Violent Incident Log Template

NOTE: PLEASE FORWARD A COPY OF THIS INCIDENT LOG TO JOSE INIGUEZ AT JOSE.INIGUEZ@SYSDSCHOOLS.ORG AS SOON AS POSSIBLE.

Please complete **each** section listed below:

1.	Date of this report:	

- 2. Name, title, and signature of the person completing this report:
 - b. Title:

a. Name:

- c. Signature:
- 3. Date(s) the incident occurred:
- 4. Location of the incident (This includes the school site and the area within the school site. E.g., Rear staff parking lot at Willow Elementary School):
- 5. Type of Workplace Violence Type- Circle one of the four types listed below. The purpose of this section is to identify the perpetrator:
 - **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 staff with the intent to commit a crime.
 - **Type 2 violence** Workplace violence directed at staff by customers, clients, patients, students, inmates, or visitors (e.g., parents).
 - Type 3 violence Workplace violence against staff by a present or former staff, or supervisor.
 - *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 a staff member.
- 6. Type of Incident- Circle the incident category below that best captures what occurred. The purpose of this section is to describe the nature of the incident:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.

<i>.</i>	NOTE : For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor, spouse, parent or relative, or other perpetrator. All information that personally identifies the individual(s) involved must be omitted from this log.

THE SECTION BELOW IS TO BE COMPLETED BY THE DISTRICT WVPP ADMINISTRATOR:

- 8. Follow-up of the incident, including, but not limited to:
- First Responders- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, or On-site First-aid certified personnel? Yes or No. If yes, explain below:
- Injuries- Were there injuries? If so, did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

•	Actions taken to protect staff from a continuing threat or from any other hazards identified as a result of the incident.