

WORKPLACE VIOLENCE PREVENTION PROGRAM for Santa Barbara City College SBCC

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: May 16, 2024

Date of Last Revision(s): Not applicable

DEFINITIONS

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

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

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

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

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

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

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

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

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

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

Type 2 violence - Workplace violence directed at employees by customers, clients, patients,

students, inmates, or visitors.

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

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

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

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

RESPONSIBILITY

The WVPP administrators, Superintendent/President, Director of Campus Safety and Emergency and Risk Manager, have the authority and responsibility for implementing the provisions of this plan for Santa Barbara City College. Their roles are as described below.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Dr. Erika Endrijonas	Superintendent/President	The Superintendent/President is responsible to ensure the required procedures are in place and for the safety of employees.	(805) 730-4011	eaendrijonas@pipeline.sbcc.edu
Adrienne Betty	Risk Manager	<i>The Risk Manager organizes safety meetings and surveys, updates training materials, and receives any reports of workplace violence.</i>	(805) 730-4266	aabetty@pipeline.sbcc.edu
Erik Fricke	Director - Safety and Emergency	<i>Director conducts safety inspections, coordinates emergency response procedures, training and communicates with other management about the plan.</i>	(805) 730-4264	efricke@pipeline.sbcc.edu

MANAGEMENT ACTIVE INVOLVEMENT

All managers and supervisors are responsible for encouraging employees to take part in the training, comply with the WVPP in their work areas, and for answering employee questions about the WVPP. Management shall also encourage employees to report any safety concerns or incidents.

MANAGEMENT'S ROLE IN EMPLOYEE ENGAGEMENT

Santa Barbara City College ensures the following policies and procedures to obtain employee engagement for employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - o Identifying, evaluating, and feedback on corrective measures to prevent workplace violence.

During regular scheduled meetings with employees it is advised management will agendize any safety issues or concerns regarding workplace violence. Including discussion of training considerations, any identification of workplace violence related concerns/hazards, evaluating those hazards and/or concerns, and offering ideas on how to correct them. Any identification of new hazards should be relayed to the Director of Campus Safety & Emergency by management.
 - o Reporting, providing pertinent information regarding workplace violence incidents. All employees will receive training on how to recognize anger and rage, direct threats to harm self or others, escalating behavior, and hardening point of views.
- Management will ensure that the workplace violence prevention plan is clearly communicated and understood by all employees. Management will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives and procedures, and assist in maintaining a safe work environment. Report all on campus incidents and any off campus incidents that

may transition to the workplace. Those would include incidents as described in the definition section of this plan as well as domestic violence and dating violence.

- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees and management in the provisions of Santa Barbara City College Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. This will be accomplished through the offering of training specific to each campus and by providing an avenue to voice their safety workplace concerns, suggestions and feedback.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP. Any disciplinary actions would be conducted through the Human Resources department and follow already established procedures.
- Provide clear communication on any threats that may pose a risk to their workplace environment. The plan will be shared with all employees on an annual basis along with training materials that can be accessed at any time. The plan will be shared and reviewed with all new employees during onboarding by their hiring supervisor which would include computer based learning and training specific to their work environment.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between management, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation, provided by the hiring supervisor, includes workplace violence prevention procedures.
- Workplace violence prevention training programs.
- At the regularly scheduled Campus Safety Committee meetings security issues and potential workplace violence hazards will be discussed.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can anonymously report a violent incident, threat, or other violence concerns through the Report a Concern, Management, Campus Safety or Human Resources.
 - Provide contact information for who to call for emergency response. Each classroom is equipped with phones that are preprogrammed and labeled to call 9-1-1 and Campus Safety. Emergency contact information and protocols are posted throughout campus.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

The Risk Manager and Director of Campus Safety and Emergency may schedule a meeting with the impacted employee and their corresponding manager/Department Chair or Dean to discuss status updates. This could include information about the progress of the investigation, the results of the investigation, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

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

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multi employer worksite, Santa Barbara City College will ensure that if its employees experience a workplace violence incident that the outside contractor or vendor will record the information in a violent incident log.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Santa Barbara City College will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by contacting Campus Safety or by submitting a Report a Concern. If that's not possible, employees will email incidents directly to the WVPP administrator, Director of Campus Safety and Emergency. In an emergency, call 911.

Employees can report incidents to law enforcement, their supervisor, Human Resources, or anonymously through Report a Concern.

- o Law enforcement, 911 and Campus Safety emergency phone number: 805-730-4200
- o Workplace Violence Reporting form: [Report a Concern](#)

In the event that law enforcement is called, the reporting party shall also contact Campus Safety to inform them of the workplace violence incident.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. Employees who engage in retaliatory conduct may be subject to disciplinary action up to and including termination per existing Board Policy 3430.

EMERGENCY RESPONSE PROCEDURES

Santa Barbara City College has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

For isolated emergencies, the Director of Campus Safety and Emergency or designee will inform corresponding supervisors and impacted employees. This may be conducted in person or through SBCC email notification.

For campus wide emergencies, Campus Safety will initiate a notice through the emergency notification system (AlertU). If there is an ongoing threat to the campus community then a Clery required timely warning will be communicated by email and flyers posted campus wide.

The emergency notification system (AlertU) can include an audible message over dedicated speakers and a visual message across all district owned computers. The emergency notification system also includes emails to all employees and students via pipeline and text messages to those who have registered with AlertU.

- Santa Barbara City College has an [evacuation](#) plan and instructions for sheltering in place that can be accessed on the [SBCC Emergency website](#). In the event of an act of violence, threat of violence or hazardous chemical release it may be necessary to take shelter in place, inside with doors and windows barricaded shut. Stay in place until given the okay to leave by the Police or Fire Department.
- The Emergency Guide Red Flip Chart and the Emergency Survival Guide poster are displayed in every classroom and common workplace areas which contains emergency contact information and procedures. In the event of a Workplace Violence Emergency, contact 911 and then the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Campus Safety	Campus Safety Officers	Campus Safety Director and Manager assess safety threats, coordinate emergency response procedures, and communicate with other supervisors/managers about the plan.	(805) 730-4200	safety@pipeline.sbcc.edu

- Employees can become familiar with the district's emergency response by viewing the link to The First Five Minutes, in addition to the Chancellor's Shots Fired. The Chancellor's Shots Fired provides information on how employees and students should respond during an active shooter incident.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following procedures are established and required to be conducted by Santa Barbara City College to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted within a year of when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of workplace violence hazards:

- o Either the Risk Manager, Director, or Manager of Campus Safety and Emergency will review incoming reports on a daily basis with the exception of weekends and holidays.
 - o The Workplace Violence Hazards anonymous suggestion form is located on the Campus Safety and Risk Management websites.
 - o The online "Report a Concern" form for reporting workplace violence hazards
 - o In an emergency employees are encouraged to call the Campus Safety emergency line at 805-730-4200.
- As part of the onboarding process, the hiring supervisor will review the plan with new hires. On an annual basis, Human Resources will distribute the plan and coordinate training for employees.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices pertaining to potential violence.

Periodic inspections to identify and evaluate workplace violence hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Erik Fricke	TBD
Adrienne Betty	TBD
Rayce Cokeley	TBD
Daniel Parra	TBD
Craig Armstrong	TBD

Inspections for workplace violence hazards include assessing:

Examples:

- The exterior and interior of the workplace for its appeal to criminal activity.
- The need for security surveillance measures, such as mirrors and cameras to prevent workplace violence hazards.
- Procedures that prohibit employees from confronting a violent person or persons from committing a criminal act.
- Procedures for reporting suspicious persons or activities. **Call Campus Safety Emergency Number, 805-730-4200**
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have identified escape routes from the workplace.
- Whether employees have designated safe areas where they can go in an emergency.
- Adequacy of workplace security systems; such as door locks, entry codes or badge readers, security windows, and physical barriers.
- Assess whether there has been a pattern of threatening or hostile situations that may lead to violent acts by persons who are service recipients or third party contractors of SBCC.
- Employees' skill in safely handling threatening or hostile service recipients is provided to Campus Safety employees through SB 390.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Pattern of employee reports of threats of physical or verbal abuse by employees.

- Any prior violent acts, threats of physical violence, verbal abuse, or property damage in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The Director of Campus Safety and Emergency will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the security report which includes the corrective actions taken.
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - o Make the workplace unattractive to criminal activity by:
 - o Improve lighting around and at the workplace.
 - o Posting of signs notifying the public that limited cash is kept on the premises and that cameras may be in use for employee safety.
 - o Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - o Evaluate the need for additional security surveillance cameras in and around the workplace if the threat or criminal activity persists.
 - o Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
 - o SBCC prohibits the following, harassment, weapons on campus and workplace violence, which is not an exhaustive list of behaviors or activities.
 - o Limit the amount of cash on hand, access to safe(s) for large bills and follow SBCC's cash handling procedure.

The District will appropriately investigate workplace violence threats or incidents regardless of how they are reported or how the District becomes aware of them. Further, the District may petition the court for a Workplace Violence Restraining Order, or bar persons from District facilities, buildings, and campuses as permitted by law including Penal Code section 626.4 and section 626.6. Further, the District will take appropriate disciplinary action against employees or students who commit acts of workplace violence or who make threats of workplace violence.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview the involved parties, such as employees, witnesses, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.

- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement and request follow-up information if needed.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
 - The District will appropriately investigate workplace violence threats or incidents regardless of how they are reported or how the District becomes aware of them. Further, the District may petition the court for a Workplace Violence Restraining Order.

- Reviewing all previous incidents that are related.

Support and resources, such as counseling services, are provided to affected employees. Ensure that no personal identifying information is made public about victims and witnesses. This includes information which would reveal identification of any victim and witness involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

The requirements and procedures of this section are in addition to those described elsewhere in this Plan and other District policies regarding investigating policy violations, misconduct, or initiating disciplinary action. An investigation in accordance with other policies may serve as an investigation under this Plan.

In the event an employee is injured or seeks medical treatment because of a workplace violence incident, supervisors shall also comply with the appropriate procedures, including completing the supervisor report of injury 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, the District must report the injury to Cal/OSHA if required by Title 8 CCR Section 342.

TRAINING AND INSTRUCTION

The District is committed to ensuring that all employees have effective training on workplace violence risks that employees may reasonably encounter.

All employees will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

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

Santa Barbara City College will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Santa Barbara City College has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction specific to the corresponding work site of the requestor.
- Opportunities Santa Barbara City College has for interactive questions and answers with a person knowledgeable about the WVPP.

Strategies to avoid/prevent workplace violence and physical harm, such as:

- How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.

- o Ways to defuse hostile or threatening situations.
 - 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 will be provided in the event of any violent act upon an employee. Additionally, trauma kits have been installed throughout SBCC campuses.
- Post-event trauma counseling for employees desiring such assistance is offered through the Santa Barbara City College Employee Assistance Program.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Santa Barbara City College ensures that the WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by being available on the Risk Management and Campus Safety and Emergency website.

RECORDKEEPING

Santa Barbara City College will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - o Training dates.
 - o Contents or a summary of the training sessions.
 - o Names and qualifications of persons conducting the training.
 - o Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for a minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - o The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

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

- Records of workplace violence hazard identification, evaluation, and correction.
- Individual training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Santa Barbara City College WVPP will be reviewed for effectiveness:

- At least annually.

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

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

- Review of Santa Barbara City College’s WVPP should include, but is not limited to:
 - o Review of incident investigations and the violent incident log.
 - o Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violent risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

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

“I, Dr. Erika Endrijonas, Superintendent/President of Santa Barbara City College, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.”

Dr. Erika Endrijonas

Signature

Date

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will

include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

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

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

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on a separate sheet of paper if necessary.]

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]