

**UC SANTA BARBARA**  
**WORKPLACE VIOLENCE PREVENTION PLAN**  
**FISCAL YEAR 2024/2025**

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## Purpose and Scope

UC Santa Barbara strives to maintain a workplace free of threats and acts of violence. This is the responsibility of all employees. UC Santa Barbara will not ignore, condone, or tolerate acts of workplace violence committed by or against any member of the University community or by any third party including vendors, visitors or other persons.

The University demonstrates its commitment to Workplace Violence Prevention through the development of written procedures pursuant to California Senate Bill 553. The Workplace Violence Prevention Plan (WPVPP) "Plan" addresses the following areas:

- Sustaining Community and Preventing Violence Policy
- Purpose
- Legal Authority
- Definitions
- Responsibility
- Compliance/Discipline
- Communication
- Incident Reporting
- Hazard Assessment
- Incident Investigation
- Hazard Correction
- Training & Instruction
- Reporting and Record keeping

## Definitions

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

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

**Log:** The violent incident log required by California Labor Code (herein "LC") section 6401.9.

**Plan:** The workplace violence prevention Plan required by LC section 6401.9.

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

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

**Workplace Violence (WPV):** Any act of violence or threat of violence that occurs in a place of employment. Acts of violence include, but are 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; and incidents involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless whether the employee sustains an injury. Workplace violence does not include lawful acts of self-defense or defense of others.

The following four workplace violence types:

- **Type 1 violence:** Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence:** Workplace violence directed at employees by customers, clients, students, or visitors.
- **Type 3 violence:** Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence:** Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

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

## Additional Definitions for UC Santa Barbara

**Act of Violence:** The exercise of physical force against one's self, another person, or property with the intent to cause physical harm, whether or not it causes actual harm.

**BIT:** Behavioral Intervention Team

**Dangerous Situation:** A set of circumstances that presents risk of imminent physical harm to one's self, another person, or damage to property.

**Domestic Violence** (CA Family Code § 6211): abuse perpetrated against (1) a current or former spouse or intimate partner, (2) a person with whom the respondent has had a child or shares a child in common, (3) a person with whom the respondent is currently cohabiting or formerly cohabitated with as a spouse or intimate partner, (4) a person with whom the respondent is having or has had a dating or engagement relationship, (5) a child of a party or a child who is the subject of an action under the Uniform Parentage Act, or (6) any other person related by consanguinity or affinity within the second degree.

**EH&S:** Environmental Health & Safety

**Imminent Danger:** Any condition or practice that could reasonably be expected to cause death, serious physical harm to one's self, another person or substantial damage to property.

**Intimidation:** Conduct directed toward another person, the purpose of which is to coerce or frighten, and the result of which reasonably causes that person to fear for their safety or the safety of others.

**Serious Hazard:** A hazard that is likely to cause serious injury, illness or death or that has repeatable incidents.

**TMT:** Threat Management Team

**UCPD:** UC Santa Barbara Police Department

**University Property:** Any land, facilities or other improvements or assets, vehicles, or objects owned, leased or managed by The Regents of the University of California.

**WPVP:** Workplace Violence Prevention

**WPVPP:** Workplace Violence Prevention Plan "Plan"

## Roles and Responsibilities

### Workplace Violence Prevention Administrator

In partnership with key campus safety stakeholders, the Workplace Violence Prevention Program Administrator is responsible for coordinating the activities of the Workplace Violence Prevention Program. The WPVP Administrator will provide a Workplace Violence report for executive leadership, at least annually. The individuals at UCSB with responsibility for the Plan include:

Responsible Persons	Job Title/Position	WPVPP Responsibility(ies)	Email
Katherine Campbell	TMT Coordinator	WPVP Plan Administrator and point of contact for the WPVP Plan	kamcampbell@ucsb.edu
Ann-Marie Musto	CHRO	Sponsor for the WPVP Program	ammusto@ucsb.edu
Tim Fitzpatrick	EH&S	Hazard Inspection and Correction Consultant	ehs-WPV@ucsb.edu
Lt. Matt Bly	PD	Emergency Response and Hazard Correction Consultant	matt.bly@police.ucsb.edu

### University Employees

All employees are responsible for being knowledgeable of this Plan, their respective Division/Department Specific Plan (if applicable), and adhering to its requirements.

### Managers/Supervisors

All Managers and Supervisors are responsible for implementing and maintaining the Plan in their work areas and will:

- Refer employees to [WorkplaceViolencePrevention@ucsb.edu](mailto:WorkplaceViolencePrevention@ucsb.edu) for assistance with any questions.

- Ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees.
- Ensure that Department Safety Representatives complete the inspection checklist.
- Encourage employees to participate in identifying, evaluating and suggesting corrective measures to prevent workplace violence.

Managers in divisions with departments that present unique workplace violence risks (See the Appendix section of this Plan) will ensure that, if applicable, the department specific Workplace Violence Prevention guidance is followed for the work area.

### **Employee Active Involvement**

UC Santa Barbara will ensure the following procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan:

Management will work with and allow employees and authorized employee representatives to participate in:

- Identifying, evaluating, and suggesting corrective measures to prevent workplace violence. This may include facilitating safety meetings as needed with employees and their representatives to discuss identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. Please contact the WPVP Administrator for more information.
- Employees are encouraged to participate in WPVPP training by recommending and suggesting elements of training that can be incorporated into the training materials. Employees may offer suggestions by emailing WorkplaceViolencePrevention@ucsb.edu.
- Reporting workplace violence incidents using the UC Workplace Violence Online Reporting Portal or by reporting an incident to their supervisor or manager.
- All employees will follow all workplace violence prevention Plan directives, policies, and procedures, and assist in maintaining a safe work environment. This includes completing mandatory WPVP training annually, reporting any incidents of violence timely, participating in post incident investigation as necessary.

### **Employee Compliance**

UC Santa Barbara is committed to ensuring that employees comply with the rules and work practices 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. These include:

- Training employees, supervisors, and managers in the provisions of UC Santa Barbara Workplace Violence Prevention Plan (WPVPP)

- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WPVPP.
  - Training supervisors and managers on the WPVP Plan, at least annually and post incidents if necessary.
  - All employees complete WPVP training at least annually.
  - Timely reporting of any violent incident, in accordance with the Reporting Procedures in this Plan.
- Provide retraining to employees whose behavior or performance does not adhere to the safety standards for their role, department, or are not in alignment with this Plan.
- Disciplining employees for failure to comply with the WPVPP and policy, pursuant to the applicable personnel policy or collective bargaining agreement.
- Recognizing employees who demonstrate safe work practices that promote the WPVPP by the manager or supervisor providing written or verbal acknowledgment and recognition to the employee.

### **Non-University Employees (Vendors/Contractors)**

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

- All non-university employees will be provided training on workplace violence prevention by their employer.
- Workplace violence incidents involving any non-university employee are reported, investigated, and recorded.
- At a multi-employer worksite, the vendor/contractor employee will ensure that they report any violent incidents to their employer and to UC Santa Barbara.

All vendors and contractors will be notified on how to access this Plan and provided training materials. All vendors and contractors are responsible for being knowledgeable of this Plan and adhering to its requirements.

### **Threat Management Team (TMT)**

The Threat Management Team is intended to augment existing systems and is convened when departments or individuals need help responding to a particular situation. Composed of staff and faculty members with special expertise and professional training, the TMT works together to address behavior perceived as intimidating, threatening, or violent.

TMT responsibilities include, but are not limited to, addressing workplace violence by:

- Responding to referrals involving incidents of violence and/or threats for violence.
- Conducting assessments determined to be appropriate based on referral details, including violence risk assessments, to evaluate the risk for a referred person of concern and recommend case-specific interventions towards risk mitigation.
- Tracking and identifying trends of incident data.
- Developing expertise among team members and members of management regarding issues relating to threat management and assessment.
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The TMT meets as needed. TMT is represented by the departments/units listed below:

- Academic Affairs\* (805) 893-2305
- Academic and Staff Assistance Program\* (805) 893-4477
- Campus Counsel
- Employee & Labor Relations\* (805) 893-4210
- Office of Ombuds
- Office of Equal Opportunity & Sexual Harassment/Title IX
- UCSB Police Department (805) 893-3446
- Student Affairs\* (805) 893-8920
- TMT Coordinator/ WPVP Program Administrator

*TMT members with an asterisk (\*) represent incident coordinators.*

## **Communicating with Employees**

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

- New employee orientation (staff) through the central human resources onboarding, will include information on where to locate the WPVP Plan, the importance of familiarizing oneself with the Plan and information regarding required training.
- New employee orientation (faculty, staff and student employees) through the department, who will reinforce with employees how they may report a violent incident, threat, or other workplace violence concerns without fear of reprisal or adverse action. These include:
  - Employees can report a violent incident, threat, or other violence concerns.

- Provide contact information for who to call for emergency response; emergency 9-1-1, non-emergency (805) 893-3446
  - Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
  - Employees' concerns will be investigated in a timely manner and they will be informed of any preventative measures taken.
- Sharing information such as updates to the Plan and coordinating training sessions.
  - Effective communication between employees and supervisors about workplace violence prevention and violence concerns. For employees with language barriers effective communication will be accomplished through a translator or by translated written communication.
  - Posted or distributed workplace violence prevention information.

## **Workplace Violence Incident Reporting Procedure**

Report workplace violence incidents via the online reporting portal or by contacting the Workplace Violence Prevention Program Administrator.

### **For immediate emergency situations where behavior or physical conduct could result in physical harm that is imminent:**

Acts or threats of workplace violence that are urgent in nature or an imminent threat to the health and safety of UCSB employees or affiliated individuals must be immediately reported to UCSB Police Department by calling 911. Affiliated off-site locations dial 911 for local police assistance. These procedures are effective for obtaining assistance from the appropriate law enforcement agency during all work shifts.

### **For non-emergency/non-imminent violence situations:**

These situations may involve verbal or written threats, including, but not limited to texts, electronic messages, social media messages, or other online posts. These non-emergency/non-imminent situations that have the potential for violence should be reported using the UC Workplace Violence Online Reporting Portal or to a manager or supervisor who will inform the WPVP Administrator in the Reporting Portal.

These types of incidents might not be urgent in nature and responses will be made by the most appropriate department and may not involve UCSB Police Department personnel. All workplace violence incidents, regardless of severity, shall be reported as soon as possible to the employee's manager or supervisor and all acts or threats of workplace violence must also be documented by the involved staff member(s) or their supervisor/manager or the department personnel receiving the information about an incident as soon as reasonably possible after an incident using the UC Workplace

Violence Online Reporting Portal. The UC Workplace Violence Online Reporting Portal is accessible to all employees at the following website: [www.wvp.ucsb.edu](http://www.wvp.ucsb.edu) and via the following websites for UCSB: Police Department, EH&S, TMT. Incident Reports should be submitted in the category for WPV. While any person involved in an incident impacting multiple staff may document an incident, if agreeable to all involved, one person may be designated to complete a single report with input from the other involved individuals or each individual may complete a separate report.

UCSB or affiliated individuals can report any and all workplace violence incidents or concerns using the above methods, without fear of reprisal. A strict non-retaliation policy is in place, and any instances of retaliation are dealt with promptly. Employee's will not be retaliated against, given punitive responses, discharged, or discriminated against for reporting WPV incidents or concerns.

For more details about workplace retaliation policies, please visit:

- Abusive Conduct in the Workplace Policy:  
<https://policy.ucop.edu/doc/4000701/AbusiveConduct>
- Whistleblower Protection Policy:  
<https://policy.ucop.edu/doc/1100563/WPP>
- Sexual Violence Sexual Harassment Policy:  
<https://policy.ucop.edu/doc/4000385/SVSH>
- Anti-Discrimination Policy:  
<https://policy.ucop.edu/doc/1001004/Anti-Discrimination>

Such incident reports will be reviewed. Upon completion of the review, the employee who submitted the incident report will receive a notification from the online reporting system when the report is closed and this notification may include information regarding the results of the investigation and any corrective actions that have been or will be taken. Alternatively, the employee may be informed verbally by their direct supervisor or manager who will also ensure that any other employees involved or affected by the incident are likewise informed. At any time, the individual can inquire with a member of the Workplace Violence Prevention Team regarding the status of a review or its outcome.

### **Additional Reporting**

For any incident involving sexual violence or sexual harassment, anyone at any time can report an incident via webform, email, or by leaving a voicemail at:

Webform: <https://uctitleix.i-sight.com/portal>

Email: [titleix-info@ucsb.edu](mailto:titleix-info@ucsb.edu)

Phone: (805) 893-2701

If the situation involves a student, also contact the Student Behavioral Intervention Team: [www.sa.ucsb.edu/REFERaGAUCHO](http://www.sa.ucsb.edu/REFERaGAUCHO).

Finally, all injuries and property damage must also be reported to your manager and risk management. Please see: <https://www.ehs.ucsb.edu/programs-services/risk-management/incident-reporting> for additional information on how to submit incident reports. The manager will also notify the WPVP Administrator in the UC Workplace Violence Online Reporting Portal.

## **Emergency Response Procedures**

**In the event of an emergency, including a Workplace Violence Emergency, contact the following:**

UC Police Department, emergency	9-1-1
UC Police Department, non-emergency	805-893-3446

## **Emergency Communication**

In the event of a large-scale emergency, urgent crisis, or other dangerous situation on the UCSB campus, an Emergency Notification message may be issued by the UC Santa Barbara Police Department to the UCSB campus community immediately upon confirmation of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students or employees on campus. Updates for each Emergency Notification will be issued when, and if, new information becomes available, until an Emergency Notification closure message is issued. An Emergency Notification closure message will be issued when the emergency or dangerous situation no longer poses an immediate threat, is under control, and/or the guidance provided in the Emergency Notification is no longer required.

## **For non-emergency/non-imminent violence situations:**

After an incident is reported an evaluation of threats or potential future violence is made. Considering the information obtained, UCSB Police Department, TMT, HR, EH&S and/or other departments may be informed. Appropriate actions will be considered and implemented as necessary.

## **Post Incident Response and Investigation**

Members of the UCSB community who experience an act of workplace violence must report the event as soon as possible using the UC Workplace Violence Online Reporting Portal.

Incidents which, by definition, are WPV will be reviewed and, if it meets the specified criteria, further investigated as required. A WPV Program team member will determine

the Type of violence committed, list the incident in the Violent Incident Log, and report back to the applicable department as necessary.

Once an incident has been reported, the incident is then evaluated by the WPVP Administrator (within 48-hours or as soon as reasonably possible) to determine if it meets the WPV criteria and, if so, the following steps should be completed after each workplace violence incident by utilizing staff on hand, the Threat Management Team (TMT), Behavioral Intervention Team (BIT), Human Resources, Academic & Staff Assistance Program staff, Risk Management, Environmental Health & Safety, UCPD or a combination of these campus partners:

- Render the incident scene safe and secure to ensure a Workplace Violence incident will not re-occur.
- Identify the parties involved
- Conduct a follow-up investigation
- Conduct post-incident debrief as soon as possible after the incident with all employees and supervisors involved in the incident
- Conduct a work area assessment
- Document the investigative steps taken
- Correct any workplace safety hazards that were identified
- Make available individual trauma counseling to all employees affected by the incident

An incident report will be closed within 30-days of a report being received, or as soon as reasonably possible.

### **Communication**

Managers and Supervisors will be responsible for documenting and communicating to employees between shifts and units when there are conditions that may increase the potential for workplace violence.

### **Workplace Violence Hazard Identification and Evaluation**

UCSB has established and requires the following procedures to be followed by department/office managers and supervisors to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the Plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review of all submitted/reported concerns of potential hazards:
  - Workplace Violence Hazard Identification in the UC Workplace Violence Online Reporting Portal

- Daily or weekly review of all submitted and reported concerns
- Email the WPVP Administrator at WorkplaceViolencePrevention@ucsb.edu
- For those work areas identified as high-risk, additional information regarding hazard identification is outlined in the corresponding appendix. (please refer to the appendix section of this Plan which outlines high-risk work areas)

### **Periodic Inspections**

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. Managers and supervisors, in coordination with Department Safety Representatives (DSR) are responsible for ensuring workplace violence hazard inspections and assessments are done for each department, laboratory, unit, service or operation. Managers and supervisors will ensure that employees who work in the department, lab or unit are involved in the process of identifying, evaluating and correcting workplace violence hazards for their respective department, lab or unit. The environmental risk assessments will include, but not be limited to the following factors: employees working alone, remotely or at early or late hours, poor illumination or visibility, lack of physical barriers, lack of effective escape routes, obstacles and impediments to access alarm systems, locations where alarm systems are not operational, entryways where unauthorized entrances may occur, presence of furnishings or objects that could be used as weapons and storage of high value items, currency, high hazard chemicals, biological material, radioactive materials, or pharmaceuticals.

### **Fixed Workplaces**

Workplace hazard assessments will be conducted for every facility, department, service, or operation as necessary based on environmental factors. If conditions change for the facility, department, service or operation, the hazard assessment must be updated. Assessments will be conducted using the workplace violence environmental hazard assessment tool and must be conducted in every department and area, including outdoor areas such as parking lots and grounds.

### **Field Operations**

Employees engaged in field operations and grounds maintenance, will conduct environmental hazard assessments for their off-site operations and communicate any hazards to their department manager and department safety representative. If the field operations conditions change, the hazard assessment must be updated.

### **Workplace Violence Hazard Correction**

Workplace violence hazards will be evaluated and corrected in a timely manner. UCSB will implement the following effective procedures to correct workplace violence hazards that are identified:

- If a workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. For example, UCPD, EH&S or contractors/vendors with necessary personal protective equipment.
- All corrective actions taken will be documented and dated on the Hazard Identification Tool.
- Corrective measures for workplace violence hazards will be specific to a given work area which may include additional signage, lighting, cameras, employee training/retraining, posting emergency telephone numbers for law enforcement, fire, medical services.

UC Santa Barbara will take measures to protect employees from imminent hazards immediately and will take measures to protect employees from identified serious hazards as soon as reasonably achievable. When an identified corrective measure cannot be implemented within this timeframe, UCSB will take interim measures to abate the imminent or serious nature of the hazard while completing the permanent control measures. Engineering and work practice controls will be used to eliminate or minimize employee exposure to the identified hazards to the extent feasible. Correction of workplace hazards will be documented and retained according to the requirements laid out by the UCSB WPVP Plan.

## **Review of Plan**

An annual review of this Plan will be conducted to review the effectiveness of the Plan for the overall campus, in conjunction with employees regarding their respective work areas and operations. Workplace hazards found during the review shall be corrected per the procedures outlined above.

The Plan as it applies to departments within a division, the campus as a whole, or a particular operation, shall also be reviewed whenever necessary as follows: (a) to reflect new or modified tasks and procedures which may affect how the Plan is implemented; (b) to include newly recognized workplace violence hazards; (c) to review and evaluate workplace violence incidents which result in a serious injury or fatality; or (d) to review and respond to information indicating that the Plan is deficient in any area. When a revision to the Plan is needed for only part of the campus or operation, the review process will be limited to the employees in the department(s) or operation(s) affected by the revision. All Plan revisions will be completed by the WPVP Administrator.

## **Training**

### **Required Training**

All employees, including contract and temporary employees, working on the campus, will receive initial training on this Plan, how to report incidents, how to recognize the potential for violence, strategies to avoid harm, workplace violence hazards that have been identified, corrective measures that have been implemented and the activities that each employee is expected to perform under the Plan. The training shall meet all required elements of California Senate Bill 553. The training requirement will be met by the UCOP Learning Center course: *Workplace Violence Prevention*.

### **Opportunity for Q&A**

Training will provide an opportunity for attendees to submit their questions, comments, and feedback via email [WorkplaceViolencePrevention@ucsb.edu](mailto:WorkplaceViolencePrevention@ucsb.edu) upon conclusion of the training. Any questions submitted will be answered within one business day or as soon as reasonably possible by the WPVP Administrator.

### **Recordkeeping**

All records of workplace violence hazard assessment, evaluation and correction will be created and maintained as required by UCSB and this Plan, by the WPVP Administrator. Training records will be created and maintained within the LMS for one year and will include the training date, summary of the training and the names and job titles of those who completed the training. Records of violent incidents, including the violent incident log will be maintained for a minimum of seven (7) years by the WPVP Administrator.

Records of violent incidents, including the Violent Incident Log, reports to Cal/OSHA of workplace violence incidents, workplace violence injury investigations and correction of work hazards will be maintained for a minimum of seven (7) years.

### **Access to Records**

The following records shall be made available to employees and their representatives, upon request for examination and copying within 15 calendar days of a request, or as soon as reasonably possible.

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

### **Questions**

If you have any questions, please email: [WorkplaceViolencePrevention@ucsb.edu](mailto:WorkplaceViolencePrevention@ucsb.edu)

## Appendix A

This section outlines specific procedures in the event of a violent incident for the **UC Santa Barbara campus Guest House/Hotel**. All sections of the UCSB campus Plan (outlined in sections I-XIII above) will apply to the campus Guest House/Hotel employees. The information outlined in Appendix A is specific to employees, guests and affiliates who work or stay at the campus Guest House/hotel and witness a workplace violent incident.

### Communicating with Guests

The following communication procedures are designed to facilitate a continuous flow of information.

- Upon confirmed reservation, all guests will receive the following violence prevention information
  - How to communicate immediate urgent situations and non-emergency/non-imminent situations to Guest House staff.
  - How to evacuate the building in the event of an emergency.
  - How guests will receive information from the Guest House in the event of an emergency.
  - Information on where the emergency assembly points are located.

### Workplace Violence Incident Reporting Procedure

#### **For immediate emergency situations where behavior or physical conduct could result in physical harm that is imminent:**

Acts or threats of workplace violence that are urgent in nature and which threaten the safety of UCSB employees, affiliated individuals or hotel guests must be immediately reported to UCSB Police Department by calling 9-1-1. Affiliated off-site locations dial 9-1-1 for local police assistance. These procedures are effective for obtaining assistance from the appropriate law enforcement agency during all work shifts. Guest House employees who receive information about an act of violence of an urgent nature from a hotel guest should contact 9-1-1 and ensure the 24-hour front desk is notified. The front desk will immediately notify the General Manager who will inform the WPVPP Administrator using the UC Workplace Violence Online Reporting Portal.

#### **For non-emergency/non-imminent violence situations:**

These situations may involve verbal or written threats, including, but not limited to texts, electronic messages, social media messages, or other online posts. These non-emergency/non-imminent situations that have the potential for violence should be reported to an employee's manager or supervisor who will inform the WPVPP Administrator using the UC Workplace Violence Online Reporting Portal. Employees

who receive information related to a violent incident from a hotel guest should ensure the 24-hour front desk is notified. The front desk will immediately notify the General Manager who will inform the WPVPP Administrator using the UC Workplace Violence Online Reporting Portal.

These types of incidents might not be urgent in nature and responses will be made by the most appropriate department and may not involve UCSB Police Department personnel. All workplace violence incidents, regardless of severity, shall be reported as soon as possible to the 24-hour front desk and all acts or threats of workplace violence must also be documented by the involved staff member(s) or their supervisor/manager or the department personnel receiving the information about an incident as soon as reasonably possible after an incident using the UC Workplace Violence Online Reporting Portal.

UCSB, affiliated individuals or guests can report any and all violent incidents or concerns using the above methods, without fear of reprisal.

## **Emergency Response Procedures**

These procedures are intended to supplement the procedures outlined in [section VI](#) of this Plan. Please refer to [The Campus Evacuation Outline](#) for additional emergency management procedures and protocols including [Shelter-in-Place](#) and [Campus Evacuation and Evacuation of Campus Buildings](#).

## Appendix B

This section outlines specific procedures in the event of a violent incident for the **UC Santa Barbara Campus Dining Facilities**. All sections of the UCSB campus Plan (outlined in sections I-XIII above) will apply to the Campus Dining Facilities. The information outlined in Appendix B is specific to employees who work in a UCSB Campus Dining Facility.

### Workplace Violence Incident Reporting Procedure

#### **For immediate emergency situations where behavior or physical conduct could result in physical harm that is imminent:**

Acts or threats of workplace violence that are urgent in nature and which threaten the safety of UCSB employees and affiliated individuals must be immediately reported to UCSB Police Department by calling 9-1-1. These procedures are effective for obtaining assistance from the appropriate law enforcement agency during all work shifts. The general manager or designee should also be notified. Dining managers should notify Housing, Dining and Auxiliary Enterprises (HDAE) leadership who will consult with appropriate campus stakeholders in order to manage the incident. After notifying 9-1-1 and HDAE leadership, the manager should also notify the WPVP Administrator via the UC Workplace Violence Online Reporting Portal.

#### **For non-emergency/non-imminent violence situations:**

These situations may involve verbal or written threats. These non-emergency/non-imminent situations that have the potential for violence should be reported to an employee's manager or supervisor who will inform the WPVPP Administrator using the UC Workplace Violence Online Reporting Portal.

These types of incidents might not be urgent in nature and responses will be made by the most appropriate department and may not involve UCSB Police Department personnel. All workplace violence incidents, regardless of severity, shall be reported as soon as possible to the supervisor/manager or the department personnel receiving the information about an incident as soon as reasonably possible after an incident using the UC Workplace Violence Online Reporting Portal.

UCSB, employees or affiliated individuals can report any and all violent incidents or concerns using the above methods, without fear of reprisal.

### Emergency Response Procedures

These procedures are intended to supplement the procedures outlined in [section VI](#) of this Plan. Please refer to [The Campus Evacuation Outline](#) for additional emergency management procedures and protocols including [Shelter-in-Place](#) and [Campus Evacuation and Evacuation of Campus Buildings](#).

## Appendix C

This section outlines specific procedures in the event of a violent incident for the **UC Santa Barbara campus Childcare Center**. All sections of the UCSB campus Plan (outlined in sections I-XIII above) will apply to the campus Childcare Center. The information outlined in Appendix C is specific to employees, guests and affiliates who work at the campus Childcare Center.

### Roles and Responsibilities

Managers will ensure that the department specific Workplace Violence Prevention guidance in Appendix C is followed for the work area. In the event of a violent incident, Managers will communicate with Divisional leadership and other campus stakeholders in order to effectively manage an incident.

All campus Childcare Center employees are responsible for being knowledgeable of this Plan and for the specific guidance outlined in Appendix C of this Plan.

### Workplace Violence Incident Reporting Procedure

#### **For immediate emergency situations where behavior or physical conduct could result in physical harm that is imminent:**

Acts or threats of workplace violence that are urgent in nature and which threaten the safety of UCSB employees and affiliated individuals must be immediately reported to UCSB Police Department by calling 9-1-1. These procedures are effective for obtaining assistance from the appropriate law enforcement agency during all work shifts. In the event of a violent incident, managers should notify Student Affairs leadership who will consult with appropriate campus stakeholders in order to manage the incident. After notifying 9-1-1 and Divisional leadership, the manager should also notify the WPVP Administrator via the UC Workplace Violence Online Reporting Portal.

#### **For non-emergency/non-imminent violence situations:**

These situations may involve verbal or written threats. These non-emergency/non-imminent situations that have the potential for violence should be reported to an employee's manager or supervisor who will inform the WPVP Administrator using the UC Workplace Violence Online Reporting Portal.

These types of incidents might not be urgent in nature and responses will be made by the most appropriate department and may not involve UCSB Police Department personnel. All workplace violence incidents, regardless of severity, shall be reported as soon as possible to the supervisor/manager or the department personnel receiving the information about an incident as soon as reasonably possible after an incident using the UC Workplace Violence Online Reporting Portal.

UCSB, employees or affiliated individuals can report any and all violent incidents or concerns using the above methods, without fear of reprisal.

## **Emergency Response Procedures**

These procedures are intended to supplement the procedures outlined in [section VI](#) of this Plan. Please refer to [The Campus Evacuation Outline](#) for additional emergency management procedures and protocols including [Shelter-in-Place](#) and [Campus Evacuation and Evacuation of Campus Buildings](#).

## **Communication**

Managers will communicate with Childcare Center parents/guardians only after consultation with Divisional leadership and other campus stakeholders.

## Appendix D

This section outlines specific procedures in the event of a violent incident for the **UC Santa Barbara campus Student Health Center**. All sections of the UCSB campus Plan (outlined in sections I-XIII above) will apply to the campus Student Health Center. The information outlined in Appendix D is specific to employees who work at the campus Student Health Center.

### Roles and Responsibilities

Managers will ensure that the department specific Workplace Violence Prevention guidance in Appendix D is followed for the work area. In the event of a violent incident, Managers will communicate with Divisional leadership and other campus stakeholders in order to effectively manage an incident.

All campus Student Health Center employees are responsible for being knowledgeable of this Plan and for the specific guidance outlined in Appendix D of this Plan.

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## Appendix E

This section outlines additional information for public campus spaces that experience a significant number of non-employee campus visitors including Campbell Hall, Events Center (Thunderdome), Harder Stadium, Visitor Center, campus Automated Teller Machines (ATM), the University Center and the West Campus Cottages. In the event of a violent incident for any of these notable campus public spaces, all sections of the UCSB campus Plan (outlined in sections I-XIII above) will apply. The information outlined in Appendix E is supplemental to the campus Plan.

Campus visitors may access the [UCSB Alert](#) system information which is intended to enhance and promote safety on campus by providing community members and visitors with timely access to important information. Visitors who would like to receive temporary access to UCSB Alerts are informed to subscribe to the NIXLE channel by texting **UCSBAAlert** to **888777**.

Temporary subscriptions to *UCSBAAlert* expire at 9:00am the following day, but can also be canceled by replying "STOP" at any time. Visitors must renew subscriptions to continue receiving alerts after they expire.

### Workplace Violence Incident Reporting Procedure

UCSB will post emergency signage in prominent public spaces which provides instruction for campus visitors on how to report a violent incident. The signage will specifically instruct visitors:

Police:	Dial 9-1-1
Fire:	Dial 9-1-1 and Pull Fire Alarm
Medical:	Dial 9-1-1