

2024



# Workplace Violence Prevention Plan

Mountain Empire Unified School District  
3291 Buckman Springs Road  
Pine Valley, CA 91962  
619.473.9022

Board Approved on  
June 17, 2024

## 1. Policy Statement

Mountain Empire Unified School District (MEUSD) is dedicated to providing a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. We adhere to a strict policy regarding any acts of violence, threats, harassment, or intimidation within our schools or during any school-related activities. This plan outlines our proactive measures to prevent workplace violence, in accordance with California state law and our unwavering commitment to the safety and well-being of our community.

## 2. Risk Assessment *(Appendix A)*

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

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

### [Risk Assessment Survey](#)

## 3. Training and Education

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

- Identification of behavior that may indicate potential for workplace violence.
- Strategies for conflict resolution and de-escalation.
- Detailed review of MEUSD's policies for reporting and managing incidents.
- Comprehensive emergency response protocols, tailored to each school's layout and resources.
- Employee training courses include the following:
  - Threat Assessment Modules currently in development through JPA

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

#### **4. Reporting Procedures**

MEUSD has established a confidential, accessible reporting system for violence or threats, featuring:

- Diverse reporting channels via “Say Something”, including an online portal, app, or Hotline.
  - [“Say Something” Anonymous Link](#)
  - **Hotline: 844-5-SAYNOW 844-572-9669**
  - [Website Link](#)
- Assurance against retaliation for individuals reporting concerns.
- Immediate and appropriate follow-up actions on all reports received.

#### **5. Response Plan**

Upon the report of an incident, MEUSD will:

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

#### **6. Review and Improvement**

The Workplace Violence Prevention Plan will be reviewed annually or following any significant incident, with adjustments made based on feedback from the school community, insights gained from incident reviews, and changes in legal or policy requirements.

#### **7. Collaboration with Law Enforcement and Community Resources**

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

- Shared training programs.
- Exchange of relevant safety and security information.
- Access to support and recovery resources for staff and students.

### 8. Documentation and Record-Keeping

All records of training, incident reports, investigations, and response actions will be maintained confidentially to support compliance, effectiveness assessment, and continuous improvement of the prevention plan.

[Violence Incident Report](#)

### 9. Responsible Parties

<u>District</u>	<u>Site/Department</u>	<u>Association Representative</u>
Patrick Keeley- Superintendent  Gary Brannon- Director, Student Services  Jon Mcevoy- Director, HR/SPED	<p style="text-align: center;"><u>Site</u></p> Campo Elementary - Holly Pawlicki  Clover Flat Elementary - Cheryl Lugo  Descanso Elementary - Shama Lyons  Potrero Elementary - Lorena Enriquez  Mtn Empire Junior High- Trish Pulos  Mtn Empire High School- Dave Rios  Sunrise High School- Gary Brannon  Hillside Independent Study- Gary Brannon	Mountain Empire Teachers Association - Tracey Deitchman  California School Employees Association - Jennifer Platt
	<p style="text-align: center;"><u>Department</u></p> Transportation- Chuck Townsend  Maintenance- Jacob mann  Food Service- Erin Miller	

### Compliance and Legal Considerations

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

## Workplace Violence Prevention Risk Assessment Template

**Introduction:** This document serves as a template for conducting an annual risk assessment aimed at identifying and mitigating potential risks of workplace violence within the Mountain Empire Unified School District. The purpose of this assessment is to ensure a safe and secure environment for all students, staff, and visitors.

### **Section 1: Data Collection**

#### **1.1 Incident Review:**

- Summary of reported incidents of violence or threatening behavior in the past year.
- Analysis of trends or patterns (e.g., time, location, type of incident).

[Violence Incidence Report](#)

#### **1.2 Input from School Community:**

- Surveys or interviews with staff, students, and parents about their perceptions of safety and any concerns regarding workplace violence.
- Meetings with school safety committees or teams to discuss observations and suggestions.

#### **1.3 Physical Security Assessment:**

- Inspection of school buildings and grounds to identify security vulnerabilities (e.g., unsecured entrances, lack of surveillance cameras).
- Review of current security measures (e.g., access control systems, emergency communication tools).

#### **1.4 Review of External Factors:**

- Consideration of community safety trends or events that may impact school safety.
- Coordination with local law enforcement for insights on local threats or patterns of violence.

#### **1.5 Site Risk Assessment**

- [Site Risk Assessment Form](#)

## **Section 2: Risk Analysis**

### **2.1 Identification of Risks:**

- Listing of identified potential risks based on data collected, categorized by likelihood and severity.

### **2.2 Vulnerability Assessment:**

- Evaluation of existing safeguards and their effectiveness in mitigating identified risks.
- Identification of areas lacking sufficient protective measures.

### **2.3 Site Risk Assessment**

- [Site Risk Assessment Form](#)

## **Section 3: Action Plan**

### **3.1 Prioritization of Risks:**

- Prioritization of identified risks based on their potential impact on school safety and the likelihood of occurrence.

### **3.2 Development of Mitigation Strategies:**

- Specific actions to address each prioritized risk (e.g., enhancements to physical security, changes to policies or procedures, additional training for staff and students).

### **3.3 Implementation Timeline:**

- Timeline for implementing proposed mitigation strategies, including responsible parties and milestones.

## **Section 4: Monitoring and Review**

### **4.1 Monitoring Procedures:**

Mountain Empire Unified School District  
Workplace Violence Prevention Plan

- Establishment of processes for ongoing monitoring of risk factors and the effectiveness of implemented mitigation strategies.

**4.2 Annual Review:**

- Commitment to an annual review of the risk assessment and action plan to ensure they remain relevant and effective, with adjustments made as needed based on new information or changing conditions.