

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (NOCCCD)

WORKPLACE VIOLENCE PREVENTION PLAN

Date of Last Review (June 26, 2024)
Date of Last Revision (June 26, 2024)

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IN CASE OF LIFE-THREATENING EMERGENCY, CALL 9-1-1

And if you are able, also call Campus Safety below:

Anaheim Campus Safety: (714) 808-4911

Cypress College Campus Safety: (714) 484-7387

Fullerton College Campus Safety: (714) 992-7777

SECTION 1 PURPOSE AND AUTHORITY

California Senate Bill (SB) 553 requires employers under California Labor Code (LC) Section 6401.9 to establish, implement, and always maintain in all work areas an effective Workplace Violence Prevention Plan (WVPP), which will serve as an addendum to the Injury and Illness Prevention Plan (California Labor Code Section 6401.7). This Plan is in alignment with the North Orange County Community College District (NOCCCD) Board Policy (BP) 3510 Workplace Violence and Administrative Procedures (AP) 3510 Workplace Violence.

The NOCCCD consists of three main campuses along with numerous off-site locations:

- Anaheim Campus – NOCE and District Services
- Cypress College
- Fullerton College

This WVPP is intended to establish a framework for protecting employees from workplace violence. This Plan includes the following components:

1. Job titles of the persons responsible for implementing the Plan. If there are multiple persons responsible for the Plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.
3. Methods that will be used to coordinate implementation of the Plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the Plan.
4. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the Plan.
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
 - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - b. Evacuation or sheltering Plans that are appropriate and feasible for the worksite.
 - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training.
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
 - a. When the Plan is first established.
 - b. After each workplace violence incident.
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.

10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
 - a. Procedures for post incident response and investigation.
 - b. Procedures to review the effectiveness of the Plan and revise the Plan, including:
 - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the Plan.
11. Maintain a written log recording incidents of workplace violence.

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SECTION 2 DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees, students, or visitors.

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

Log - The violent incident log required by Labor Code (LC) section 6401.9.

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

Serious injury or illness - Any injury or illness occurring in a place of employment (campus) or in connection with any employment (e.g. events, sports games, etc.) 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 of the campus.

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

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

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

- The threat or use of physical force against a person that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- Workplace violence does not include lawful acts of self-defense or defense of others.
- The following four workplace violence types are described below:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the campus, and includes violent acts by anyone who enters the workplace or approaches employees/students with the intent to commit a crime. Complete stranger against an employee/student

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors. Non-employee with a need/reason to be on campus against an employee

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager. Employee against an employee (either current or former)

Type 4 violence - Workplace violence committed in the workplace (campus or off-campus event) by a person who does not work there nor attends class, but has or is known to have had a personal relationship with an employee. Person who has/had a personal relationship with an employee/student against the employee/student

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

SECTION 3 PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP

Please see the table below for responsible departments, job title/positions, WVPP responsibilities, and locations.

Responsible Department	Job Title/Position	WVPP Responsibilities	Location
District	Chancellor	Overall responsibility for establishing administrative procedures per BP/AP 3510.	District Office 9 th Floor
Campus	President	Overall responsibility for the direction of Campus Safety and Vice Presidents at their respective campus.	President's Office
Delegated Administrator for Campus Safety (CS)	Vice President (VP) of Administrative Services (AS) or Student Services (SS)	Responsible for the support and guidance for Campus Safety. VPAS/VPSS or his/her designee is responsible for hosting regular safety committee meetings that discuss workplace violence prevention.	Administrative Office
Campus Safety (CS)	Director, CS	Responsible for the public safety of their respective campus, such as responding to workplace violence incidents/threats, emergency response, recordkeeping, notifying local authorities when necessary.	CS Building/Floor
Finance & Facilities (F&F)	Vice Chancellor, F&F	Overall responsibility for the workplace violence prevention Plan; F&F approves the final Plan and any major changes.	District Office 8 th Floor
Human Resources (HR)	Vice Chancellor, HR	Responsible for employee compliance, training, disciplinary actions, supportive measures, and/or restraining orders as applicable.	District Office 9 th Floor
Risk Management (RM)	District Manager, Environmental Health and Safety (EH&S)	Responsible for coordinating District-wide safety meetings, conducting annual and post-incident safety inspections, hazard identification, developing emergency response procedures, and coordination with other employers about the Plan.	District Office 8 th Floor
Communications	Director of Campus Communications	Responsible for communicating active threats to the campus.	Administrative Offices / District Office 9 th Floor

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SECTION 4 PROCEDURES FOR EMPLOYEE ACTIVE INVOLVEMENT

NOCCCD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing, implementing, reviewing, and revising the Plan, which will contribute to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this Plan. We will utilize the following procedures to involve employees in the development and implementation of this Plan.

The Risk Management department will establish a workshop series to develop the WVPP that will include representatives from the following constituency groups:

- California School Employees Association (CSEA)
- Confidentials
- District Management Association (DMA)
- Fullerton College (FC) Academic Senate
- Cypress College (CC) Academic Senate
- United Faculty (UF)
- Adjunct Faculty United (AdFac)
- FC Campus Safety
- CC Campus Safety
- NOCE/District Campus Safety

After establishment of the Plan, this group will meet at least annually to discuss workplace violence incidents, threats, and/or changes to the Plan. Further communication will be provided to the rest of the District by way of meeting minutes.

Development and maintenance of the Plan is listed below:

Phase 1

- Risk Management attendance of Workplace Violence Prevention Plan seminars hosted by ASCIP
- Utilization of templates by various other counties, college districts, and OSHA

Phase 2

- Weekly workshop meetings over the span of five weeks consisting of the constituency groups listed above
- Meetings and phone calls with critical members outside of the workshop

Phase 3

- Annual review of incidents and making any necessary changes to the WVPP
- Establishing procedures to identify and evaluate workplace violence hazards, including but not limited to scheduled periodic inspections to identify unsafe conditions and work practices and/or responding to employee reports and concerns. The following risk factors are listed, but not limited to, below
 - 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.
 - Poor illumination or blocked visibility of areas where possible assailants may be present.

- Lack of physical barriers between employees and persons at risk of committing workplace violence.
- Lack of effective emergency exit.
- Obstacles and impediments to accessing alarm systems.
- Locations within the facility where alarm systems are not operational.
- Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits.
- Storage of high-value items or currency.
- Community-based risk factors, such as information relating to local crime conditions and the local police contact information.

Employees may provide suggestions, feedback, or concerns regarding the Plan and/or violence at the District to Campus Safety, Human Resources (eoo@nocccd.edu), or Risk Management (riskmanagement@nocccd.edu).

SECTION 5 WVPP IMPLEMENTATION & COORDINATION

In an effort to ensure that all employees understand their respective roles of this Plan and how to report incidents or threats, we will take the following steps:

1. Provide employee training and verify comprehension.
2. Post and share meeting agendas and minutes from committees or teams involved in the development of this Plan.
3. Generating emails, newsletters, memos, or other means of communication will be sent to all employees at various stages throughout the development and implementation of this Plan, including timelines and next steps.

Training through EdVantage

- A. All employees will be sent an email link to perform online training through EdVantage.
- B. The module will include a video presentation along with a copy of this Plan.
- C. Employees will then be asked to acknowledge that they have read and understood the written Plan through an Acknowledgment Check.

Meeting Agendas and Minutes

All meeting agendas and minutes regarding workplace violence prevention will be found in:
District Forms > Risk Management > Workplace Violence Prevention Plan Agendas and Meeting Minutes

Communication Regarding Development and Implementation

Further communication regarding the development and implementation of this Plan will be performed either through email, newsletters, memos, or other means of communication to ensure employee involvement and accountability.

SECTION 6 RESPONDING AND EVALUATING REPORTS OF WORKPLACE VIOLENCE

If a threat or act of violence is imminent and serious, employees must first get to safety and then call 9-1-1. After 9-1-1 has been called and if it is safe to do so, please notify Campus safety immediately after to inform them of the situation. All other reports can be made directly to Campus Safety (all Campus Safety numbers can be found at the bottom of each page of this Plan). Campus Safety will adhere to the following process for accepting and responding to reports of workplace violence:

Responding to a Threat or Act of Violence

1. When Campus Safety receives a report regarding a threat or act of violence, then they must respond accordingly.
2. Determine any steps that need to be taken to protect the reporting employee/student, or any other employee/student, against an immediate threat of violence. If a threat or act of violence is imminent and serious, then Campus Safety may instruct the caller/reporter to call 9-1-1 or may call immediately after if the caller/reporter is unable to do so.
 - a. Determine what actions must be taken to protect employees from a continuing threat or any other hazards resulting from the incident. In the event of an actual or potential workplace violence representing an immediate threat, the District/Campus may alert employees of the presence, location, and nature of the emergency through the RAVE system, if the situation warrants that decision (in the form of a text message, email, and/or automated call).
3. If the threat or act of violence is neither imminent nor serious, then Campus Safety will immediately begin the documentation of the incident and notify the **appropriate administrator who must be involved** in the matter. For documentation requirements, please see Section 8 of this Plan.
4. Once the appropriate parties are informed and documentation of the incident is complete, then an investigation will be prompted by the appropriate administrators, including but not limited to Risk Management, Campus Safety, and/or Human Resources (involves interview of the members involved, visiting the location, documenting notable evidence from the scene, and asking follow-up questions).
5. Evaluate the findings to determine the root cause.
6. Define corrective actions/steps to be taken to address each cause.
7. Coordinate with the necessary departments/staff (delegated administrators) to implement the corrective actions.
8. Communicate the findings and corrective actions back to the reporting employee.
9. Monitor the effectiveness of the corrective actions.
10. Campus Safety shall document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes. Violent Incident Logs shall omit personally identifiable information, such as names, addresses, telephone numbers, and social security numbers. Campus Safety shall then distribute this form to Risk Management for further recordkeeping.

Reporting Unlawful Discrimination, Harassment, Sexual Assault

Employees may submit a report through Maxient (found in NOCCCD’s HR Department or you may click this link https://cm.maxient.com/reportingform.php?NorthOrangeCCCD&layout_id=7) regarding unlawful discrimination, including harassment (which includes sexual harassment), sexual assault, or who seek information regarding the District’s Unlawful Discrimination, Harassment, or Sexual Assault/Misconduct Policies.

NOTE: All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal either to their Immediate Management Supervisor (IMS), Campus Safety, Risk Management, and/or Human Resources (HR).

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SECTION 7 EMPLOYEE COMPLIANCE

While the Risk Management Department is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this Plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees attend initial and refresher training assigned to them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Periodic inspections of the worksite in accordance with this Plan.
- Posting/Distributing workplace safety information.
- Conducting annual meetings regarding workplace violence prevention.
- Maintaining all necessary recordkeeping requirements.
- Following our established disciplinary action process if an employee or supervisor does not follow elements of this Plan.

Disciplinary Action

Human Resources is responsible for administering disciplinary actions when necessary. Where the District makes an administrative determination that BP/AP 3510 has been violated, the employee may be subject to discipline up to and including termination in compliance with Board Policy, Administrative Procedure, collective bargaining agreements, California Education Code, and other state and local laws and regulations.

For workplace violence prevention compliance involving students, please see BP 5500 and AP 5500 Standards of Student Conduct and Discipline.

SECTION 8 EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to Campus Safety or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

When making a report of workplace violence, please include the minimum following information (please note, workplace violence does not include lawful acts of self-defense or defense of others):

1. Date
2. Time
3. Location
4. Type of workplace violence:
 - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
 - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
 - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
 - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
 - a. Was the employee performing normal job duties?
 - b. Was the area poorly lit?
 - c. Was the work being “rushed”?
 - d. Was the employee working during a low staffing level?
 - e. Was the employee isolated/alone?
 - f. Was the employee able to get help/assistance?
 - g. Was the employee working in an unfamiliar/new location?
 - h. Other: please explain
6. Classification of where the incident occurred:
 - a. At the workplace, indoors (please include building name and/or room number)
 - b. At the workplace, outdoors (please specify)
 - c. Other area (please explain)
7. Type of incident (including but not limited to):
 - a. Physical attack – no weapon/object
 - b. Physical attack – with a weapon/object
 - c. Threat of physical force or threat of use of a weapon/object
 - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
 - e. Other (please specify):

Note: A copy of the WVPP will be available in Mygateway’s District Forms under Risk Management. Employees may request a physical copy from their IMS if they did not agree to an electronic copy.

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Campus Behavior Intervention Teams (BIT)

Student Services will maintain a Behavior Intervention Team (BIT) for their respective campuses to serve as the school's centralized body for assessment, appropriate intervention, and coordinated action regarding concerning student behavior. The goal is to provide support to students who may be in distress or whose behavior is of concern to others, prior to behavior escalation. The established BITs at each of the campuses are: the Charger Assessment Team (CHAT) at Cypress College, the Student Support Resource Team (SSRT) at Fullerton College, and the CARE Team at North Orange Continuing Education (NOCE). The Student Services department shall utilize as its case management platform. Employees can submit a report of concerning behavior via a link on the Cypress College, Fullerton College, and NOCE websites for their respective students. Employees are instructed to call 911 and Campus Safety in an emergency that involves an imminent risk of harm to self or others.

BIT Teams meet with Campus Safety regularly (at least quarterly) to ensure clear communication of students or employees displaying concerning behavior, potential threats, and/or violent incidents. Escalated issues, such as threats of students or employees bringing weapons on campus, must be reported immediately to Campus Safety. Campus Safety will reach out to law enforcement if there are concerns for active violence with intent to harm (e.g. knives, guns, explosive devices, etc.).

Responding to Actual or Potential Workplace Violence Incidents Representing an Immediate Threat

In the event of an actual or potential workplace violence representing an immediate threat, the District/Campus Communications department may alert employees of the presence, location, and nature of the emergency through the RAVE system, if the situation warrants that decision (in the form of a text message, email, and/or automated call).

SPECIAL NOTE: Any workplace violence incident that involves a serious injury or illness or death must be immediately reported to Cal/OSHA, as required by Title 8 California Code of Regulations Section 342(a).

SECTION 9 EMPLOYEE TRAINING

We will provide employees with initial training when the Plan is first established, and annually thereafter, on all of the following:

1. Our WVPP Plan, how to obtain a copy of the Plan at no cost, and how to participate in development and implementation of the Plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's Plan.

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

SECTION 10 RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and maintained for a minimum of one year and 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.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above by will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

Campus Safety will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required. A safe and healthy workplace is the goal of everyone at NOCCCD, with responsibility shared by management and staff alike.

Please see the process below for recordkeeping chain of custody:

1. Campus Safety performs initial intake of workplace violence incident using the Workplace Violence Reporting Form
2. Campus Safety forwards the Workplace Violence Reporting Form to Risk Management
3. Risk Management will log the incident in the Violent Incident Log (redacts sensitive/confidential information)
4. Risk Management forwards the Workplace Violence Reporting Form to Human Resources
5. Human Resources may forward the Workplace Violence Reporting Form as needed to:
 - a. the Delegated Administrator for Student Services for students or
 - b. the Delegated Administrator for Administrative Services for employees.

WORKPLACE VIOLENCE REPORTING FORM

This form is to be used by employees that have identified an incident, threat or concern related to workplace violence. This form brings the issue to the attention of the management.

It is illegal for the employer to take action against an employee for making such a report. The employer must investigate the report and explain to employees the action taken and any subsequent actions, as necessary.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to Campus Safety. **Attach witness statements to this form.**

CAMPUS SAFETY DEPARTMENT EMPLOYEE REPORT

INCIDENT TYPE	PAGE 1	OF 3	DR NUMBER -- -- ____
DATE/TIME OF INCIDENT	Location of Incident		

CODE:	RP/ - REPORTING PARTY	W/ - WITNESS	SUBJ/- SUBJECT
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CODE RP	NAME (LAST, FIRST, MIDDLE)	DOB —	SEX	RACE —	HT —	WT —	HAIR —	EYES . —
RESIDENT ADDRESS		STATE	CITY ZIP	RESIDENCE PHONE				
BUSINESS NAME		ADDRESS STATE	CITY ZIP	BUSINESS PHONE				
OCCUPATION	DAYS OFF				DRIVERS LICENSE/ID NUMBER			

CODE Vict	NAME (LAST, FIRST, MIDDLE)	DOB	SEX	RACE	HT	WT	HAIR	EYES
RESIDENT ADDRESS		STATE	CITY ZIP	RESIDENCE PHONE				
BUSINESS NAME		ADDRESS STATE	CITY ZIP	CELL PHONE				
OCCUPATION	DAYS OFF —	WORK HRS. —	DRIVERS LICENSE/ID NUMBER					

CODE W	NAME (LAST, FIRST, MIDDLE)	DOB	SEX	RACE	HT	WT	HAIR	EYES
RESIDENT ADDRESS		STATE	CITY ZIP	RESIDENCE PHONE				
BUSINESS NAME		ADDRESS STATE	CITY ZIP	BUSINESS PHONE				
OCCUPATION	DAYS OFF	WORK HRS.	DRIVERS LICENSE/ID NUMBER					

CODE W	NAME (LAST, FIRST, MIDDLE)	DOB	SEX F	RACE	HT	WT.	HAIR	EYES
RESIDENT ADDRESS		STATE	CITY ZIP	RESIDENCE PHONE				
BUSINESS NAME		ADDRESS STATE	CITY ZIP	BUSINESS PHONE				
OCCUPATION	DAYS OFF	WORK HRS.		DRIVERS LICENSE/ID NUMBER				

CODE	NAME (LAST, FIRST, MIDDLE)	DOB	SEX	RACE	HT	WT	HAIR	EYES
ZIP		CITY	STATE	RESIDENCE PHONE				
BUSINESS NAME		ADDRESS STATE	CITY ZIP	BUSINESS PHONE				
OCCUPATION	DAYS OFF	WORK HRS.		DRIVERS LICENSE/ID NUMBER				

COPIES TO: <input type="checkbox"/> CHANCELLOR <input type="checkbox"/> VICE CHANCELLOR <input type="checkbox"/> RISK MGMT. <input type="checkbox"/> FACILITIES <input type="checkbox"/> A.P.D. <input type="checkbox"/>			
OTHER			
DATE/TIME REPORTED	DATE/TIME OF REPORT	REPORTING OFFICER/ID NO.	APPROVED BY

**CAMPUS SAFETY DEPARTMENT
EMPLOYEE REPORT**

PAGE 2	OF 3	DR NO. - - -
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<p>SYNOPSIS:</p> <p>FACTS:</p> <p>DISPOSITION: Report filed.</p>

IS THIS IS A WORKPLACE VIOLENCE INCIDENT (SELECT ONE): YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, PROCEED BELOW:	PAGE 3	OF 3	DR NO. - - -
CLASSIFICATION OF INCIDENT (SELECT ONE)			
<input type="checkbox"/> Type 1 Committed by a person who has no legitimate purpose at the campus.	<input type="checkbox"/> Type 2 Committed by a person who does have a legitimate purpose at the campus (student, contractor, attending event, etc.)	<input type="checkbox"/> Type 3 Committed by a present or former employee, supervisor, or manager.	<input type="checkbox"/> Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee or student.
TYPE OF INCIDENT (SELECT ALL THAT APPLY)			
<input type="checkbox"/> Physical Attack – no weapons/object			
<input type="checkbox"/> Physical Attack – with weapon/object			
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object			
<input type="checkbox"/> Sexual assault or threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)			
<input type="checkbox"/> Animal Attack			
<input type="checkbox"/> Other (specify):			
HOW WAS THE THREAT COMMUNICATED (FROM ASSAILANT TO VICTIM)? (SELECT ALL THAT APPLY)			
<input type="checkbox"/> Communicated directly to victim <input type="checkbox"/> Verbal <input type="checkbox"/> Mail <input type="checkbox"/> Note <input type="checkbox"/> Email			
<input type="checkbox"/> Communicated to another person <input type="checkbox"/> Verbal <input type="checkbox"/> Mail <input type="checkbox"/> Note <input type="checkbox"/> Email			
<input type="checkbox"/> Other (specify):			
INITIAL RESPONSE OR FOLLOW UP ACTIVITY (YES/NO)			
Situation Deescalated/Defused? <input type="checkbox"/> Yes <input type="checkbox"/> No		Law Enforcement Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Occupational Health/Medicine Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the name of agency and report number?		If yes, what is the report number? (enter below)	
Was victim able to get help right away? <input type="checkbox"/> Yes <input type="checkbox"/> No		Employee Assistance Program Resources Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	
First Aid Received? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain why not. (e.g. victim was treated by paramedics, no visible injury to treat, etc.)		<input type="checkbox"/> Other (specify)	

WHAT WAS THE SITUATION OR CIRCUMSTANCES? (SELECT ALL THAT APPLY)		
<input type="checkbox"/> Victim was alone	<input type="checkbox"/> Area was poorly lit	<input type="checkbox"/> Employee was performing normal job duties
<input type="checkbox"/> Employee was working in an unfamiliar/new location	<input type="checkbox"/> If other, please explain:	
<input type="checkbox"/> Employee was working with low staffing levels		
<input type="checkbox"/> Work was being "rushed"		
ALL WORKPLACE VIOLENCE INCIDENT REPORTS MUST BE REPORTED TO RISK MANAGEMENT (RISKMANAGEMENT@NOCCCD.EDU)		