



Workplace Violence Prevention Plan

Orange County School of the Arts



Effective July 1, 2026

Revised July 2026

California Labor Code section 6401.9 (SB 553)

Purpose

Orange County School of the Arts (OCSA) is committed to providing its employees with a reasonably safe and secure work environment.

The purpose of the Workplace Violence Prevention Plan (WVPP) is to have a clearly understood, accessible, and actionable policy to respond quickly to episodes of workplace violence. The WVPP supplements the existing Emergency Response Plan (ERP) and Injury and Illness Prevention Program (IIPP) by laying out, more specifically, the steps to identify, report, track, and analyze violent incidents to reduce the likelihood of recurrence.

The WVPP is in effect at all times in all work areas and is specific to the hazards and corrective measures identified for each work area and operation.

The WVPP is available to employees and authorized employee representatives at all times upon request, at no cost. Employees may obtain a copy by emailing the HR Helpdesk at hrhelpdesk@ocsarts.net, by calling the HR Helpdesk at extension 5520, or by visiting OCSA's website at <https://www.ocsarts.net>.

Background — California Senate Bill 553

California Senate Bill 553, codified at Labor Code section 6401.9, requires California employers to establish, implement, and maintain a written workplace violence prevention plan. The statute's requirements fall broadly into pre-incident activities and post-incident activities. Both are addressed in the sections that follow.

Goal of the Plan

The WVPP aims to reduce the probability of threats or acts of violence in the workplace at all campus locations, and to ensure that incidents, complaints, or reports of violence are addressed in a timely manner. This will be achieved through improved employee awareness, violent incident identification and reporting, tracking of violent incidents, and corrective action when hazards are recognized.

A. Pre-Incident Planning and Hazard Identification

Common definitions and awareness

All employees must be educated in, and use, the common definitions for violent incidents set out in Section C. This includes training, education, and awareness sufficient to identify a workplace violent incident. The WVPP supplements existing school policies related to equity, inclusion, and safety in the workplace, including the IIPP.

Hazard identification and evaluation

The Chief Operations Officer or designee shall identify and evaluate workplace violence hazards, with the active participation of employees and authorized employee representatives, at each of the following times:

1. On establishment of this plan.
2. On a scheduled periodic basis, no less than annually, through inspection of each work area.
3. After each workplace violence incident.
4. When OCSA is made aware of a new or previously unrecognized hazard.

Hazard assessment shall consider, at minimum:

- Physical layout, access control, and entry and exit points, including after-hours and performance-event access.
- Work performed alone, in isolated areas, or outside of normal school hours, including rehearsals, load-in and load-out, and evening or weekend productions.
- Lighting, visibility, and sightlines in corridors, parking areas, backstage areas, and studios.
- Areas where employees meet with parents, guardians, visitors, or members of the public.
- Handling of cash, valuables, or instruments and equipment of significant value.
- Prior violent incidents, reports, and concerns recorded in the Violent Incident Log.
- Any hazard reported by an employee.

Assessments shall be documented on the Workplace Violence Hazard Assessment form (Addendum D), which records the date, the work area inspected, the person or persons conducting the inspection, the hazards identified, the corrective actions taken or planned, and target completion dates. These records shall be retained in accordance with Section O.

B. Current OCSA Policies

OCSA is committed to maintaining a workplace free of violence and threats of violence, and has a history of non-tolerance toward workplace violence. OCSA prohibits any acts or threats of violence by any employee or third party, including former employees, vendors, visitors, parents, students, or others, either on OCSA property or at any OCSA-sponsored event.

Employees are prohibited from possessing, storing, or controlling any weapon on the job. Weapons include but are not limited to firearms, knives, and other weapons as defined in the California Penal Code, including Penal Code section 16590 and Penal Code section 626.9 (Gun-Free School Zone Act). This prohibition extends to weapons stored in personal vehicles parked on OCSA property, except as expressly permitted by law.

This prohibition does not apply to sworn peace officers acting within the scope of their duties. It also does not apply to properties, set pieces, or stage items authorized in advance and in writing by the Chief Operations Officer or designee for a legitimate instructional or production purpose, and secured in accordance with the conditions of that authorization.

OCSA is further committed to a productive and healthy workplace for all employees. To support a healthy work environment, many policies are in place, including the Prohibition Against Sexual Harassment, the Drug and Alcohol-Free Workplace Policy, the Prohibition Against Sex Discrimination, the Non-Discrimination Policy, the Appropriate Staff Interaction with Students Policy, the ERP, and the IIPP. Together, these policies and programs support employees in all settings.

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

C. Workplace Violence Definitions

The definitions below are drawn from Labor Code section 6401.9 and are used consistently throughout OCSA's training and reporting materials for purposes of reporting and analyzing events.

Workplace violence means any act of violence or threat of violence that occurs in a place of employment. It includes, but is not limited to:

- 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.

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

Workplace violence is categorized into four types:

- Type I — Violence by strangers. Violence committed by a person who has no legitimate business at the school, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- Type II — Violence by students, parents, guardians, or visitors. Violence directed at employees by a person receiving services from, or under the custodial supervision of, the school, or by a person visiting or attending an OCSA event.
- Type III — Violence by current or former employees. Violence against an employee by a present or former employee, supervisor, or administrator.

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- Type IV — Violence by personal relations. Violence committed in the workplace by a person who does not work at the school but has, or is known to have had, a personal relationship with an employee, including a current or former spouse, family member, friend, or acquaintance.

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

Threat of violence means any verbal or written statement, including 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.

Work practice controls means procedures and rules used to effectively reduce workplace violence hazards.

D. Education, Training, and Communication

Training

OCSA is committed to ensuring that all employees receive effective training on workplace security practices addressing the workplace violence risks they may reasonably anticipate encountering in their jobs.

Employees will be provided with a copy of the WVPP upon hire and annually thereafter. Employees are expected to review the plan and ask questions when clarification is needed.

Training is delivered through Vector Solutions upon hire and annually thereafter. Workplace safety is additionally reviewed at the beginning of each school year by the Chief Operations Officer or designee.

OCSA also maintains an Emergency Response Team, which trains staff annually on emergency preparedness and response. Where that training addresses workplace violence scenarios, it forms part of the training required by this plan, and completion shall be documented and retained together with Vector Solutions records in accordance with Section O.

Training shall cover, at minimum:

5. The Workplace Violence Prevention Plan, how to obtain a free copy, and how employees may participate in developing and implementing it.
6. How to report workplace violence incidents or concerns to OCSA or to law enforcement without fear of reprisal.
7. Workplace violence hazards specific to employees' jobs, the corrective measures OCSA has implemented, and how to seek assistance to prevent or respond to violence.
8. Strategies to avoid physical harm.
9. Information about the Violent Incident Log and how to obtain copies of records required to be made available under Section O.
10. An opportunity for interactive questions and answers with a person knowledgeable about the plan.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard is identified, and when changes are made to the plan. This training may be limited to addressing the new hazard or change.

OCSA shall use training materials appropriate in content and vocabulary to the education level, literacy, and language of employees. All training will be documented using a training log or sign-in sheet, and individual training records shall be placed in employees' personnel files.

Communication

Beyond initial and annual training, departments are expected to maintain ongoing effective communication with employees about workplace violence. This includes reinforcing a culture that encourages reporting of violent incidents without fear of retaliation, addressing employee concerns around violence, and communicating corrective actions arising from post-incident investigations. Communication may be in person or virtual, including staff meetings, newsletters, town hall gatherings, or staff bulletins. These

communications also bring timely updates to employees when changes in processes have been identified after an investigation.

Responsibilities of managers and supervisors

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and answering employee questions about the WVPP. As provided in the IIPP, managers and supervisors are responsible for providing a secure work environment for their staff, including identifying security risks, identifying staff training needs, developing and managing departmental security procedures, and incident reporting and follow-up.

Supervisors are responsible for completing the Violent Incident Report (Addendum A) with the affected employee and submitting it to Human Resources.

Responsibilities of employees

All employees are responsible for reporting hazards and injury or illness incidents in accordance with the IIPP, including hazards and incidents related to workplace violence.

Each OCSA employee is required to attend workplace violence training upon hire and annually thereafter. Employees must report any threat or act of workplace violence within 24 hours of becoming aware of it. Employees must be able to inform administration about workplace hazards or threats of violence without fear of reprisal or adverse action.

Employees may refer questions regarding their rights and obligations under this plan to their immediate supervisor or to Human Resources.

E. Reporting a Violent Incident

An effective reporting system protects OCSA employees from harm in the workplace, assists management in maintaining a safe and productive work environment, and ensures management has the opportunity to investigate, determine causes, and make recommendations to minimize recurrence. All workplace violence incident reports must be in writing.

Any employee who witnesses or encounters an act of violence shall:

11. Call 911 when imminent danger is present.
12. Immediately notify their supervisor and Human Resources.
13. Complete and submit the Violent Incident Report (Addendum A) together with their immediate supervisor.

If the employee's immediate supervisor is not available, the report shall be completed by the employee with the next level of management. If the incident involves an employee and their supervisor, Human Resources shall complete the report with the employee.

The completed Violent Incident Report shall be forwarded to Human Resources. The originating department retains a copy; Human Resources retains the record of file and is responsible for the investigation and for completing the Violent Incident Log entry.

Before proceeding with any formal investigation, the immediate supervisor or other management-level employee shall report any threats or acts of physical violence to Human Resources. The Violent Incident Report should be completed as quickly as possible while details are current, and no later than 24 hours after the incident. The report is primarily data collection; creating a culture in which employees are comfortable coming forward is essential to its purpose.

OCSA is prohibited by law from taking any retaliatory action against an employee who reports a workplace violence incident or concern, who reports what the employee deems to be an imminent danger, or who participates in an investigation.

F. Emergency Response

Alerting employees

OCSA will alert employees to the presence, location, and nature of an emergency. Alerts are issued by the Dean of Administrative Operations or designee and are delivered by telephone call and SMS text message.

Employees are responsible for ensuring that their contact information on file with People Services is current so that alerts reach them. Employees who do not receive test alerts should notify People Services.

Evacuation and shelter in place

Evacuation, lockdown, and shelter-in-place procedures are established in OCSA's Emergency Response Plan and are incorporated into this plan by reference. In summary:

- Evacuation. On an evacuation signal, employees shall stop work, proceed by the nearest safe exit route, and assemble at the designated assembly point for their building. Employees shall remain at the assembly point until accounted for and released.
- Lockdown. On a lockdown signal, employees shall secure their immediate location, move occupants away from doors and windows, remain silent, and await an all-clear from law enforcement or administration.
- Shelter in place. On a shelter-in-place signal, employees shall move to an interior space away from exterior doors and windows and remain there until an all-clear is issued.

Evacuation routes are posted in classrooms and workrooms. Assembly points are established for all OCSA locations in the Emergency Response Plan and are covered in annual Emergency Response Team training. Employees should familiarize themselves with the routes and assembly points applicable to their assigned locations, including any secondary work areas such as studios, theaters, and off-site facilities.

Obtaining help

Employees may obtain assistance during an actual or potential workplace violence emergency as follows:

- Law enforcement and emergency medical response — call 911.
- OCSA Emergency Response Team — activated through OCSA Security or the administrator on duty.
- OCSA Security — (949) 565-5215.
- Site administration — the administrator on duty.
- Human Resources — hrhelpdesk@ocsarts.net, or extension 5520.

Employees are not expected to intervene physically in a violent incident. Only members of the Emergency Response Team and other trained and designated employees shall attempt to respond to an emergency beyond summoning help and securing their own safety and the safety of students in their care.

After an emergency

Following any emergency, supervisors shall account for the employees assigned to their work areas and report the results to the Chief Operations Officer or designee. Any workplace violence incident occurring during the emergency shall be reported and investigated in accordance with Sections E and J.

G. Incidents Involving Students

Workplace violence includes acts or threats of violence directed at employees by students. Employees shall report such incidents through the same process described in Section E, and OCSA shall investigate and log them in the same manner as any other workplace violence incident.

Coordination with student processes

Reporting and investigation under this plan operate alongside, and do not replace, OCSA's student-facing processes. On receipt of a report involving a student, Human Resources shall coordinate as applicable with:

- Site administration, regarding student discipline under the Education Code and OCSA policy.
- The Title IX Coordinator, where the conduct may constitute sexual harassment or sex discrimination.
- The Director of Special Education or designee, where the student has an individualized education program or Section 504 plan, so that any behavior intervention plan and applicable procedural protections are considered.

Nothing in this plan alters, limits, or delays any employee's obligations as a mandated reporter under the Child Abuse and Neglect Reporting Act. A report under this plan does not satisfy a mandated reporting obligation, and a mandated report does not satisfy the reporting obligation under this plan. Both must be made.

Confidentiality and student records

The Violent Incident Log shall not contain any personal identifying information for any person involved in an incident, including students. Log entries shall record the type of incident, the circumstances, and the consequences, using the record numbering system described in Section K.

Records that identify a student, including the Violent Incident Report and investigation materials, are maintained separately by Human Resources and, where they constitute student records, in accordance with the Family Educational Rights and Privacy Act and applicable Education Code provisions. These records shall not be disclosed through the log or through the records made available under Section O.

H. Responsible Persons

The Chief Operations Officer has the authority and responsibility for implementing and maintaining this WVPP and is accountable for the implementation and maintenance of this program.

The Chief Operations Officer shall obtain the active involvement of employees and authorized employee representatives, as applicable, in developing and implementing the WVPP, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents; and reviewing the plan.

Human Resources is responsible for investigating reported incidents, completing and maintaining the Violent Incident Log, and maintaining the records described in Section O.

I. Coordination with Other Employers

OCSA shall coordinate implementation of the WVPP with all other employers whose employees provide services to OCSA on OCSA property. This is to ensure that all personnel at the worksite understand their respective roles as provided in the WVPP, that all employees are provided the training required by the WVPP, and that workplace violence incidents involving any employee are reported, investigated, and recorded.

OCSA may coordinate implementation with other employers by providing a copy of OCSA's WVPP and by reviewing contracts with third-party employers regarding the responsibilities of each party, including which entity is responsible for training third-party employees and for reporting, investigating, and documenting workplace violence incidents involving third-party employees.

The inventory of employers whose employees work at OCSA sites is maintained through the hazard assessment at Addendum D and is reviewed at each assessment. Where a new third-party employer is identified, coordination shall be completed before, or promptly after, their employees begin work at the site.

J. Violent Incident Investigation

OCSA shall investigate workplace violence, concerns of workplace violence, and injuries resulting from workplace violence, regardless of how they are reported or how OCSA becomes aware of them. OCSA shall promptly investigate and communicate with the employee regarding employee concerns of workplace violence.

Human Resources or designee shall complete the investigation promptly, and no later than seven calendar days after the report is received. Addendum B provides the required analysis and questions.

Concerns will be investigated, and employees will be informed of the results of the investigation and any corrective action taken. Procedures for investigating workplace violence incidents may include:

- Visiting the incident scene as soon as possible.
- Interviewing threatened or injured workers and witnesses.
- Preparing appropriate summaries of the interviews.
- Examining the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the person involved.
- Reviewing any relevant physical, electronic, or other evidence, such as video footage, photographs, and written communications.
- Determining the cause of the violent incident.
- Taking corrective action to correct the hazards and prevent recurrence.
- Preparing a written report of findings and any action taken.

The requirements and procedures of this section are in addition to those described elsewhere in OCSA policy regarding investigating misconduct or discipline. An investigation conducted in accordance with those

policies may serve as an investigation under the WVPP, provided it addresses the matters required by this section.

K. Violent Incident Log

OCSA shall record information regarding every incident of workplace violence in a Violent Incident Log (Addendum C). Human Resources shall complete the log entry after the investigation is complete.

No element of personal identifying information sufficient to allow identification of any person involved in a violent incident shall be recorded in the log. Personal identifying information includes a person's name, address, electronic mail address, telephone number, social security number, or other information that could reveal the person's identity alone or in combination with other publicly available information. Human Resources assigns a record number for tracking in place of names.

Each log entry shall record all of the following:

Field	Content
Record number	Tracking number assigned by Human Resources, incorporating the report date, department, and initials of the person completing the entry. No employee or student name.
Date, time, and location	The date and time of the incident and the physical location where it occurred.
Violence type	Type I, II, III, or IV, as defined in Section C.
Perpetrator classification	Whether the person who committed the violence was a stranger, student, parent or guardian, visitor, current employee, former employee, supervisor or administrator, or personal relation of an employee.
Incident type	Physical attack without a weapon; physical attack with a weapon or object; threat of physical force; threat with a weapon; sexual assault or threat of sexual assault; animal attack; other.
Detailed description	A factual narrative of what occurred, written without personal identifying information.
Circumstances	Whether the employee was working alone, in an isolated location, late at night or early in the morning, in an uncontrolled environment, or in a community or off-site setting.
Consequences	Whether law enforcement was contacted and their response; whether the employee required medical attention or missed work; and the actions taken to protect employees from a continuing threat.
Completed by and date	Title of the person completing the log entry and the date the entry was completed.

Log entries shall be forwarded to Human Resources promptly and the log and supporting materials shall be maintained in audit-ready condition.

L. Post-Incident Analysis

The purpose of the Violent Incident Log is to identify trends and opportunities for further hazard reduction. Human Resources shall review the log at least quarterly, and shall conduct a comprehensive review at least annually or sooner if the frequency of incidents warrants. Departments shall participate in the quarterly review of data relating to their work areas and shall implement improvements to prevent further incidents.

Log data shall be maintained in accordance with Section O.

M. Workplace Hazard Correction

Ongoing reporting and tracking of violent incidents supports the identification of trends and opportunities for hazard reduction or mitigation. Hazards identified through incident reporting, through the assessments described in Section A, or through employee reports shall be corrected in a timely manner, and in order of priority based on the severity of the hazard.

Where corrections are significant, they may require updating this plan. Updates shall be brought to the attention of all employees in a timely manner, and additional training shall be provided in accordance with Section D.

N. Compliance

Departments shall ensure that all affected employees clearly understand workplace security policies and procedures. The WVPP is accessible on the OCSA website and on request from Human Resources. Managers and supervisors shall enforce the rules of this plan fairly and uniformly.

All employees are required to complete education and training upon hire and annually thereafter to reinforce best practices for violence prevention. All employees shall follow workplace security directives, policies, and procedures and assist in maintaining a safe work environment.

Failure to comply with the WVPP and the policy prohibiting workplace violence may result in discipline up to and including termination.

O. Recordkeeping

OCSA shall create and maintain the following records:

Record	Retention
Records of workplace violence hazard identification, evaluation, and correction	Five years
Training records, including dates, contents or a summary, names and	One year

**qualifications of trainers, and names
and job titles of attendees**

**Violent Incident Reports and
investigation records**

Five years

Violent Incident Log

Five years

Records required to be maintained under this section shall be made available to employees and their authorized representatives for examination and copying, free of charge, within 15 calendar days of a request. This includes the Violent Incident Log. Records made available shall not contain personal identifying information.

P. Annual Review

OCSA shall review and revise the WVPP at least annually, when a deficiency is observed or becomes apparent, and after any workplace violence incident.

The annual review shall include confirming accessibility of the plan, assessing its effectiveness, and evaluating employee compliance with the processes it establishes. The review shall be conducted with the active involvement of employees and authorized employee representatives, and shall include consideration of the log data reviewed under Section L and the hazard assessments conducted under Section A. Where improvements are identified that would reduce workplace violent incidents, the plan shall be updated and employees notified and trained in accordance with Section D.

Addendum A — Violent Incident Report

The supervisor receiving a workplace violence report shall complete this form together with the affected employee, in as much detail as possible, to support the investigation. The completed form is forwarded to Human Resources. The originating department retains a copy.

Employee information

Reporting employee: _____

Affected employee(s): _____

Job title(s): _____

Department: _____ Site / facility address: _____

Incident information

Date of incident: _____ Time of incident: _____

Specific location and description of where the incident occurred (for example: empty hallway, teacher workroom, rehearsal studio, parking structure):

1. Who threatened or assaulted the employee?

Type I: ☐ Stranger ☐ Trespasser ☐ Other

Type II: ☐ Student ☐ Parent or guardian ☐ Visitor or event attendee ☐ Vendor or contractor

Type III: ☐ Current employee ☐ Former employee ☐ Supervisor or administrator

Type IV: ☐ Current spouse or partner ☐ Former spouse or partner ☐ Employee's friend ☐ Employee's relative ☐ Family or friend of a student

2. What type of violent incident occurred? (check all that apply)

☐ Verbally harassed ☐ Verbally threatened ☐ Threatened with a weapon ☐ Physically assaulted

☐ Punched ☐ Slapped ☐ Grabbed ☐ Pushed ☐ Choked ☐ Kicked ☐ Bitten

☐ Hit with an object ☐ Assaulted with a weapon ☐ Sexual assault or threat of sexual assault ☐ Animal attack

☐ Other (describe): _____

3. Weapon

Was a weapon used? ☐ Yes ☐ No If yes, describe: _____

4. Description of the incident

5. Circumstances at the time of the incident

Was the employee working alone? ☐ Yes ☐ No

Was the employee in an isolated location? ☐ Yes ☐ No

Did the incident occur late at night or early in the morning? ☐ Yes ☐ No

Did the incident occur off site or in a community setting? ☐ Yes ☐ No

If the employee was not alone, who else was present and may have witnessed the incident?

6. Prior warning

Were threats made before the incident occurred? ☐ Yes ☐ No

If yes, was it previously reported to a supervisor or manager that the employee was threatened or harassed, or that the employee was concerned the person might become violent?

7. Immediate response

Was 911 called? ☐ Yes ☐ No Was law enforcement contacted? ☐ Yes ☐ No

Was the employee injured? ☐ Yes ☐ No Was medical attention provided? ☐ Yes ☐ No

Reporter information

Report completed by: _____ Department / job title:

Date: _____ Phone: _____ Email: _____

Addendum B — Violent Incident Investigation

Human Resources or designee completes this form. The investigation shall be completed within seven calendar days of receipt of the Violent Incident Report. The completed investigation is retained by Human Resources in accordance with Section O.

Incident analysis

Record number: _____ Date report received: _____

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

What were the main factors that contributed to the incident?

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

Post-incident response

☐ Yes ☐ No Did the employee require medical attention as a result of the incident?

☐ Yes ☐ No Did the employee miss work as a result of the incident?

☐ Yes ☐ No Did the employee file a workers' compensation claim?

☐ Yes ☐ No Was site security or campus supervision contacted?

☐ Yes ☐ No Was law enforcement contacted? If yes, describe the response: _____

☐ Yes ☐ No Were facilities contacted?

☐ Yes ☐ No Was immediate support offered to affected employees and witnesses?

☐ Yes ☐ No Was critical incident debriefing offered to all affected staff who wanted it?

☐ Yes ☐ No Was post-incident counseling offered to affected staff who wanted it?

☐ Yes ☐ No Was counseling provided by a licensed professional?

Protective measures

What actions were taken to protect employees from a continuing threat?

Has the employee been informed that OCSA may seek a temporary restraining order on their behalf under Code of Civil Procedure section 527.8? ☐ Yes ☐ No

If a restraining order is being considered, has the employee been asked whether they are willing to provide a statement or testify in support of the petition? ☐ Yes ☐ No ☐ Not applicable

Follow-up and plan updates

Has there been follow-up with the affected employee? ☐ Yes ☐ No

Is this a recurring event? ☐ Yes ☐ No

Were the employee and, where applicable, their authorized representative informed of the results of the investigation and any corrective action? ☐ Yes ☐ No

Are modifications to the WVPP required to reflect updated practices? ☐ Yes ☐ No

If yes, describe the updates: _____

Completion

Investigation completed by: _____ Department / job title:

Date: _____ Phone: _____ Email: _____

Violent Incident Log entry completed? ☐ Yes Date: _____

Addendum C — Violent Incident Log

Every workplace violence incident is recorded in the Violent Incident Log. The log is maintained by Human Resources as a spreadsheet containing one row per incident and one column for each field listed in Section K.

No element of personal identifying information sufficient to allow identification of any person involved in a violent incident may be recorded in the log. This includes the name, address, email address, telephone number, or social security number of any employee, student, parent, guardian, or visitor, and any other information that could reveal a person's identity alone or in combination with other publicly available information.

Human Resources assigns a record number on receipt of each report. The number incorporates the date of the report, the department, and the initials of the person completing the entry — for example, HR-07.14.26-1.

Sample entry

Field	Example
Record number	HR-07.14.26-1
Date and time	July 14, 2026, 8:05 p.m.
Location	1010 N. Main Street — rehearsal studio corridor, second floor
Violence type	Type III — current or former employee
Perpetrator classification	Former employee
Incident type	Threat of physical force
Detailed description	Individual entered a non-public corridor after hours and made verbal threats toward a staff member conducting an evening rehearsal. No physical contact occurred. Individual left the building before officers arrived.
Circumstances	Employee working alone; isolated location; evening hours; controlled-access area entered without authorization.
Consequences	Law enforcement contacted; officers responded and took a report. No medical attention required; no work missed. Access badge deactivated, exterior door hardware inspected, and evening staffing pattern reviewed for the studio corridor.
Completed by and date	Director of Human Resources — July 16, 2026

Human Resources reviews the log at least quarterly and comprehensively at least annually, in accordance with Section L. Departments participate in the review of data relating to their work areas.

Addendum D — Workplace Violence Hazard Assessment

Completed by the Chief Operations Officer or designee, with employee participation, on establishment of the plan, at least annually, after each violent incident, and whenever a new or previously unrecognized hazard is identified.

Assessment information

Work area or site assessed: _____

Date of assessment: _____ Reason for assessment: ☐ Plan established ☐ Periodic ☐ Post-incident ☐ New hazard reported

Conducted by (name and title): _____

Employees or representatives participating: _____

Hazard review

For each item, note conditions observed and whether a hazard was identified.

- ☐ Physical layout, access control, and entry and exit points, including after-hours and event access
- ☐ Work performed alone, in isolated areas, or outside normal school hours
- ☐ Lighting, visibility, and sightlines in corridors, parking areas, backstage areas, and studios
- ☐ Areas where employees meet with parents, guardians, visitors, or the public
- ☐ Handling of cash, valuables, or high-value instruments and equipment
- ☐ Prior incidents, reports, and concerns recorded in the Violent Incident Log
- ☐ Hazards reported by employees since the last assessment
- ☐ Effectiveness of corrective actions taken since the last assessment

Observations:

Third-party employers on site

List each employer, other than OCSA, whose employees work at this site. Section I requires that implementation of this plan be coordinated with each of them. Consider contracted instructional staff and

teaching artists, custodial and maintenance vendors, security, food service, transportation, facilities and construction contractors, and information technology vendors.

Employer	Nature of work on site	Coordination completed	Plan provided

Hazards identified and corrective action

Hazard identified	Corrective action, responsible person, and target date

Completion

Assessment completed by: _____ Title: _____

Date: _____ Next scheduled assessment: _____

Record retained by Human Resources for five years in accordance with Section O.

Plan Administration and Revision History

This plan is reviewed at least annually in accordance with Section P, and additionally when a deficiency is observed, after a workplace violence incident, or when a new or previously unrecognized hazard is identified. The effective date is updated on each annual revision.

This record documents each review and revision. It is retained with the plan and is available on request in accordance with Section O.

Current version

Field	Detail
Effective date	July 1, 2026
Date of review	July 2026
Reviewed by	Jena Duca, Senior Director of People Services
Next scheduled review	July 2027

Revision history

Effective	Reviewed	Reviewed by	Summary of changes
July 1, 2026	July 2026	Jena Duca, Senior Director of People Services	Added emergency response procedures and hazard identification and evaluation. Added procedures for incidents involving students. Expanded Violent Incident Log fields and stated record retention periods. Corrected the weapons citation and added lawful and instructional exceptions. Reconciled reporting timelines, investigation routing, and log review cadence.
July 1, 2026	—		Plan established.

Cal/OSHA may request evidence that the annual review required by Labor Code section 6401.9(c)(2)(K) has been conducted. This record, together with the hazard assessments retained under Section A and the log reviews conducted under Section L, provides that evidence.