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Administrative Policy

Title: Workplace Violence Prevention Plan			
Administered By: Human Resources Department – Safety Division			
Issue Date	Revision Date	Department Head Approved	City Manager Approved
10/24/2024	11/18/2025	<i>Lori Sassoon</i> <small>Signed by: F6039B40F6F94B8...</small>	<i>Jacob Ellis</i> <small>DocuSigned by: 8CB6AE0895944B4...</small>

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to enable the City of Corona to prevent, respond, communicate, and manage incidents of workplace violence in the most efficient and effective way possible regardless of the circumstances.

This document is intended to:

1. Document the City of Corona’s Workplace Violence Prevention Plan (WVPP).
2. Identify Workplace Violence Threat Assessment Team(s).
3. Clarify roles and responsibilities.
4. Establish procedures to obtain active involvement of all stakeholders in the development and implementation of the WVPP.
5. Define ongoing schedules for assessment, evaluation, prevention, or potential Workplace Violence Prevention Program initiatives.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

None.

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

- A. ABUSE means the intentional attempt to cause bodily injury, sexual assault, threatening behavior, harassment, stalking, bullying, cyber-bullying, hostile actions towards another person.
- B. EMERGENCY means the unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- C. ENGINEERING CONTROLS means 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.
- D. LOG means the violent incident log required by California Labor Code Section 6401.9.
- E. SERIOUS INJURY OR ILLNESS means 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.
- F. THREAT OF VIOLENCE means 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.
- G. WEAPON means any object used with the intent to harm another person or property or any object which has been designated through misuse to inflict harm to another person or property.
- H. WORKPLACE VIOLENCE means 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:

- a. 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.
- b. 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.

- I. ADMINISTRATIVE CONTROLS means the procedures and rules used to effectively reduce workplace violence hazards.
- J. WORKPLACE VIOLENCE PREVENTION PLAN (WVPP) means the workplace violence prevention plan required by California Labor Code Section 6401.9 that outlines the employer's general principles, responsibilities and actions regarding the commitment to workplace violence prevention.
- K. WORKPLACE VIOLENCE TYPES means the four types of workplace violence as defined in California Labor Code Section 6401.9:
 - a. 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.
 - b. Type 2 violence – Workplace violence directed at employees by **customers, clients, patients, students, inmates, or visitors.**
 - c. Type 3 violence – Workplace violence against an employee by a **present or former employee, supervisor, or manager.**
 - d. Type 4 violence – Workplace violence committed in the workplace by a person who does not work there but has or is known **by a present employee.**

Section 2.2 General Scope

Unless otherwise stipulated in Section 2.3, this policy applies to all City employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervisors to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

Section 2.3 Exemptions from Scope

- A. City employees that are working in law enforcement agencies that are a “department or participating department,” as defined in Section 1001 of Title 11 of the California Code of Regulations and that have received confirmation of compliance with the Commission on Peace Officer Standards and Training (POST) Program from the POST Executive Director in accordance with Section 1010 of Title 11 of the California Code of Regulations.
- B. Employees teleworking from a location of the employee’s choice, which is not under the control of the employer.
- C. City of Corona locations where there are fewer than 10 employees working at the place at any given time and that are not accessible to the public. See **Exhibit 1** *City of Corona Facilities with fewer than 10 Employees*.

ARTICLE III – INTRODUCTION TO WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

Section 3.1 OVERVIEW

This WVPP is intended to direct the prevention of and response to acts of violence within the City of Corona’s worksites. This document is one of several documents that make up the City of Corona’s Workplace Violence Prevention Program. It serves as a repository for information, activities, and tasks necessary for prevention and response to workplace violence.

In order to fulfill the City of Corona’s mission, it is essential that our employees are able to work in an environment that is safe and free from acts of intimidation, threats of violence or actual violence.

Workplace violence is a serious problem for which there are no easy answers or solutions. Since no person or instrument can accurately predict someone’s potential for violence, all reasonable precautions should be carefully considered and implemented where appropriate and necessary.

While every act of violence can’t be prevented, it is also critical that our employees know how to respond when faced with violence across the spectrum, ranging from verbal threats to an active assailant.

The City of Corona is committed to the safety and health of its employees and will make every effort to prevent violent incidents from occurring by implementing this program.

Pursuant to Labor Code 6401.9(c)(2)(A) the City of Corona has designated the Chief Talent Officer (CTO) to oversee and manage the WVPP as the Workplace Violence Prevention Plan Administrator.

ARTICLE IV – ROLES AND RESPONSIBILITIES

Section 4.1 Roles and Responsibilities

The most effective response to workplace violence requires a multidisciplinary approach, drawing on different skills, perspectives and knowledge within the organization. All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas.

A. Workplace Violence Prevention Plan Administrator

The WVPP Administrator or their designee has the authority and responsibility for implementing the provisions of this plan. The WVPP Administrator is responsible for the following:

1. Providing recommendations for identification, evaluation and correction of workplace hazards.
2. Providing recommendations for designing and implementing training.
3. Participating in responding to and investigating workplace violence incidents.
4. Providing recommendations for policies and procedures for preventing, identifying, and responding to acts of workplace violence.
5. Reviewing the City of Corona's Workplace Violence Prevention Plan.
6. Ongoing review of incidents to identify patterns and develop additional prevention strategies.

B. Managers and Supervisors:

Managers and Supervisors are responsible for:

1. Enforcing guidelines fairly and uniformly.
2. Implementing and maintaining the WVPP in their work areas.
3. Answering employee questions about the WVPP.
4. Promptly reporting workplace violence threats or incidents to the WVPP Administrator or designee.

C. Employees:

Employees are responsible for:

1. Maintaining personal and workplace safety.
2. Following security and safety procedures.

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3. Reporting concerns about violence to supervisors/managers or through an anonymous reporting channel [Anonymous Workplace Violence Incident Report](#).
 4. Immediately reporting any incident involving a threat of violence, or act of violence, to their manager or supervisor.
 5. Reporting directly to the Corona Police Department by calling 911 for any acts of workplace violence that require an immediate response from law enforcement
 6. Participating and completing training on WVPP policies and procedures.

D. Threat Assessment Team:

While HR will be responsible for addressing reports of violence, threats, harassment or other WVPP events, the WVPP Administrator may assemble a Threat Assessment Team to consult and strategize on specific case situations as needed to assess an emergent threat.

As needed, the Threat Assessment Team may be comprised of key personnel from:

- HR
- Police Department
- Legal
- Other departments or contracted professionals as deemed necessary

ARTICLE V – WORKPLACE VIOLENCE PREVENTION PLAN

Section 5.1 Employee Active Involvement

The City not only requires, but also values, employee involvement in identifying, evaluating, and determining corrective measures to prevent workplace violence.

To accomplish this, the City has implemented the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- A. Implementation of the WVPP program and WVPP training opportunities.
- B. Implementation of a separate Department Safety Representative Program (policy available here –[Department Safety Representative Program](#)).
- C. Active and required employee training programs including:
 - a. New employee orientation
 - b. Annual virtual training requirements

c. In-person training opportunities

Section 5.2 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, includes:

- A. Training employees, supervisors, and managers in the provisions of the City of Corona's Workplace Violence Prevention Plan (WVPP).
- B. Use of the Violence Incident Log (Located on the City's Enterprise Safety Management System).
- C. HR working with employees to:
 - a. Retrain employees whose safety performance is not in compliance with the WVPP.
 - b. Recognize employees who demonstrate safe work practices that promote the WVPP in the workplace.
 - c. Disciplining employees for failure to comply with the WVPP, up to and including termination.

Section 5.3 COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees 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:

- A. New employee orientation includes a review of workplace violence prevention and emergency response policies and procedures.
- B. Workplace violence prevention training programs.
- C. Using easily understood terminology and is given in languages spoken by the employees.
- D. Regularly scheduled meetings of departmental safety representatives (DSR's) that address security issues and potential workplace violence hazards.
- E. Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- F. Posted or distributed workplace violence prevention information will be posted in common areas such as break rooms, kitchens, and staff lounge areas.

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- G. Procedures for 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.
 - H. Access to mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
 - I. Procedures to ensure employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

Section 5.4 COORDINATION WITH OTHER EMPLOYERS

The City of Corona will coordinate the implementation of this WVPP with other employers to help ensure the safety of its employees working at non-controlled worksites. Non-controlled worksites are locations that are not owned or operated by the City of Corona, such as at public school sites where Corona city employees operate after-school programs.

- A. All City of Corona employees working at non-controlled worksites will receive the same workplace violence training as employees at City-controlled worksites.
- B. Employees will be trained in how to report violent incidents at non-controlled sites.
- C. The City of Corona will ensure those incidents are investigated and recorded in a Violent Incident Log. A copy of that log will be provided to the other Employer.
- D. The City of Corona will ensure that if its employees experience workplace violence incidents at a multiemployer worksite, once advised of the incident, the City will record the information in a violent incident log and shall provide a copy of that log to the controlling employer.

Exhibit 2 *Non-Controlled Locations* reflects the locations where the City of Corona has employees at off-site, non-controlled locations as of the effective date of this policy, as well as confirmation that those locations are aware of their Labor Code requirements related to reporting, investigation, and documentation of violent incidents.

ARTICLE VI – WORKPLACE VIOLENCE INCIDENT REPORTING

Section 6.1 Reporting Procedure

All threats or acts of workplace violence shall be reported to a manager or supervisor, who will document the incident using the *Workplace Violent Incident Report* on the City's Enterprise Safety Management System. If reporting to the manager or supervisor is not possible, employees will report incidents directly to the CTO or their designee. Employees can anonymously report workplace violence incidents by using the *Workplace Violent Incident Report* form located on the Safety Division intranet site [Anonymous Workplace Violent Incident Report](#). Completed paper forms should be sent to HR City Hall 2nd Floor.

Administrative Policy 01600.004
Workplace Violence Prevention Program
Administered by Human Resources Department – Safety Division
Page 9 of 33

Employees can also report non-emergency workplace violence incidents to the Corona Police Department non-emergency number: (951) 736-2330 Option 2.

Note: any acts of workplace violence that merit an immediate response from law enforcement shall be reported directly to the Corona Police Department by calling 9-1-1 IMMEDIATELY, followed by reporting to a manager or supervisor, along with the CTO, as soon as possible.

The City of Corona has implemented the procedures outlined above and in **Exhibit 3** *City of Corona Employee Reporting Procedures* to ensure that all threats or acts of workplace violence are reported. Regardless of the method of reporting, the City will not retaliate against anyone reporting a Workplace Violence incident or threat. Any instances of retaliation will be investigated, and if sustained will result in discipline, up to and including termination.

ARTICLE VII – EMERGENCY RESPONSE

Section 7.1 Procedures

The City of Corona has **Emergency Response Procedures and Protocols in place to respond to actual or potential workplace violence emergencies**. Employees are encouraged to review and become familiar with **Exhibit 4** *Emergency Response Procedures and Protocols*.

ARTICLE VIII – WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

Section 8.1 Procedures

The City of Corona has enacted policies and procedures to ensure that workplace violence hazards and risks are identified, evaluated, and planned for.

It is critical that our employees be involved in the process of identifying hazards and potentially violent situations to determine the best ways to prevent workplace violence.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed.

Periodic Inspections:

Conducting periodic inspections of workplace violence hazards to identify unsafe conditions and workplace practices. These inspections will be conducted **after each workplace violence incident, and whenever the City of Corona is made aware of a new or previously unrecognized hazard**. The inspection process will utilize an Inspection Checklist, included in **Exhibit 5** *Periodic Inspection Checklist*.

Upon completion of the Hazard Identification and Evaluation process, potential exposures

will be documented, and we will prioritize those items and develop a potential plan to address them over time.

Hazard Correction:

The City of Corona has implemented the following to timely evaluate and correct workplace violence hazards that are identified and/or reported:

- A. 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 that are exposed to hazardous conditions until the corrections are completed will be provided with the necessary protection.
- B. All corrective actions taken will be documented.
- C. Corrective measures for workplace violence hazards will be specific to a given work area.
- D. The findings and recommendations resulting from the Hazard Identification and Evaluation process will be documented and updated more often as events warrant.

In assessing the level of risk related to an identified hazard, the City of Corona considers both the likelihood and the potential consequences of each violent situation. Risks could be high, medium or low in different areas of the workplace. The focus will be on the situations likely to occur most frequently, and which could cause the worst injuries. These will have a high priority and will be addressed first.

Once existing or potential hazards are identified and risks are assessed, prevention and control measures will be identified and implemented. These measures may include various Security Engineering and/or Administrative Controls such as locks and alarms and sign-in procedures for visitors.

ARTICLE IX – PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

Section 9.1 Procedures

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

- A. Decide when to contact the Threat Assessment Team for an evaluation.
- B. Visit the scene of an incident as soon as safe and practicable.
- C. Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- D. Review security footage of existing security cameras if applicable.
- E. Examine the workplace for security risk factors associated with the incident,

- including any previous reports of inappropriate behavior by the perpetrator.
- F. Determine the cause of the incident.
- G. Take corrective action to prevent similar incidents from occurring.
- H. Record the findings and ensure corrective actions are taken.
- I. Obtain any reports completed by law enforcement.
- J. Review all previous incidents.
- K. The Violent Incident Log will be used for every workplace violence incident and will include information specified therein.

ARTICLE X – TRAINING AND INSTRUCTION

Section 10.1 Employee Training

A. Training Frequency

All employees, including managers and supervisors, 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:

- a) When the WVPP is first established.
- b) Annually to ensure all employees understand and comply with the WVPP.
- c) 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.

B. All Employees

The City of Corona will provide its employees with training and instruction on the definitions found within this plan and the requirements listed below:

- a) How to obtain a copy of City of Corona's WVPP at no cost, and how to participate in development and implementation of the employer's plan.
- b) Explanation of the Workplace Violence Prevention Program and Workplace Violence Policy.
- c) How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- d) The Violent Incident Log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- e) Opportunities for interactive questions and answers with a person knowledgeable about the City of Corona plan.

- f) How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
- g) Ways to defuse hostile or threatening situations.
- h) How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for lockdown.
- i) Emergency medical care provided in the event of any violent act upon an employee.
- j) Post-event trauma counseling for employees desiring such assistance.
- k) Policies and procedures for obtaining medical care, counseling, workers' compensation or legal assistance after a violent episode or injury.

Additional training will be provided when 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.

C. Managers and Supervisors

The City of Corona will provide its managers and supervisors with the training all employees receive, as designated herein, along with training on:

- a) Managing with respect and consideration for employee wellbeing.
- b) What to do when an employee makes an allegation of harassment, discrimination, and/or retaliation. Supervisors/Managers will be trained on what constitutes harassment, discrimination, and/or retaliation. HR staff will be trained on how to investigate such reports.

ARTICLE XI – EMPLOYEE ACCESS TO THE WRITTEN WVPP & RECORDS

Section 11.1 Procedures

The City of Corona's WVPP is a written document available electronically or in print to all employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

This will be accomplished by:

- a) Providing a copy to new employees
- b) Providing a digital and/or hard copy when requested
- c) Providing unobstructed access through the Vector EHS system and in the City's policy library on the intranet.

Unobstructed access means that the employee, as part of their regular work duties,

predictably and routinely uses the electronic means to communicate with management or co-employees.

In addition to the WVPP, the following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- a) Records of workplace violence hazard identification, evaluation, and correction
- b) Training records
- c) Violent incident logs

ARTICLE XII – RECORDKEEPING

Section 12.1 Procedures

The City of Corona will:

- a) Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- b) Create and maintain training records for a minimum of one (1) year and include the following:
 - I. Training dates.
 - II. Contents or a summary of the training sessions.
 - III. Names and qualifications of persons conducting the training.
 - IV. Names and job titles of all persons attending the training sessions.
- c) Maintain the violent incident log for minimum of five (5) years.
- d) Maintain records of workplace violence incident investigations for a minimum of five (5) years.
- e) Make these records available to employees and their representatives upon request.

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 [Labor Code Section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

ARTICLE XIII – REVIEW AND REVISION OF THE WVPP

Section 13.1 Procedures

The City of Corona's WVPP will be reviewed for effectiveness:

- a) At least annually.

Administrative Policy 01600.004
Workplace Violence Prevention Program
Administered by Human Resources Department – Safety Division
Page 14 of 33

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

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP.

Administrative Policy 01600.004
Workplace Violence Prevention Program
Administered by Human Resources Department – Safety Division
Page 15 of 33

ARTICLE XIV – APPROVAL OF WVPP

Our WVPP will be overseen and managed by the CTO, responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees.

Supervisors and managers are expected to enforce the rules fairly and uniformly.

Our Program will be reviewed and updated annually, or more often as events warrant.

We are committed to a culture of safety and violence prevention in our workplace and believe the policies and procedures outlined herein will help us achieve that goal.

Jacob Ellis, City Manager

DocuSigned by:
Jacob Ellis
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2/4/2026

[Date]

Administrative Policy 01600.004
 Workplace Violence Prevention Program
 Administered by Human Resources Department – Safety Division
 Page 16 of 33

Exhibit 1: City of Corona Facilities with Fewer than 10 Employees



City of Corona Facilities with Fewer than 10 Employees

LOCATION	ADDRESS	ZIP
Blending Station - 10th Street	10Th Street & Merrill	92882
Blending Station - Mangular	Avenue 2208 Mangular Ave	92882
Blending Station - R3	2000 E Garretson Ave 1036	92879
Booster - Aquino	Aquino Circle	92879
Booster - Border	2290 Border Avenue	92882
Booster - Border (Reclaimed)	2525 Border Avenue	92882
Booster - Chase	1315 E. Chase Dr.	92881
Booster - Cresta Verde	2005 Promenade	92879
Booster - Crown Ranch Domestic	3995 Fuller	92879
Booster - Dove Hill	9865 Glen Ivy Rd	92883
Booster - Eagle Glen Zone 5	4255 Eagle Glen	92883
Booster - Enchanted Village	3951 Nelson (gone)	92881
Booster - Green River	4130Green River Dr	92880
Booster - Harlon Hills	3440 Bonnieview Circle	92882
Booster - Kraft Ranch	1725 Oakridge Dr	92882
Booster - Lester (Raw Water)	2970 Rimpau Ave.	92881
Booster - Mariposa (inactive)	1579 Mariposa (OOS)	92879
Booster - Maybe Canyon	2643 Border Avenue	92882
Booster - Montana Ranch	2930 Wilderness Cir	92882
Booster - Morita	755 Morita	92879
Booster - Ontario	506 E. Ontario Ave	92881
Booster - Payette	881 Payette Ave	92881
Booster - Serfas Club	1290 Serfas Club Dr	92882
Booster - Sierra Bella	2690 Hidden Hills Way	92882
Booster - Sierra Del Oro (Raw Water)	1670 Montana Ranch	92882
Booster - Taylor	Taylor & Ontario	92882

Administrative Policy 01600.004
 Workplace Violence Prevention Program
 Administered by Human Resources Department – Safety Division
 Page 17 of 33

LOCATION	ADDRESS	ZIP
Booster - Zone 4 Lester	2930 Wilderness Cir	92882
Booster- Zone 5Lester City	2970 Rimpau	92881
Gymnasium	502 S Vicentia Avenue	92882
Connection - Arlington Desalter	2442 Promenade Avenue	92879
Connection - Corona/Norco	100' West of 1504 Dogwood,Nor	92860
Connection - Home Gardens	4156 S. Temescal Street	92879
Connection - Lee Lake	Temescal Cyn RD@Brown Cyn Wash	92881
Connection - Lee Lake	Knabe Rd S/ of Bedford MTR Way	92883
Connection - Riverside	Sampson Ave W/ of Buchanan	92879
Connection - WR19 Vault	1514 E. Chase Dr.	92881
Connection - WR24	Lagloria Mills Water	92880
Connection - WR29	4130 Green River Rd	92882
Connection - WR33	Sierra Del Oro	92883
Control Valve - DWP	21465 Temescal Cyn RD	92880
Corona Airport	1901 Aviation Drive	92879
Corona Point Shopping Center	1302 Magnolia Avenue	92880
Corrosion - Green River	11500 Crestridge	92880
Crossings Shopping Center	3260 Temescal Canyon Road	92883
Crossroads Shopping Center Crown	1300 Magnolia Avenua	92879
Ranch Irrigation	4001 Lester	92881

Administrative Policy 01600.004
 Workplace Violence Prevention Program
 Administered by Human Resources Department – Safety Division
 Page 18 of 33

LOCATION	ADDRESS	ZIP
Dos Lagos Shopping Center	3855 Temescal Canyon	92883
Downtown Annex	152 E. Sixth Street	92879
Flow Station - Mills To Zone 3, 4, & 5	2970 Rimpau Ave	92881
Historic Civic Center	815 W. Sixth Street	92882
Lift Station - Ahmanson	11763 Chadwick Rd	92880
Lift Station - Airport	1981 Aviation	92880
Lift Station - Artisian	211 W. Rincon Street	92880
Lift Station - Bedford Canyon Lift	3695 Bedford Cyn	92883
Station - Green River	4776 Golden Ridge Drive	92880
Lift Station - Griffin Way	2680 Griffin Way	92879
Lift Station - Joy & Parkridge	495 E. Parkridge	92879
Lift Station - McKinley	113 N. McKinley	92879
Lift Station - North Main	768 N Main Street	92880
Lift Station - Sierra Del Oro (SDO)	3851 palisades	92880
Lift Station - Smith & Rincon Lift	1500 W. Rincon	92880
Station - Stagecoach	2220 Stagecoach	92880
Lift Station - Sunkist	650 E Harrison	92879
Lift Station - Yuma	735 Via Blairo	92879
Park - City Park	930 E. 6th Street	92879

Administrative Policy 01600.004
 Workplace Violence Prevention Program
 Administered by Human Resources Department – Safety Division
 Page 19 of 33

LOCATION	ADDRESS	ZIP
Ponds - Cota Ponds	701 Rincon	92880
Pressure Reducing Station - Armstrong	3170 Armstrong	92881
Pressure Reducing Station - Border Relief	2290 Border Avenue	92882
Pressure Reducing Station - Chase Relief	1315 E. Chase Dr	92881
Pressure Reducing Station - Clearwater	2205 Railroad Street	92880
Pressure Reducing Station - Dominguez Ranch	1400 S. Dominguez Ranch RD	92882
Pressure Reducing Station - Eagle Glen	1602 Fairway Drive	92883
Pressure Reducing Station - El Cerrito	El Cerrito Road & I-15 FWY	92881
Pressure Reducing Station - Foothill	196 Foothill Parkway	92881
Pressure Reducing Station - Freedom	1341 Freedom Drive	92882
Pressure Reducing Station - Glider	2195 Railroad Street	92880
Pressure Reducing Station - Green River	3300 W. Greenriver Dr	92882
Pressure Reducing Station - Hamilton & Promenade	2590 Promenade	92879
Pressure Reducing Station - Harrington	608 Harrington	92880
Pressure Reducing Station - Knabe Road	Knabe Rd/ S of Bedford	92883
Pressure Reducing Station - Liberty Avenue	Liberty Ave/W Of Grant	92881
Pressure Reducing Station - Lincoln Street	900 N Lincoln Street	92880
Pressure Reducing Station - Main Street	1301 S Main Street	92882
Pressure Reducing Station - Mountain Gate	800 Mountain gate	92882
Pressure Reducing Station - Mt Serenata	4001 MT Serenata	92882
Pressure Reducing Station - North Serfas Club	N Serfas Club Drive	92882
Pressure Reducing Station - Ontario	500 W Ontario Ave	92882
Pressure Reducing Station - Ontario (Raw Water)	1227 Ontario Ave	92882
Pressure Reducing Station - Prado	4205 Prado	92880
Pressure Reducing Station - Ridgeline Dr	3200 W Ridgeline	92882
Pressure Reducing Station - River Road & Kalus	600 W River Rd	92880
Pressure Reducing Station - Sampson Avenue	1600 E Sampson Ave	92879
Pressure Reducing Station - San Ponte	1500 San Almada	92882
Pressure Reducing Station - Serfas Club	1290 Serfas Club Drive	92882

Administrative Policy 01600.004
 Workplace Violence Prevention Program
 Administered by Human Resources Department – Safety Division
 Page 20 of 33

LOCATION	ADDRESS	ZIP
Pressure Reducing Station - Smith & Railroad	372 South Smith Avenue	92882
Pressure Reducing Station - Smith & Railroad	405 South Smith Avenue	92882
Pressure Reducing Station - Sonrisa	Sonrisa & Pacific	92881
Pressure Reducing Station - South Lincoln	1315 Lincoln	92882
Pressure Reducing Station - Temescal	Temescal/N of Weirick	92883
Pressure Reducing Station - Temescal Canyon	4720 Temescal Canyon	92883
Pressure Reducing Station - Temescal Canyon Maint.	4770 Temescal Canyon	92883
Pressure Reducing Station - Yorba	Yorba Street/North of Railroad	92882
Pressure Reducing Station - Yuma & Village	Yuma Road & Village Loop Drive	92880
Pressure Reducing Station - Yuma Relief	Yuma Dirve	92880
Pressure Reducing System - Buena Vista	1700 S. Buena Vista	92882
Pressure Reducing Valve (PRV) - Alcoa Circle	512 Alcoa Circle	92880
Pressure Reducing Valve (PRV) - Arcadia & Jolora	19741 Arcadia St	92881
Pressure Reducing Valve (PRV) - Avenida Del Vista	1200 Avenida Del Vista	92882
Pump Station - Bedford Canyon Pump	3899 Bedford Canyon	92883
Water Storage Tank - Cresta Verde	Lacumbre Avenue	92879
Water Storage Tank - Gilbert	4065 Gilbert	92881
Water Storage Tank - Avenida Del Vista (ADV)	2750 Raven	92882
Water Storage Tank - Border	2525 Border Ave	92882
Water Storage Tank - Eagle Glen	1602 Fairway Drive	92883
Water Storage Tank - Garretson	2209 Garretson	92881
Water Storage Tank - Glen Ivy	8965 Glen Ivy Rd	92883
Water Storage Tank - Green River	4130 Greenriver Rd	92880
Water Storage Tank - Hayden	3590 Nelson	92881

Administrative Policy 01600.004
 Workplace Violence Prevention Program
 Administered by Human Resources Department – Safety Division
 Page 21 of 33

LOCATION	ADDRESS	ZIP
Water Storage Tank - Jameson	4268 Jameson Circle	92881
Water Storage Tank - Lester 1 & 2	2950 Rimpau Ave	92881
Water Storage Tank - Main Street	101 W. Upper X Main St	92882
Water Storage Tank - Mangular	2208 Mangular	92882
Water Storage Tank - R3	2000 Garretson	92879
Water Storage Tank - Sierra Del Oro	2940 Wilderness Circle	92881
Water Storage Tank - Yuma	881 Corsica	92879
Water Treatment Facility - Desalter	745 Public Safety Way	92880
Water Treatment Facility - Green River	4130 Green River Road/1400 Nic	92880
Water Waste Facility - Harrison	540/610 E. Harrison Street	92879
Water Treatment Facility - Lester	2970 Rimpau Ave.	92881
Water Treatment Facility - Sierra Del Oro (SDO)	2940 Wilderness Cir	92882
Well 03	9865 Glen Ivy	92883
Well 04	20310 Temescal Cyn Rd	92881
Well 07A	917 Circle City Drive	92879
Well 08A	219 S. Joy	92879
Well 09A	505 S. Vicentia	92882
Well 11	1865 Pomona Rd	92880
Well 12A	519 S. Maple	92880
Well 13	1018 Cottonwood	92879
Well 14	1200 W. 10Th ST.	92882
Well 15	102 N. Lincoln	92882
Well 16	1865 Pomona	92880
Well 17A	1052 Quarry	92879
Well 18	34 Crestridge	92880
Well 19	219 W. Grand	92882
Well 20	25225 Maitri Rd	92883
Well 21	24652 Glen Ivy Rd	92883
Well 22	405 Sierra Vista Ave	92882

Administrative Policy 01600.004
Workplace Violence Prevention Program
Administered by Human Resources Department – Safety Division
Page 22 of 33

LOCATION	ADDRESS	ZIP
Well 23	315 S. Merrill St.	92883
Well 24	204 Washburn Circle	92882
Well 25	310 S. Vicentia	92882
Well 26	710 Corp. Yard Way	92880
Well 27	2581 mangular	92882
Well 29	902 Railroad Street,	92880
Well 30	1800 W/Cota - E/Lincoln	92880
Well 31	211 N. Buena Vista	92882

Administrative Policy 01600.004
 Workplace Violence Prevention Program
 Administered by Human Resources Department – Safety Division
 Page 23 of 33

Exhibit 2: Non-Controlled Locations



Non-Controlled Locations Where Our Employees are Working				
Name of Company/ Organization	Contact Name, Phone, Email	Location/Address	# of City of Corona Employees on site	SB 553 Requirements Confirmed with Other Employer
Corona High School	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	1150 W. 10th St. Corona	1	Yes
Centennial High School	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	1820 Rimpau Ave. Corona	1	Yes
Santiago High School	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	1395 E. Foothill Pkwy, Corona	1	Yes
Lee Pollard High School	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	185 Magnolia Ave. Corona	1	Yes
Benjamin Franklin Elementary	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	2650 Oak Ave, Corona	3	Yes
Corona Ranch Elementary	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	785 Village Loop Dr, Corona	4	Yes
Eisenhower Elementary	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	3355 Mountain Gate Dr, Corona	5	Yes
Foothill Elementary	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	2601 S Buena Vista Ave, Corona,	4	Yes
Orange Elementary	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	350 Valencia Rd, Corona	5	Yes
Prado View Elementary	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	2800 Ridgeline Dr, Corona	6	Yes
Susan B Anthony Elementary	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	2665 Gilbert Ave, Corona	4	Yes
Temescal Valley Elementary	Peace Aneke, 951-736-5026, Peace.Aneke@cnusd.k12.ca.us	22950 Claystone Ave, Corona	5	Yes

Exhibit 3: City of Corona Employee Reporting Procedures



City of Corona Employee Reporting Procedures	
<p style="text-align: center;">Urgent Threat</p> <p>An urgent threat is where there is actual violent behavior is likely to take place, such as a verbal altercation that appears to be escalating.</p> <p>Note: Any threat of violence or act of violence should be immediately reported to law enforcement.</p>	<p>Step 1: Call 9-1-1</p> <p>Step 2: Once safe, an employee must immediately report the situation to any supervisor/manager or follow the designated reporting structure.</p>
<p style="text-align: center;">Suspected Emerging or Potential Threat</p> <p>An emerging or potential threat is one where you believe a situation has the potential for becoming violent over time.</p> <p>“If you see something, say something.” Information sharing is the key to prevention and intervention.</p>	<p>Step 1: Report the situation to any supervisor/manager or anonymously by going to the Safety Division intranet at work site and following the instructions.</p> <p>Step 2: If reported through the defined reporting structure, you will be asked [by a supervisor/manager or HR] to log into the City’s Enterprise Safety Management System and complete a <i>Workplace Violent Incident Report</i></p>
<p style="text-align: center;">Order for Victim Protection</p> <p>Orders for Victim Protection include the following types of court orders: Protection order Restraining Order No Contact Order Not Trespass Order Anti-Harassment Order</p> <p>Note: Although it is not required, it is highly recommended that the procedures here be</p>	<p>If you have obtained a protective court order that includes a City of Corona location:</p> <p>Alert a supervisor/manager of the protective order. Immediately provide a copy of the protective order to a supervisor/manager who will forward it to HR. If possible, and you can do it safely, provide a photo, vehicle identification (make, model, license plate number) of Perpetrator to HR who will forward the information to the appropriate departments (security, Threat Assessment Team, Reception). Report any</p>

Administrative Policy 01600.004
Workplace Violence Prevention Program
Administered by Human Resources Department – Safety Division
Page 25 of 33

followed, even if the protective order does not include the City of Corona locations.	unusual situations to a supervisor/manager, or through the defined reporting structure.
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Exhibit 4: Emergency Response Procedures and Protocols

Below you will find critical information about some of the ways we communicate during an emergency. This list is not exhaustive and the City may update response procedures as it sees fit.

AUDIENCE: INTERNAL EMERGENCY RESPONSE PERSONNEL.

IMPORTANT EMERGENCY PHONE NUMBERS

Fire, Police, Ambulance	9-1-1
Main Office/Reception	(951) 736-2400
Electric: Southern California Edison	Corona Utilities Department: (951) 736-2234 / SCE: (800) 655-4555
Water: The City of Corona	(951) 736-2234
Natural Gas: Southern California Gas Co	(877) 238-0092 (Emergency Services)

2-WAY RADIOS

Employees with responsibilities in leading a critical incident or emergency response are equipped with 2-way radios; 2-way radios are kept on at all times, ready to receive any questions, information, or directions.

PANIC BUTTONS

Panic buttons will be used as a means of rapid alert to notify the Corona Police Department when immediate notification is necessary.

If an employee thinks a 9-1-1 call is necessary due to a threatening situation, **THIS WILL BE THE TRIGGER TO PUSH THE PANIC BUTTON.**

NOTE: ANY EMPLOYEE MAY PUSH THE PANIC BUTTON NEAREST TO THEIR LOCATION.

ALARM SIGNALS & ALERTS

A critical incident alert will be announced. Alarms will sound, as needed.

EMAIL & TELEPHONE PHONE TREE COMMUNICATION

Depending on the situation, Leadership will notify employees via email or telephone tree system of impending closures or delays.

Emergency Response Protocols:

Recognizing that every act of violence can't be prevented, it is important to know what to do and how to respond if the threat of violence, or actual violence occurs in any of our facilities.

The City of Corona has response protocols and notification procedures in place to address the threat of violence posed by an individual who is:

- a) Verbally Threatening
- b) Physically Threatening
- c) An Active Assailant

These protocols are listed below:

- a) How to React to Verbal Threatening Behavior:

A verbal threatening situation is defined as a situation where a person, through intimidating words or gestures, has induced fear and apprehension of physical or other harm in another person, but there is no immediate danger of such harm being inflicted.

RESPONSE PROCEDURES FOR VERBAL THREATS AND ESCALATING BEHAVIORS	
All reported incidents of violence, whether verbal or physical, will be documented in a Violent Incident Log.	
ESCALATING BEHAVIORS	ACTIONS
<p>VERBAL THREAT</p> <p>SHOUTING</p> <p>SWEARING</p> <ul style="list-style-type: none"> ➤ The person makes offensive or threatening comments. ➤ Comments may be direct or indirect in nature. 	<ul style="list-style-type: none"> • Stay calm by taking deep, slow breaths. • If you're in doubt about whether to call for help, call. • Keep yourself at a safe distance. • Listen attentively. • Maintain casual eye contact, not in a confrontational manner. • Maintain a calm, quiet tone of voice. • Avoid arguing or making statements that might intensify the individual's demeanor. • If necessary, ask a bystander to assist you in getting help. <p>Once the situation is over, immediately contact your supervisor/manager or other appropriate level of the defined reporting structure.</p>
<p>ANGRY / HOSTILE ENCOUNTER</p> <ul style="list-style-type: none"> ➤ The person may show visible change in body posture. 	<ul style="list-style-type: none"> • Stay calm by taking slow, deep breaths. • If you're in doubt about whether to call for help, call. <ul style="list-style-type: none"> – Signal a co-worker or bystander that you need help – Have someone call security personnel • If no one is around to help – immediately leave the area.

Administrative Policy 01600.004
 Workplace Violence Prevention Program
 Administered by Human Resources Department – Safety Division
 Page 28 of 33

RESPONSE PROCEDURES FOR VERBAL THREATS AND ESCALATING BEHAVIORS	
All reported incidents of violence, whether verbal or physical, will be documented in a Violent Incident Log.	
ESCALATING BEHAVIORS	ACTIONS
<p>➤ Actions may include pounding fists, pointing fingers, shouting, or screaming.</p> <p>THIS SIGNALS VERY RISKY BEHAVIOR</p>	<ul style="list-style-type: none"> • Maintain casual eye contact, not in a confrontational manner. • Attempt to avoid arguing or making statements that might intensify the individual’s hostile demeanor. • Don’t offer solutions. • Disengage. <p>Once the situation is over, immediately contact your supervisor/manager or other appropriate level of the defined reporting structure.</p>
<p style="text-align: center;">CONFRONTATION</p> <p>➤ Physical actions or threats appear imminent.</p> <p>➤ There is immediate danger of physical harm or property damage.</p> <p>➤ Out-of-control behavior signals the person has crossed the line.</p>	<ul style="list-style-type: none"> • If necessary, evacuate. • Maintain a calm and controlled demeanor. • Keep yourself at a safe distance. Allow for an avenue of escape. • Do not challenge. • Disengage. • Do not physically try to remove an individual; this is a police responsibility. <p>Once the situation is over, immediately contact your supervisor/manager or other appropriate level of the defined reporting structure.</p>

b) How to React to Physical Acts of Violence:

A workplace violence emergency is defined as a situation where an injury has occurred or there is an immediate threat of physical harm or injury.

RESPONSE PROCEDURES FOR PHYSICAL ACTS OF VIOLENCE		
All reported incidents of violence, whether verbal or physical, will be documented in a Violent Incident Log.		
Person	Actions	Other Considerations
<p>Employee or First Person on Scene</p>	<p>1. DIAL 9-1-1 IMMEDIATELY (If necessary, ask a bystander to assist you in getting help)</p> <ul style="list-style-type: none"> - Identify yourself. - State the nature of the emergency. 	<ul style="list-style-type: none"> • Keep yourself safe • Remain calm • Think rationally • Don’t overreact • Do not attempt to physically remove the Perpetrator(s) - Let the police handle it

	<ul style="list-style-type: none"> - Provide details about persons injured and the Perpetrator. - Stay on the phone until police arrive and the dispatcher tells you it is okay to hang up. 	
<p>Supervisor/Manager at the Scene</p>	<ol style="list-style-type: none"> 1. Notify 9-1-1 (if not already done) 2. Have a designated person to meet with any responders (Police /EMS) so they can direct the responders quickly to the scene. 3. Assist in any efforts to defuse the situation. Try to determine: <ul style="list-style-type: none"> - What’s happening? - Who’s involved? How many? - How dangerous is the situation currently? - How quickly can it escalate? - How many are involved? - Are weapons involved? What kind? 4. Try to restore order and safety to work area. 5. Preserve the scene; do not allow anyone to touch anything. 6. Notify HR of the incident. HR will convene the Threat Assessment Team for investigation, as appropriate. 	<ul style="list-style-type: none"> • Remain non-judgmental about who’s right and wrong. • Help the individual to remain calm and do not ask the individual any questions. • Do not physically try to remove an individual; this is a police responsibility. • Identify witnesses, especially if they cannot or will not remain at the scene. • Place involved employees in separate rooms. Instruct/Order involved employees to leave the area, if appropriate. If employee refuses, call the police. • Obtain telephone number and address of each participant. • To the extent possible, ensure that information received remains confidential.

c) How to Respond to an Active Assailant:

The City of Corona has response protocols and notification procedures in place to address the threat of an armed individual with a deadly weapon. When possible, you will be alerted of such a threat via the City of Corona’s CivicReady Alert System. Follow response protocol below when you hear/see this alert.

Once a LOCKDOWN is announced, there are three potential choices to make: [1) Evacuate (RUN) 2) Protect (HIDE) yourself in a safe room or location until help arrives 3) Engage (FIGHT) with an assailant – as a last resort only]. The choice you make will hinge on where you are in relation to the assailant at the time you learn of the assailant.

Administrative Policy 01600.004
Workplace Violence Prevention Program
Administered by Human Resources Department – Safety Division
Page 30 of 33

HOW TO REACT TO AN ACTIVE ASSAILANT

All reported incidents of violence, whether verbal or physical, will be documented in a Violent Incident Log.

THESE ACTIONS ARE FOR ALL PERSONNEL WHO ARE **NOT** RESPONSIBLE FOR GUIDING CHILDREN OR VULNERABLE ADULTS TO SAFETY

WHEN AN ACTIVE ASSAILANT IS IN YOUR VICINITY

Determine the most reasonable way to protect building occupants.

Independent judgment must be made by all employees.

When the Active Assailant Alert is Given, take the Following Action:

If it is safe to **EVACUATE** – Do so immediately!

If it is not safe to evacuate, follow **PROTECT/HIDE** procedures below.

If You **RUN (Evacuate)**

If you are located outside, away from the building (e.g., parking lot) move to closest place of refuge (woods, town, nearby business or home, etc.) Be sure to:

- Evacuate as quickly as possible, away from the direction of the threat.
- If being fired upon, run in a zigzag pattern.
- Leave all belongings behind.

If outside and unable to run away, seek cover and concealment:

- Hide behind a brick wall (or anything that may stop a bullet)

- Call 9-1-1
- Follow the instructions of any police officers.
- Keep your hands visible to police.

If You **HIDE (Protect Yourself – “LOCKS, LIGHTS, OUT OF SIGHT”)**

If you are inside, and evacuation is not possible, find a secure place to protect yourself, where the assailant is less likely to get in. If in a room, to prevent an intruder from entering:

- Barricade and/or lock the door, if possible.
- Turn off lights and close blinds/curtains (only if time allows).
- Silence cell phone.
- Lie down on the floor or crouch below the window sight line.
- Call 9-1-1, if possible.
- Remain silent.

The hiding place should (if possible):

- Be out of the assailant’s view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict options for movement or escape.

If you can’t Evacuate or Protect Yourself

- Try to remain calm.
- Dial 9-1-1 if possible – If you cannot speak, leave the line open and allow dispatcher to listen.

If You must **FIGHT** the Active Intruder

HOW TO REACT TO AN ACTIVE ASSAILANT

All reported incidents of violence, whether verbal or physical, will be documented in a Violent Incident Log.

THESE ACTIONS ARE FOR ALL PERSONNEL WHO ARE **NOT** RESPONSIBLE FOR GUIDING CHILDREN OR VULNERABLE ADULTS TO SAFETY

WHEN AN ACTIVE ASSAILANT IS IN YOUR VICINITY

Determine the most reasonable way to protect building occupants.

Independent judgment must be made by all employees.

When the Active Assailant Alert is Given, take the Following Action:

If it is safe to EVACUATE – Do so immediately!

If it is not safe to evacuate, follow PROTECT/HIDE procedures below.

Per Department of Homeland Security Protocol, as a last resort, and only when lives are in imminent danger and you cannot evacuate, your chance of survival is much greater if you try to incapacitate the intruder.

- Act as aggressively as possible against the intruder.
- Yell and throw items and improvising weapons.
- Commit to your actions.
- Continue until help arrives or attacker is stopped.

d) Lockdown Drills:

It is only through training on response protocols [and drills] that our stakeholders can prepare for an active assailant. While statistically this is a low probability event, the outcome can be catastrophic thereby warranting our organization's focus on and preparedness for this threat.

We offer training to our stakeholders on the applicable response protocols for the threat of violence. (LOCKDOWN, LOCKOUT/SECURE) This is how they will develop muscle memory to fall back on if an actual active assailant presents

Any drill to be conducted:

- Will be planned, structured, and guided by trained individuals.
- Announced in advance.
- Will not involve sensorial components or elements which mimic real-life shooting.
- Will have an opt-out ability.
- Will be followed by an opportunity to debrief with trained professionals.
We will consult law enforcement or a third-party consulting firm to assist with the drill to ensure these steps and resources are included in the process.

Exhibit 5: Periodic Inspection Checklist

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted at the discretion of the CTO or designee.

Inspections for workplace violence hazards include assessing:

- ✓ The exterior and interior of the workplace for its vulnerability to criminal acts.
- ✓ The need for violence surveillance measures, such as mirrors and cameras.
- ✓ Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- ✓ Procedures for reporting suspicious persons or activities.
- ✓ 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 effective escape routes from the workplace.
- ✓ Whether employees have a designated safe area where they can go to in an emergency.
- ✓ Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- ✓ Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients.
- ✓ Employees' skill in safely handling threatening or hostile service recipients
- ✓ Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic

buttons.

- ✓ The use of work practices such as the "buddy" system for specified emergency events.
- ✓ The availability of employee escape routes.
- ✓ How well our establishment's management and employees communicate with each other.
- ✓ 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.
- ✓ Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- ✓ Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.