycasenumber.us/">https://bakersfieldpd.mycasenumber.us/</a>	1601 Truxtun Avenue Headquarters Bakersfield, CA 93301-5109

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

### **REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

#### Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

#### Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each  
[floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each  
[floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/  
departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-1

### Bakersfield College Site Specific Details and Information

#### BAKERSFIELD SOUTHWEST CAMPUS

The information in this section is to complement the WVPP. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Joseph Grubbs	Executive Director of College Safety	<a href="mailto:joseph.grubbs@kccd.edu">joseph.grubbs@kccd.edu</a> 661-395-3561
Site Safety Officer	Joseph Grubbs	Executive Director of College Safety	<a href="mailto:joseph.grubbs@kccd.edu">joseph.grubbs@kccd.edu</a> 661-395-3561

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Bakersfield College Public Safety	(661) 395-4554	collegesafety@bakersfieldcollege.edu	Administrative Services Building (AS) Panorama Campus (Main) 1801 Panorama Drive Bakersfield, CA 93305
Bakersfield Police Department	(661) 327-7111	Online reporting: <a href="https://bakersfieldpd.mycasenumber.us/">https://bakersfieldpd.mycasenumber.us/</a>	1601 Truxtun Avenue Headquarters Bakersfield, CA 93301-5109

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

### **REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

#### Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

#### Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each  
[floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each  
[floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/  
departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-1

### Bakersfield College Site Specific Details and Information

#### WEILL INSTITUTE AND DISTRICT OFFICE

The information in this section is to complement the WVPP. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Joseph Grubbs	Executive Director of College Safety	<a href="mailto:joseph.grubbs@kccd.edu">joseph.grubbs@kccd.edu</a> 661-395-3561
Site Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Bakersfield College Public Safety	(661) 395-4554	collegesafety@bakersfieldcollege.edu	Administrative Services Building (AS) Panorama Campus (Main) 1801 Panorama Drive Bakersfield, CA 93305
Bakersfield Police Department	(661) 327-7111	Online reporting: <a href="https://bakersfieldpd.mycasenumber.us/">https://bakersfieldpd.mycasenumber.us/</a>	1601 Truxtun Avenue Headquarters Bakersfield, CA 93301-5109

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

### **REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

#### Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

#### Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each  
[floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each  
[floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/  
departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-2

### Cerro Coso College Site Specific Details and Information

#### INDIAN WELLS VALLEY CAMPUS (MAIN CAMPUS)

The information in this section is to complement the Plan. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> 760-384-6367
Site Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> 760-384-6367

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Cerro Coso College Safety	(760) 384-6367	Individuals that need to report alarming or disturbing behavior should complete the Behavioral Intervention Reporting Form at: <a href="https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61">https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61</a>	3000 College Heights Blvd Ridgecrest, CA 93555
Ridgecrest Police Department	(760) 499-5100	police@ridgecrest-ca.gov	100 W California Avenue Ridgecrest, CA 93555

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

### **REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

#### Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

#### Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each [floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each [floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/ departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-2

### Cerro Coso College Site Specific Details and Information

#### EASTERN SIERRA COLLEGE CENTER – BISHOP, CA

The information in this section is to complement the Plan. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> 760-384-6367
Site Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> (760) 384-6367

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Cerro Coso College Safety	(760) 384-6367	Individuals that need to report alarming or disturbing behavior should complete the Behavioral Intervention Reporting Form at: <a href="https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61">https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61</a>	3000 College Heights Blvd Ridgecrest, CA 93555
Bishop Police Department	(760) 873-5823	bishoppd@bishoppd.org	207 W. Line St. Bishop, CA 93514

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

**REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees’ worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each  
[floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each  
[floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/  
departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-2

### Cerro Coso College Site Specific Details and Information

#### EASTERN SIERRA COLLEGE CENTER – MAMMOTH LAKES, CA

The information in this section is to complement the Plan. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> 760-384-6367
Site Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> (760) 384-6367

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Cerro Coso College Safety	(760) 384-6367	Individuals that need to report alarming or disturbing behavior should complete the Behavioral Intervention Reporting Form at: <a href="https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61">https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61</a>	3000 College Heights Blvd Ridgecrest, CA 93555
Mammoth Lakes Police Department	(760) 965-3700	contactmlpd@townofmammothlakes.ca.gov	58 Thompsons Way Mammoth Lakes, CA 93546

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

### **REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

#### Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

#### Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each [floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each [floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/ departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-2

### Cerro Coso College Site Specific Details and Information

#### CERRO COSO COLLEGE TEHACHAPI CAMPUS

The information in this section is to complement the Plan. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> (661) 336-5019
College Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> (760) 384-6367
Site Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> (760) 384-6367

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Cerro Coso College Safety	(760) 384-6367	Individuals that need to report alarming or disturbing behavior should complete the Behavioral Intervention Reporting Form at: <a href="https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61">https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61</a>	3000 College Heights Blvd Ridgecrest, CA 93555
Tehachapi Police Department	(661) 822-2222	None available	220 W C St, Tehachapi, CA 93561

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

**REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees’ worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each  
[floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each  
[floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/  
departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-2

### Cerro Coso College Site Specific Details and Information

#### KERN RIVER VALLEY CAMPUS

The information in this section is to complement the Plan. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> 760-384-6367
Site Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> 760-384-6367

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Cerro Coso College Safety	(760) 384-6367	Individuals that need to report alarming or disturbing behavior should complete the Behavioral Intervention Reporting Form at: <a href="https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61">https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61</a>	3000 College Heights Blvd Ridgecrest, CA 93555
Kern County Sheriff's Office (Kern Valley Substation)	(760) 549-2100	sheriff@kernsheriff.org	7046 Lake Isabella Blvd. Lake Isabella, CA 93240

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

### **REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

#### Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

#### Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each [floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each [floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/ departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-2

### Cerro Coso College Site Specific Details and Information

#### CHILD DEVELOPMENT CENTER, CALIFORNIA CITY SITE

The information in this section is to complement the Plan. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director of Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> 760-384-6367
Site Safety Officer	Kevin King	Safety and Security Manager	<a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a> 760-384-6367

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

3. Get to safety.
4. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Cerro Coso College Safety	(760) 384-6367	Individuals that need to report alarming or disturbing behavior should complete the Behavioral Intervention Reporting Form at: <a href="https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61">https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=61</a>	3000 College Heights Blvd Ridgecrest, CA 93555
California City Police Department	(760) 373-8606	Not available	21130 Hacienda Blvd California City, CA 93505

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

### **REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

#### Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

#### Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each [floor/facility/department/operation/OTHER.]
- b. [Placing locations of emergency exits [in/on] each [floor/facility/department/operation/OTHER.]
- c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/ departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE

## APPENDIX A-3

### Porterville College Specific Details and Information

#### MAIN CAMPUS

The information in this section is to complement the Plan. This section contains site or department specific information needed to effectively implement the Plan.

A copy of the WVPP and this site/department specific Appendix is available on Kern CCD's intranet website at: <https://www.kccd.edu/human-resources/risk-management.html> and hardcopies to review are available from the following site/department specific individuals:

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Safety Officer	Christian Hootman	Director or Risk and Safety	<a href="mailto:Christian.hootman@kccd.edu">Christian.hootman@kccd.edu</a> 661-336-5019
College Safety Officer	Leonardo Ezpinosa	Interim Safety and Security Manager	<a href="mailto:leonardo.ezpinosa@portervillecollege.edu">leonardo.ezpinosa@portervillecollege.edu</a> 559-791-2440
Site Safety Officer	Leonardo Ezpinosa	Interim Safety and Security Manager	<a href="mailto:leonardo.ezpinosa@portervillecollege.edu">leonardo.ezpinosa@portervillecollege.edu</a> 559-791-2440

In addition to the preceding individuals, the WVPP can be requested from deans, department managers and supervisors.

#### Emergency Situations

During any emergency situation, any Kern CCD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

#### Non-Emergency Situations

Contact numbers for campus Public Safety, local law enforcement and emergency services agencies are available in every facility, department, or campus. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Chief Security Officer may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Porterville College Public Safety	(559) 791-2440	<a href="https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=40">https://cm.maxient.com/reportingform.php?KernCCD&amp;layout_id=40</a>	100 E. College Ave Porterville, CA 93257
Porterville Police Department	(559) 782-7400	<a href="https://www.ci.porterville.ca.us/departments/police/report_a_crime.php">https://www.ci.porterville.ca.us/departments/police/report_a_crime.php</a>	350 N D St, Porterville, CA 93257

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Safety Officer.

### **REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Security Authorities or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. These warnings may include the following:

#### Active Shooter

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

#### Evacuation

- Sirens
- Lights
- Text message / email alerts
- Announcement as follows: \_\_\_\_\_

Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans [including the following].

- a. [Placing maps of evacuation routes [in/on] each [floor/facility/department/operation/OTHER.]

b. [Placing locations of emergency exits [in/on] each  
[floor/facility/department/operation/OTHER.]

c. [Instructing employees when and where to shelter-in-place.]

The following personnel shall conduct periodic inspections in the following [facilities/  
departments/operations/sites.]

INSPECTOR NAME/JOB TITLE	FACILITY/DEPARTMENT/OPERATION/SITE