



Reference: *Cal/OSHA;*  
*Labor Code Sections 6300 et seq.;*  
*Title 8 Section 3203;*  
*Code of Civil Procedure Section 527.8;*  
*Penal Code Section 273.6*

### Definitions

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property.

A threat of violence includes any behavior that, by its very nature, could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college or district community.

### Emergencies

Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.

### Equipment and Sanitation

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the district shall furnish such equipment. Complaints related to health, safety, sanitation, and working conditions shall be forwarded to the Deputy Chancellor for review and recommendation.

### Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor, the Human Resources Department, or the Deputy Chancellor. The

supervisor shall immediately notify the Human Resources Department or the Deputy Chancellor concerning any threats, or acts of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person at the college or District to their immediate supervisor and the campus police officer. Such reports will be promptly and thoroughly investigated.

#### Restraining Orders/Court Orders

An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the campus police officer. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the campus police officer, ensure they are aware of it, and that they have a copy of the restraining order on file.

See Administrative Procedure 3510, Workplace Violence

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