

Burbank Unified School District

Protocol for Personal Threats Toward Burbank USD Employees

Workplace violence and physical or electronic threats of violence by employees, students or others toward BUSD employees will not be tolerated. Violators may be prosecuted under California Penal Code §422 and student suspension or expulsion from school may result under California Education Code §48900 (a)(l).

When a threat of any type is made against a staff member either while performing or related to their BUSD job duties, please notify your School Principal or Department Administrator immediately or as soon as reasonably possible.

- 1) Upon receipt of a notification of a threat to an employee, the School Principal or Department Administrator:
 - *Notifies Burbank Police Department 818-238-3000
 - *Notifies Assistant Superintendent of Human Resources 818-729-4410, and the Director of Student Services 818-729-4456,
 - *Within 24 hours, complete and forward a BUSD *Incident Report for Threats Toward Employees* to the Assistant Superintendent of Human Resources
- 2) The incident report should be sent in a sealed envelope, marked **Personal/Confidential**, via school mail to the Assistant Superintendent of Human Resources, with a copy secured at the worksite.
- 3) Within 24 hours of receiving notification, the Assistant Superintendent of Human Resources:
 - *Notifies the Superintendent of the incident,
 - *Works with the Director of Student Services and the School/Department Administrator and BPD to conduct an investigation,
 - *Meets with the employee to offer supports such as the Employee Assistance Plan (EAP),
 - *Follows up with Burbank Police Department and Student Services regarding investigation, and
 - *As appropriate, confers with additional staff to support the employee.

The Assistant Superintendent of Human Resources, Department Administrator, or School Administrator provide ongoing support for the BUSD employee to determine if any additional support is needed and updates the incident report, as applicable.

Updates to the incident report are sent in a sealed envelope, marked **Personal/Confidential**, and sent via school mail to both the employee and the School/Department Administrator.

NOTE: BUSD employees with a restraining order in place are encouraged to notify HR so that a workplace safety plan may be considered.

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Incident Report for Threats Toward Burbank USD Employees

Please fill out the information below immediately, or as soon as possible. Notify your school administrator or department administrator if you are the recipient of a threat.

Employee Name _____ School/Work Site: _____

Today's Date: _____ Date and Time of Incident: _____

Name of person making threat (if known): _____

This person is a...(circle one): Student Parent Employee Other

Was there a witness to the incident? ____ Yes ____ No (If Yes, please provide name below if known)

Witnesses _____

Were the police notified? ____ Yes ____ No

If yes, please provide police report# or name of officer _____

Did you feel your well-being or safety were threatened? ____ Yes ____ No

Please describe the incident, and how and/or why you were threatened?

***You may attach additional documentation.**

Signature of Employee Reporting the Incident/Date

Signature of Site Admin/Date

____ Date Superintendent informed

____ Date followed-up with Employee

____ Date followed-up with BPD/Student Services

____ Date EAP offered

____ Date followed up with site/department administrator

____ Additional follow-up _____

a/o 9.11.19