

Workplace Violence Prevention Program

Red Creek Central School District

Date: March 19, 2024

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Introduction:

What is Workplace Violence?

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

What is the New York State Workplace Violence Prevention Law and Regulation?

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

Purpose of this program:

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation.

The goal of this program is to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District/BOCES commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Policy Statement

Red Creek Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against the Red Creek Central School District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Workplace Violence Administrator/Officer Contact:

Name: Matthew S. VanOrman

Title: Superintendent of Schools

Department: Superintendent's Office

Phone: 315-754-2010

Location: District Office, 6624 South Street, Red Creek, NY 13143

Name: Danielle A. DeBiase

Title: School Business Administrator

Department: Business Office

Phone: 315-754-2011

Location: District Office, 6624 South Street, Red Creek, NY 13143

Workplace Risk Assessment

Red Creek Central School District has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents,
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and
- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the employees include, but are not limited to, the following:
 - Working in public settings
 - Working late night or early morning hours
 - Exchanging money with the public
 - Working alone or in small numbers
 - Working in a setting with uncontrolled access to the workplace
 - Working in a setting where previous security problems have occurred:
 - Having a mobile workplace assignment
 - Working with a population which might expose one to potentially violent persons (e.g. in healthcare, social service, public service or criminal justice settings)
 - Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in **Appendix 2**, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

Control methods that the Red Creek Central School District will use to prevent workplace violence incidents

Hierarchy of Controls

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the "hierarchy of control measures".

Hierarchy of Controls

- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

Engineering controls eliminate or reduce the hazard through substitution or design (possible capital project).

Examples include:

- Increased lighting

- Designing secure building access
- Security hardware
- Eliminating isolated work areas
- Minimizing “cash on hand”

Administrative controls eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). (Refer to District-Wide School Safety Plan, Code of Conduct, Sexual Harassment Policy, Employee Handbook, etc.).

Examples include:

- Increased staffing
- Employment of safety personnel/SRO, SPO, SSO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- Reduction of visitor wait times
- Provision of personal alarms (examples include: portable/fixed panic alarms)
- Provision of cell phones/radios
- Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
- Training (examples include: workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

Personal Protective Equipment (PPE)

PPE is generally considered the least desirable form of control, but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

Examples include:

- Eye and face protection (examples include: goggles, face shield)
- Hand/Arm protection
- Leg/Foot protection
- Head protection

Prevention

Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below in order to become aware of and to reduce the likelihood of workplace violence.

Early warning signs of potential violence:

There is no single “profile” that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence.

- A list of indicators of increased risk of violent behavior include, but are not limited to the following: Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others

- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicide
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

These behaviors should be reported to an employee's supervisor and/or the administrator of this program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral or other employee assistance, if available.

Workplace issues that may trigger violence:

Listed below are two categories of common issues that may trigger workplace violence.

1. Employee issues (some examples include:)

- Negative performance review
- School Climate/Student behavior
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g. deadlines, projects, etc.

2. Workplace issues (any of the following may be an employee's perception of issues)

- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:

- Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

Please note:

It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

Reporting an incident

At the core of this Workplace Violence Prevention Program is the Red Creek Central School Districts commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (**Appendix 1**). In the event that employees observe or experience an incident of violence involving an employee or visitor to the District in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the **Superintendent Matthew S. VanOrman or School Business Administrator, Danielle A. DeBiase**, using the Incident Report in **Appendix 4**.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the Red Creek Central School District will attempt to develop a protocol with the appropriate local District Attorney or Police agency to insure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

Post-Incident Response

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (**Appendix 4** contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.)
- Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below).

In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the workplace, arrangements will be made through management, employee unions, Applicable Supervisor, and/or the **Superintendent, Matthew S. VanOrman or School Business Administrator, Danielle A. DeBiase.**

Employee Information and Training Outline

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline in **Appendix 3.**

Recordkeeping Requirements

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses, must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update. (A sample incident reporting form is attached as **Appendix 4** of this document)

Program Review

Red Creek Central School District, Superintendent Matthew S. VanOrman or School Business Administrator Danielle A. DeBiase, with the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious incident. The review will focus on incident trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. Appendix 5 will be updated with titles of those who perform the review.

Following the submission of a written notice of concern regarding the employer's workplace violence program or that an imminent danger exists, the employer must be afforded a reasonable opportunity to address the reported concern. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the District/BOCES workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available here:

<https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf>

APPENDIX 1

Workplace Violence Prevention Policy Statement

Red Creek Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

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Name: Matthew S. VanOrman

Title: Superintendent of Schools

Department: Superintendent's Office

Phone: 315-754-2010

Location: District Office, 6624 South Street, Red Creek, NY 13143

Name: Danielle A. DeBiase

Title: School Business Administrator

Department: Business Office

Risk Assessment of the Workplace

Facility Name: Red Creek Central School District
Date of Survey: 3/1/2024
Facility Address: 6624 South Street, Red Creek, NY 13143

Names/Titles/Organization for those conducting assessment:

Employer Rep's: Danielle DeBiase, Brian Smiley, Pat Davenport, Stephen Bockus
Employee Rep's: Cindy Stone, Dennis Taylor, Robert Keim

Area Assessed	Yes	No	Comment
General:			
Employees work in public setting	X		
Employee work late at night or early morning hours	X		Bus drivers and some custodians may have early/late hours, small subset of workforce
Employees work alone or in small numbers	X		
Employees exchange money as part of job		X	Only Community Center, Extra-Class Clubs, and the Business Office. Some may, but not most of employees.
Employees work in location with uncontrolled public access		X	
Employees work in area of previous security concerns		X	
Employees work with public	X		
Employees work in high crime area		X	
Employees work with volatile persons		X	
Does facility have posted evacuation plan/map	X		
Does facility conduct routine evacuation/fire drills	X		
Are electric panels locked to prevent unauthorized access	X		
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits	X		
Security:			
Does the facility use Resource Officers? If yes, # R.O. per facility	X		There is one SRO

Is security or law enforcement present at this location? If yes list # present per shift:	X		There is one SRO
Is security/law enforcement posted at entrances If yes, list entrances		X	Not possible, only one SRO
Do security/law enforcement personnel patrol facility	X		
Are I.D. badges required to be worn by all personnel	X		
Are students required to use school issued I.D. badges when on premises		X	
Is card reader or equivalent required for entry to facility	X		
Is facility equipped with metal detectors		X	
Is facility equipped with security cameras	X		
Is facility equipped with panic buttons	X		
Are visitors permitted to enter facility	X		Visitors must enter through the main office after going through security and signing in with their ID
Are visitors required to wear Visitor I.D. badges	X		
Are emergency contact names and phone numbers posted in each occupied room		X	
Is each room equipped with a telephone or radio to call for help when needed	X		With the exception of the auditorium, the gyms, and the greenhouse – phones may not be accessible without staff leaving students unsupervised.
Parking Lots:			
Are parking areas protected with security/ law enforcement personnel		X	
Are parking areas patrolled by security/law enforcement personnel		X	
Are parking areas equipped with security cameras	X		The coverage provided by these cameras is limited

Are parking areas equipped with lights	X		More lights would be beneficial, parts of the parking lot are dim/dark
Offices:			
Do office areas have controlled access	X		
Is office area separated from entrance with privacy glass		X	Some office areas are, however, it was noted that more protection is needed
Is office area equipped with panic alarm		X	Some areas are, however, not all
Are offices equipped with telephones to call 911	X		
Are telephones or radios used to communicate with facility personnel	X		
Are office doors equipped with door locks to prevent unauthorized access	X		
Do employees receive De-escalation training		X	
Classrooms:			
Are evacuation maps posted in each classroom	X		
Are classroom doors equipped with locks to restrict access	X		
Are classrooms equipped with telephones	X		With the exception of the auditorium and gyms.
Are classroom personnel equipped with radios		X	
Is personal protective equipment provided to all classroom personnel as needed	X		
Are classroom personnel exposed to violent behavior from students	X		Sometimes, if a student is in crisis. Student behavior is assessed and addressed on a regular basis to ensure the provision of adequate supports and resources.
Do classroom personnel receive De-escalation training	X		
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom	X		When available, this information is provided
Have classroom personnel been provided with training on working with students with behavioral issues	X		

Are windows locked to prevent uncontrolled access	X		
Is availability to items that can be used as weapons by students minimized	X		
Are classrooms equipped with security cameras		X	
Cafeteria:			
Is access restricted to authorized personnel only	X		
Does cafeteria personnel exchange money with students and staff	X		
Are cafeteria personnel provided with necessary personal protective equipment	X		
Is cafeteria equipped with security cameras	X		
Is cafeteria locked when not in use	X		
Is cafeteria staff provided with telephones and/or radios	X		Except for the Elementary kitchen where there is no telephone.
Are evacuation maps posted at all exits	X		
Auditorium:			
Are all entrances kept locked when not in use	X		Typically, the door may be occasionally left unlocked or propped.
Is auditorium, stage, back stage equipped with security cameras		X	
Is auditorium, stage, back stage equipped with security lighting	X		
Is backstage entrance restricted to authorized personnel only during events	X		
Are catwalks, light towers, etc. restricted to authorized personnel only	X		
Is auditorium patrolled by security/law enforcement during events	X		As needed and requested by the District, not necessarily every event
Gymnasium:			

Does gymnasium have exterior lighting around all entrances and exits	X		
Are locker rooms locked or monitored to prevent unauthorized entry	X		
Is the area patrolled by security/law enforcement during events	X		As needed and requested by the District, not necessarily every event
Is gymnasium equipped with security cameras		X	
Athletic fields			
Is security/law enforcement present for all sporting events home & away		X	As needed and requested by the District, not necessarily every event
Are athletic fields protected from unauthorized entry with fences		X	Some are fenced in, but not all
Are athletic fields equipped with security/event lighting		X	Some have lighting, but not all
Are I.D.s required to be worn by school personnel at sporting events	X		
Bus Garage & buses			
Are all buses equipped with radios	X		
Are all buses equipped with security cameras	X		
Is somebody available to respond to all radio calls from drivers that are on road	X		
Are I.D.s required by individuals getting on buses		X	
Do all bus runs have two employees on board for each run		X	Not all runs have two employees, however, most do
Are buses secured or locked when not in use	X		
Is bus garage equipped with security cameras	X		
Is bus garage locked when vacant	X		
Field trips:			
Do school personnel have a copy of emergency contact names and numbers for administration	X		
Does school personnel verify I.D. of each student at beginning and end of trip	X		
Do chaperones receive security briefings prior to trip		X	For overnight trips a more thorough meeting about security may occur, but not typically for daytime trips.

Building & Grounds:

Are buildings equipped with security cameras	X		
Are buildings equipped with security lighting	X		
Are buildings/rooms locked when not in use	X		
Are employees provided with radios	X		
Is equipment locked up when not in use	X		

Staff Meetings & Conferences:

Do security/law enforcement personnel patrol facility during these events		X	As needed and requested by the District, not necessarily every event.
Do school personnel receive de-escalation training		X	
Are metal detectors utilized for after hour activities such as conferences & meetings		X	
Hallway security lighting (elementary)		X	The elementary building does not have hallway security lighting to assist in the event of a power outage.

Name/Title and Signature of person completing assessment:

Assessment completed in coordination with all Employee and Employer representatives listed.

Danielle DeBiase

Identified Risks and Control Methods

Risks identified in our hazard assessment, and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

District Wide - Identified Risk	Selected Control(s)	Comments
Employees work in a public setting	The District is a secure, closed campus. All members of the public must go through the District's visitor process before they are allowed entry. The District also employees an SRO to assist with ensuring the safety and security of students and staff.	
Employees work late at night or early morning hours	Some personnel may arrive early or work late, however, District facilities are secure. Additionally, staff working late hours have access to radios to ensure they can communicate across buildings with ease.	
Employees work alone or in small numbers.	Due to the nature of some positions, staff may work alone or in small numbers at times. These staff members have access to radios and telephones to call for assistance if necessary.	
Employees exchange money as part of job	Only Community Center, Extra-Class clubs, and the Business Office employees handle and exchange money within their roles. These employees are provided annual training surrounding the proper collection, retention, and deposit of funds to ensure security and minimize cash on hand.	
Employees work with public	The District is a secure, closed campus. All members of the public must go through the District's visitor process before they are allowed entry. The District also employees an SRO to assist with ensuring the safety and security of students and staff.	
Is security/law enforcement posted at entrances? If yes, list entrances.	Security personnel are not posted at all entrances. All members of the public must go through the District's visitor process before they are allowed entry. Multiple staff members are posted at entrances where it is not possible to have security staff posted. All staff posted at entrances have access to radios and telephones which they may	

	use to contact security personnel as necessary.	
Is facility equipped with metal detectors?	The facility is not equipped with metal detectors, however, there are significant administrative procedures and protocols in place to ensure only appropriate items are brought within the campus boundaries.	
Are students required to use school issued ID badges when on premises?	No, students are not required to wear their ID badges at all time. Being a small community, students are readily recognizable by staff. Additionally, to enter the building or school buses, they must be verified against a class/bus roster.	
Are emergency contact names and phone numbers posted in each occupied room?	Currently, these are not posted in each room. The District will add this information to each telephone to ensure that emergency contacts are clearly and prominently displayed.	
Is each room equipped with a telephone or radio to call for help when needed?	Yes, with the exception of the auditorium, gyms, and greenhouse. The District will investigate adding a phone station to these areas.	
Are parking lots equipped with security cameras?	While there are security cameras in District parking lots, the coverage is limited. The District has an approved Capital Project which includes some funding for the replacement of these fixtures alongside the redesign of the parking lot to maximize their impact.	
Are parking areas equipped with lights?	While the parking lots have lights, more would be beneficial. Portions of the parking lots are dark or dim at night. The District has an approved Capital Project which includes some funding for the replacement of these fixtures alongside the redesign of the parking lot to maximize their impact.	
Are classroom personnel exposed to violent behavior from students?	Sometimes, if a student is in crisis. Student behavior is assessed and addressed on a regular basis to ensure the provision of adequate supports and resources. If a student presents a continued danger to themselves or others, a suspension may be considered.	
Do employees have de-escalation	The District provides de-escalation	

training?	training to all instructional staff on a regular basis. For non-instructional staff, training will be provided surrounding de-escalation techniques and resources.	
Are classrooms equipped with security cameras?	No, due to privacy concerns.	
Are the auditorium/gymnasium/athletic fields/staff conferences patrolled by security/law enforcement during events?	Yes, as needed and requested by the District but not necessarily at every event. Additional supervision is hired as-needed for events as well.	
Are office areas separate from entrance with privacy glass?	While office areas are separated from entrance areas, additional door hardening and replacement of vestibule glass with a more robust alternative is desired. The District will work with its architects to incorporate this work into future projects. In the interim, staff will validate an individual's purpose for entering the vestibule prior to releasing the door controls, thereby limiting the likelihood of an altercation within the vestibule.	
Is facility equipped with panic buttons?	While there are panic buttons in some areas of district facilities, the District is exploring access control upgrades to better ensure the security of the campus.	

Cuyler Elementary - Identified Risk	Selected Control(s)	Comments
Is cafeteria staff provided with telephones and/or radios?	The District will investigate adding a telephone within the elementary cafeteria.	
Is there hallway security lighting?	In some areas, no. The District has provided flashlights to staff to ensure that, in the event of a power outage, there is adequate lighting for a safe evacuation (should that be necessary). The District will continue to explore and evaluate the possibility of making structural adjustments in a future capital project.	

Athletic Fields - Identified Risk	Selected Control(s)	Comments
Are athletic fields protected from unauthorized entry with fences?	Some athletic fields are fenced in, but not all. Additional supervision is hired for events to ensure the safety and security of students, staff, and spectators.	
Are athletic fields equipped with security/event lighting?	Some athletic fields are equipped, but not all. Additional supervision is hired for events to ensure the safety and security of students, staff, and spectators.	

Field Trips - Identified Risk	Selected Control(s)	Comments
Do chaperones receive security briefings prior to trip?	For daytime field trips, a full security briefing is not provided. All chaperones are provided a class listing and instructed on how to always ensure supervision. For overnight trips, a more formal security briefing may occur where the students and staff will be away from the District for an extended period of time.	

APPENDIX 3

Workplace Violence Prevention Training Outline

Information and training for all employees:

I. Overview of Requirements of the Workplace Violence Regulations

A. Develop a written policy statement- employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.

B. Conduct a risk evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.

C. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.

D. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.

II. Risk factors and measures that were identified in the risk evaluation

A. Employees work with public, work early/late, work in small groups, parking lots are not fully illuminated or included in camera coverage, certain areas may need additional telephone access with emergency contacts listed, and District infrastructure could be more secure.

B. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:

- i. Ensure that the District remains a closed and secure campus by not admitting anyone to the buildings who has not gone through the visitor security protocol
- ii. Confirm why someone is seeking entrance to a vestibule before admitting them into the vestibule
- iii. Ensure familiarity with the District Safety Plan, Emergency Protocols, and Emergency contacts
- iv. Maintain access to a telephone or radio at all times

i. Incident alert and notification procedures

ii. Appropriate work practices

iii. Emergency procedures

iv. Use of security alarms and other devices

v. Other existing policies, procedures and work practices relevant to WPV

vi. Procedures to report incidents of workplace violence

III. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing).

IV. Privacy Concerns

A. How will sensitive information be handled?

Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

APPENDIX 4

Red Creek Central School District

Workplace Violence Incident Report

Date of Incident:

Workplace location where incident occurred:

Time of day/shift when incident occurred:

DESCRIPTION:

Names and job titles of involved employees:

Detailed description of the incident, including events leading up to the incident and how the incident ended:

Name or other identifier and job titles of involved individuals:

Nature and extent of injuries arising from the incident:

Names of witnesses:

Note: If the case is a "privacy concern case," remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name. Privacy concern cases include cases involving:

- *Injury or illness to an intimate body part or the reproductive system;*
- *Injury or illness resulting from a sexual assault;*
- *Mental illness;*
- *HIV infection;*
- *Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and*
- *Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.*

APPENDIX 5

Red Creek Central School District

Program Maintenance and Review

Program review (annual) completed on: 3/12/2024 (date)

Stakeholders and authorized employee representatives (where applicable)
Robert Keim, RCTA
Dennis Taylor, RCAA
Cindy Stone, CSEA

Superintendent Matthew S. VanOrman, School Business Administrator Danielle A. DeBiase, or Designated Management Official

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the Red Creek Central School District website at <https://www.rccsd.org>

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