Workplace Violence Prevention Plan (WVPP)

Date of Last Review
July 2024

Date of Last Update
July 2024
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**Introduction**

The Associated Students of CSU, Chico (AS), aims to provide a working environment that minimizes the potential for workplace violence and other safety/security risks. Violence in the workplace poses a significant threat to the safety and wellbeing of our employees and the general public. It is the responsibility of all employees to help minimize workplace violence. This policy establishes procedures to minimize the threat of violence in the workplace and provides guidelines for responding promptly and effectively to workplace violence.

*Note: Employees teleworking from a location of the employee’s choice, not under the control of the AS (e.g., employees working from their home), are not subject to this plan.*

**Purpose**

The purpose of this plan is to:

- Identify the names and job titles of the persons responsible for the implementation and maintenance of the Workplace Violence Prevention Program.
- Highlight how employees can report violent incidents, threats, or other workplace violence concerns, and how to respond to reports.
- Reinforce against unlawful retaliation for reporting, in good faith, violent incidents, threats, or other workplace violence concerns, and participating in any related investigations of such reports.
- Outline procedures to respond to actual or potential workplace violence emergencies.
- Detail training requirements about this plan, including the frequency of training.
- Outline procedures to identify and evaluate workplace violence hazards.
- Communicate post-incident response and investigation processes.

**Definitions**

**Workplace violence** refers to any “act of violence or threat of violence that occurs in a place of employment.” It includes, regardless of whether an employee sustains an injury, the threat or use of physical force against an employee that results in or is likely to result in injury, trauma, or stress, as well as incidents involving a threat or use of a firearm or other dangerous weapon.

A “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 behavior 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.
There are four common types of workplace violence:

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

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

**Roles and Responsibilities**

The Risk Manager has the authority and responsibility for implementing and maintaining the provisions of this WVPP program for the AS.

**Employee Involvement**

The Associated Students of CSU, Chico has implemented the following policies and procedures to ensure active involvement of employees and authorized employee representatives in the development and implementation of the plan.

An organization-wide survey of employees was conducted during the creation of the Associated Students WVPP. This survey sought employee’s input on how best to prevent workplace violence in our different facilities, spaces, and programs. The survey results were reviewed by the AS Risk Manager and incorporated into the initial WVPP.

Without fear of retaliation, employees can submit suggestions for future updates to the WVPP or suggestions for different implementation practices. This should be provided to the employee’s supervisor, AS Human Resources, or the AS Risk Manager. Suggestions will be considered during periodic reviews of the WVPP.

**Employee Compliance**

All AS employees, including managers and supervisors, are expected to adhere to this plan (except as outlined below) and are responsible for ensuring they have read this plan and act in compliance with it.

To ensure that employees comply with the rules and safe work practices included in this plan, we will take the following steps at a minimum:

- Inform employees of the provisions of this plan.
- Educate employees about what does (and doesn’t) constitute workplace violence, as well as the workplace hazards that are relevant to their specific role.
- Establish accessible channels for employees to report workplace hazards and violence, including anonymously.
- Provide training to all employees when the plan is created, and as new hazards are identified.
- Conduct post-incident investigations and implement corrective measures.
• Discipline employees that fail to comply with the WVPP.

**Reporting Workplace Violence**

**Reporting Workplace Violence:** All employees shall promptly report all threats or acts of workplace violence to their supervisor or manager.

1. Anyone who believes they or anyone else is in immediate danger should move to a safe location and dial 911.
2. Report workplace violence or threats of workplace violence to your supervisor, AS Human Resources, or the AS Risk Manager. The AS also provides an [online form](#) that may be used to submit reports anonymously.
3. When safe to do so, document as many details of the incident as possible in a secure location to assist with the post-incident investigation.
4. If not done in step 2, inform the AS Risk Manager.

The AS strictly prohibits and does not tolerate any form of unlawful retaliation for engaging in any protected activity, including good faith reporting of incidents of workplace violence, or filing, testifying, assisting, or participating in any manner in any related investigation, proceeding, or hearing.

• Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

**Communications Regarding Workplace Violence**

Managers are responsible for communicating with all employees about workplace violence in a form readily understandable by all employees. All employees are encouraged to inform their managers about workplace hazards and may do so without fear of reprisal. Our communication efforts include the following:

• New employee orientation, including a discussion of workplace hazards and reporting channels.
• Regularly scheduled training.
• An [online form](#) through which employees can inform management about workplace hazards, violent incidents, threats, and other workplace violence concerns, which includes anonymous reporting channels.

**Responding to Workplace Violence**

Following any incident, the AS will conduct a thorough investigation, implement necessary security measures, offer necessary support services to those impacted, and take disciplinary action where required along the way. Our response procedures reflect our commitment to maintaining a workplace where safety is paramount, fostering a culture of trust and well-being for all.
Coordination With Other Employers
The AS will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- The AS will ask employers whose employees work at our locations to provide those impacted employees access to the AS and Chico State WVPP and ensure they are familiar with their roles in those plans.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, the AS will ensure that if its employees experience workplace violence incident that the AS will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

Training
All employees, including managers, are required to have training and instruction on this plan, including:

- Knowledge of how to access the most up-to-date version of this plan.
- How employees can participate in the development and implementation of this plan
- Key definitions
- How to report workplace violence incidents or concerns
- Workplace violence hazards specific to an employee’s role
- How to seek assistance to prevent or respond to violence
- Strategies to avoid physical harm.

Any such training will be interactive and allow for questions and answers with the persons responsible for maintaining this plan.

Training and instruction about this plan are provided:

- When this plan is first established.
- To all employees annually.
- Whenever new or previously unrecognized workplace violence hazards have been identified; or
- When changes are made to this plan.

To the extent that training is provided when a new or previously unrecognized workplace violence hazard has been identified — or when changes are made to this plan — such training will only cover the new hazards and/or changes to this plan.

Identification and Evaluation of Workplace Violence Hazards
The AS will proactively identify and evaluate workplace violence hazards to help ensure the ongoing safety and security of our employees. Our comprehensive approach involves:

- Regular risk assessments conducted by those listed in the Roles & Responsibilities section.
• Inspections that will be conducted when the plan is first established, after each workplace violence incident, and whenever the AS is made aware of a new or previously unrecognized hazard.

Additionally, we encourage open communication with employees, providing a platform for any employee to report concerns, observations, or experiences related to workplace violence hazards.

**Correcting Workplace Violence Hazards**

Workplace violence hazards shall be evaluated and corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

• When observed or discovered; and
• When an imminent hazard exists which cannot be immediately abated without endangering employee(s), we will work to remove all endangered employees from the area except those necessary to address the existing hazard. Employees who are required to address the hazard shall be provided with the necessary protection.

**Emergency Response**

The AS has implemented the following emergency response procedures for dealing with active or potential workplace violence emergencies:

• The AS will coordinate with the University Police Department to alert employees via the Chico State Alerts system about the presence, location, and nature of workplace violence emergencies.
• Chico State provides general guidelines for sheltering in place and evacuations for all campus locations, including AS facilities. Additionally, the AS has created Department Emergency Plans and additional, supplemental documents to further aid employees in knowing how to respond to workplace violence emergencies.
• If employees are unfamiliar with the information mentioned above, they should check with their supervisor or the AS Risk Manager.

**Post-Incident Response and Investigations**

Any workplace violence incident must be thoroughly investigated. Procedures for investigations shall include:

• Assessment of the incident scene as soon as possible.
• Interviews of all parties involved including employees, security, patrons, and witnesses.
• Reports from law enforcement.
• Examining the location for factors associated with the incident.
• Review of security footage.
• Review of all previous incidents.
• Determining the cause of the incident.
• Taking corrective action to prevent the incident from recurring.
• Recording the findings and take corrective action.
• Document in the violent incident log.
Violent Incident Log

The log must include the following information:

- Date/time/location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- Classification of the perpetrator (e.g., client, customer, friend, coworker, etc.).
- Classification of circumstances at the time of incident (e.g., working regular job duties, rushed, working during low staffing, isolated/alone, working in unfamiliar or new location, poorly lit area, etc.).
- Classification of the location where the incident occurred.
- Whether security or law enforcement was contacted.
- Actions taken by the employer to protect the employee or other hazards identified because of the incident.
- Information about the person completing the log, including name, job title, and date completed.
- The type of incident
  - Physical attached without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, spitting)
  - Attack with a weapon or object
  - Threat of physical force or threat of the use of a weapon or other object
  - Sexual assault or threat (e.g. rape, attempted rape, physical display, or unwanted verbal or physical sexual contact)
  - Animal attack
  - Other

The log does not include any personal identifying information sufficient to allow the identification of any person involved in a violent incident.

Please contact the AS Risk Manager for copies of any of these records.

Recordkeeping

The AS is required to:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain a violent incident log for each workplace violence incident and must maintain such records for at least five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

**Employee Access to written WVPP**
A copy of the AS WVPP shall be kept in writing and made available and easily accessible to employees, authorized employee representatives, and representatives of Cal-OSHA at all times. This will be accomplished by providing unobstructed access through the online employee portal, which allows an employee to review, print, and email the current version of the Program. A paper version may also be requested by contacting the Risk Manager or Human Resources. A copy of the WVPP will be provided within five (5) business days after receiving the request.

**Employee Access to Records**
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:

- Records of workplace violence.
- Training records.
- Violent incident logs.

**Plan Review and Update**
This plan will be reviewed and updated for effectiveness:

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

Review of the WVPP will include:

- Incident investigations and the violent incident log.
- Control measures in place and the effectiveness of those controls.
Appendix A: WVPP Acknowledgement of Receipt and Review

Associated Students
California State University Chico

Workplace Violence Prevention Plan (WVPP)
Acknowledgment of Receipt and Review

I, ______________________, acknowledge that I received and read the Associated Students Workplace Violence Prevention Plan, and understand that it is my responsibility to comply with its terms, as well as any future updates or revisions to the plan. If I have any questions about this plan, I will contact my manager or the AS Risk Manager.

______________________________
Signature

______________________________
Printed Name

______________________________
Date
### Appendix B: Violence Incident Log

#### Violent Incident Log

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>DETAILED DESCRIPTION OF THE INCIDENT</th>
<th>WORKPLACE</th>
<th>WHERE INCIDENT</th>
<th>CLASSIFICATION OF PERPETRATOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

- Client
- Customer
- Family of client
- Friend of client
- Family of customer
- Friend of customer
- Stranger
- Co-worker
- Supervisor/manager
- Partner/spouse
- Parent
- Relative
- Other: __________

<table>
<thead>
<tr>
<th>CLASSIFICATION OF CIRCUMSTANCES AT TIME OF INCIDENT:</th>
</tr>
</thead>
</table>
- Performing usual job duties
- Poorly lit areas
- Rushed
- Isolate/alone
- Unable to get help/assistance.
- Working in unfamiliar/new loc.
- Low staffing level
- Working in community setting
- Other: ____________________

<table>
<thead>
<tr>
<th>TYPE OF INCIDENT:</th>
</tr>
</thead>
</table>
- Physical attack without a weapon
- Attack with a weapon or object
- Animal attack
- Threat of physical force or threat of the use of a weapon or other object
- Sexual assault or threat (including rape, attempted rape, physical display, or unwanted verbal or physical sexual contact)
- Other

<table>
<thead>
<tr>
<th>CONSEQUENCES OF INCIDENT:</th>
</tr>
</thead>
</table>
- Was security contacted?  ☐ Yes ☐ No
- Was law enforcement contacted?  ☐ Yes ☐ No
- Action taken to protect employees from a continuing threat or other hazards as a result of the incident:

<table>
<thead>
<tr>
<th>COMPLETED BY:</th>
</tr>
</thead>
</table>
- JOB TITLE:    |
- DATE COMPLETED: |

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Associated Students of CSU, Chico • 400 W. 1st Street Chico, CA 95929
## Appendix C: Hazard Inspection, Identification, and Correction List

The tasks on this list are corrective measures based on workplace facility inspections and hazard assessments.

### Bell Memorial Union

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>Hazard</th>
<th>Correction</th>
<th>Status</th>
<th>Area Responsible</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/19/24</td>
<td>Uncontrolled access via loading dock roll up door</td>
<td>Timer added to loading dock roll up door</td>
<td>Complete</td>
<td>Facilities</td>
<td>Complete</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Uncontrolled access via loading dock roll up door</td>
<td>Complete</td>
<td>Facilities</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>2/8/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>All computers connected to the campus network will display Chico State alerts</td>
<td>Complete</td>
<td>All</td>
<td>Complete</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Doors now remain closed at all times</td>
<td>Complete</td>
<td>Facilities</td>
<td>4/10/24</td>
</tr>
<tr>
<td>2/8/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Add ability to lock down external doors (except sliding door @ Marketplace)</td>
<td>In progress</td>
<td>Facilities</td>
<td>8/1/24</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Add ability to lock down internal doors to sensitive or high risk locations</td>
<td>In progress</td>
<td>Facilities</td>
<td>8/1/24</td>
</tr>
<tr>
<td>2/8/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Lock boxes on restroom light switches where not currently installed</td>
<td>Complete</td>
<td>Facilities</td>
<td>5/30/24</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Repair lock on door to BMU 215 where keep loaded to limit access</td>
<td>Complete</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Add cameras to sensitive or high risk locations where not currently present</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Add panic buttons to sensitive or high risk locations where not currently present</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Review process for removing access for employees under investigation or terminated employees</td>
<td>In review</td>
<td>HR</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Review cash handling procedures and protocols</td>
<td>In review</td>
<td>Risk Management</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Widen angle of Wildcat Plaza camera</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>BMU 220 not able to lock down due to being propped open</td>
<td>Review consistency of building checks and logging procedures</td>
<td>In review</td>
<td>Several</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### WREC

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>Hazard</th>
<th>Correction</th>
<th>Status</th>
<th>Area Responsible</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/19/24</td>
<td>Uncontrolled access via loading dock roll up door</td>
<td>Add cameras to sensitive or high risk locations where not currently present</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/19/24</td>
<td>Uncontrolled access via loading dock roll up door</td>
<td>Add panic buttons to sensitive or high risk locations where not currently present</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Uncontrolled access via loading dock roll up door</td>
<td>Review process for removing access for employees under investigation or terminated employees</td>
<td>In review</td>
<td>HR</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Uncontrolled access via loading dock roll up door</td>
<td>Review cash handling procedures and protocols</td>
<td>In review</td>
<td>Risk Management</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Uncontrolled access via loading dock roll up door</td>
<td>Widen angle of Wildcat Plaza camera</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Uncontrolled access via loading dock roll up door</td>
<td>Review consistency of building checks and logging procedures</td>
<td>In review</td>
<td>Several</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### Child Development Lab

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>Hazard</th>
<th>Correction</th>
<th>Status</th>
<th>Area Responsible</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Participate in campus lockdown drill</td>
<td>Complete</td>
<td>All</td>
<td>Complete</td>
</tr>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Add card swipe to main office doors</td>
<td>In Progress</td>
<td>FMS</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Keep play yard gate locked when not in use</td>
<td>In review</td>
<td>CDL</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Add ability to lock down doors from inside</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Add cameras to sensitive or high risk locations where not currently present</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Add panic buttons to sensitive or high risk locations where not currently present</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Review process for removing access for employees under investigation or terminated employees</td>
<td>In review</td>
<td>HR</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Review cash handling procedures and protocols</td>
<td>In review</td>
<td>Risk Management</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>n/a</td>
<td>Look into addition of motion activated lights for pool area</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### The Well

<table>
<thead>
<tr>
<th>Date Added</th>
<th>Hazard</th>
<th>Correction</th>
<th>Status</th>
<th>Area Responsible</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/24</td>
<td>n/a</td>
<td>Participate in campus lockdown drill</td>
<td>Complete</td>
<td>All</td>
<td>Complete</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Lack of emergency communication</td>
<td>Provide front desk with radio for communication in emergencies</td>
<td>Complete</td>
<td>The Well</td>
<td>Complete</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Potential to miss new hazards</td>
<td>Perform regular facility walks and log them</td>
<td>Complete</td>
<td>The Well</td>
<td>Complete</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Lack of emergency communication</td>
<td>Add panic buttons to front desk and office area</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Lack of incident documentation</td>
<td>Add cameras to several locations in The Well</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### Estom Jamani

<table>
<thead>
<tr>
<th>Date Added</th>
<th>Hazard</th>
<th>Correction</th>
<th>Status</th>
<th>Area Responsible</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/24</td>
<td>n/a</td>
<td>Participate in campus lockdown drill</td>
<td>Complete</td>
<td>All</td>
<td>Complete</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Lack of emergency communication</td>
<td>Add panic buttons to front desk and office area</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Potential facility access for a disgruntled person</td>
<td>Add lockdown button to front desk and office area</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>2/26/24</td>
<td>Lack of incident documentation</td>
<td>Increase camera coverage through facility</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
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</tbody>
</table>

### Butte Station

<table>
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<tr>
<th>Date Added</th>
<th>Hazard</th>
<th>Correction</th>
<th>Status</th>
<th>Area Responsible</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/26/24</td>
<td>Lack of emergency communication</td>
<td>Add panic buttons to cash register area</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
<tr>
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<td>Lack of incident documentation</td>
<td>Increase camera coverage through facility</td>
<td>In review</td>
<td>Facilities</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Appendix D: Document Change Log

- July 2024 – Updated Coordination With Other Employers section to state we will provide them with access to our plan instead of our training.