

APPENDIX 1

Workplace Violence Prevention Policy Statement

Ticonderoga 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 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:

Primary Contact		Secondary Contact	
Title	Laurie Cossey	Title	Scott Nephew
Phone	518-585-7400 Ext. 1134	Phone	518-585-7400 Ext. 1135
Location	Business Office	Location	District Office

Reviewed: February 2024
Adopted: March 2021
Revised: July 2024

Workplace Violence Incident Report

Instructions: Complete this form to report/record any incident of workplace violence. Workplace violence is defined as any physical assault or act of aggressive behavior occurring in the workplace. Provide complete information about the incident including any injuries or property damage. Additional incident reports may be required depending on the nature of the incident. For example, a student accident report or workers' compensation injury report.

Victim Information

Name:	Job Title:	Job Location:
Address:		
City:	State:	Zip: Phone #:

Incident Information/Description

Date of Incident:	Time of Incident:
Location of Incident:	

Provide a detailed description of the incident: (Include names and job titles of involved employees, i.e. victim/perpetrator; name or other identifier of other individuals involved; and the events leading up to the incident and how the incident ended.)

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: (a) Injury or illness to an intimate body part or the reproductive system; (b) Injury or illness resulting from a sexual assault; (c) Mental illness; (d) HIV infection; (e) 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 (f) Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

Witnesses	Name:	Phone #:
	Name:	Phone #:
Injuries	Name:	Phone #:
	Injury Description:	
	Name:	Phone #:
	Injury Description:	
Property Damage	Owner:	Phone #:
	Property Damage Description:	
Immediate Actions Taken	Describe any immediate actions taken to address the incident:	

Printed Name of Individual Completing Report:	Phone #:
Signature:	Date:
(Should be Victim or Authorized Employee Representative)	
Supervisor Signature:	Date:

DISTRICT OFFICE USE ONLY	Date Logged:	Number Assigned: (WPV-Year-Seq)
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SUPERVISOR MUST FORWARD COMPLETED FORM TO DISTRICT OFFICE.

**Ticonderoga Central School
Site Risk Assessment**

Facility Name: Ticonderoga Elementary School

Date of Survey: 5/1/2024

Facility Address: _____

Names/Titles/Organization for those conducting assessment:

Employer Rep's: _____

Employee Rep's: _____

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
General:			
Employees work in public setting	X		
Employee work late at night or early morning hours	X		
Employees work alone or in small numbers	X		
Employees exchange money as part of job		X	
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		Rare - Case by case basis.
Does facility have posted evacuation plan/map	X		Maps posted in all locations and updated.
Does facility conduct routine evacuation/fire drills	X		
Are electric panels locked to prevent unauthorized access	X		Main electrical room stays locked at all times.
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		One SRO for our district.
Is security or law enforcement present at this location? If yes list # present per shift:	X		On-site SRO, as well as walkthroughs by local police and NYS Troopers.

Is security/law enforcement posted at entrances If yes, list entrances	X		Most mornings.
Do security/law enforcement personnel patrol facility	X		SRO, Ticonderoga PD, State Police
Are I.D. badges required to be worn by all personnel		X	Some staff regularly wear badges.
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		Proper procedures in place.
Are visitors required to wear visitor I.D. badges		X	Not much visitor traffic. Guests are typically escorted by their host staff member.
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		Phones only
Parking Lots:			
Are parking areas protected with security/ law enforcement personnel	X		
Are parking areas patrolled by security/law enforcement personnel	X		Varies throughout the day and over the course of the week
Are parking areas equipped with security cameras	X		
Are parking areas equipped with lights	X		
Offices:			
Do office areas have controlled access	X		
Is office area separated from entrance with privacy glass	X		
Is office area equipped with panic alarm	X		
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		Training is offered annually.
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		
Are classroom personnel equipped with radios		X	
Is personal protective equipment provided to all classroom personnel as needed	X		General first aid
Are classroom personnel exposed to violent behavior from students	X		Rarely - Case by case basis.
Do classroom personnel receive De-escalation training	X		Training is offered annually.
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom	X		
Have classroom personnel been provided with training on working with students with behavioral issues	X		Training is offered annually.
Are windows locked to prevent uncontrolled access	X		Windows should be locked by staff when leaving the building each night. Custodial staff double checks the windows at night.
Is availability to items that can be used as weapons by students minimized	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		Multiple telephones

Are evacuation maps posted at all exits	X		
Auditorium:			
Are all entrances kept locked when not in use		X	Shared space also used for gym activities if needed.
Is auditorium, stage, back stage equipped with security cameras	X		Backstage coverage is limited.
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			N/A
Is auditorium patrolled by security/law enforcement during events	X		Chaperones and event staff
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits			N/A
Are locker rooms locked or monitored to prevent unauthorized entry	X		
Is the area patrolled by security/law enforcement during events	X		Chaperones and events staff.
Is gymnasium equipped with security cameras	X		
Athletic fields			
Is security/law enforcement present for all sporting events home & away		X	
Are athletic fields protected from unauthorized entry with fences	X		
Are athletic fields equipped with security/event lighting	X		Well lit, no real concerns.
Are I.D.s required to be worn by school personnel at sporting events		X	
Bus Garage & busses			N/A for this building
Are all busses equipped with radios			
Are all busses equipped with security cameras			
Is somebody available to respond to all radio calls from drivers that are on road			

Are I.D.s required by individuals getting on busses			
Do all bus runs have two employees on board for each run			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Is bus garage locked when vacant			
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/Bus Drivers receive security briefings prior to trip	X		
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.
Do school personnel receive de-escalation training	X		Training is offered.
Are metal detectors utilized for after hour activities such as conferences & meetings		X	
Playground			
Is the playground area fenced in		X	
Does the playground border any wooded areas or areas of concern	X		Borders the road, but borders parking lot.
Are employees given radios for communicating when outside the building		X	
Are playgrounds staffed accordingly	X		

Is there camera coverage on the playground area	X		Covered, and new system is being installed.

Assessment completed by:

Name(s):	Nikolas Koltowski
Title(s):	Health Safety Risk Management Specialist CVES BOCES
Signature(s):	

Ticonderoga Central School

Site Risk Assessment

Facility Name: Ticonderoga Jr/Sr High

Date of Survey: 5/1/2024

Facility Address:

Names/Titles/Organization for those conducting assessment:

Employer Rep's: _____

Employee Rep's: _____

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
General:			
Employees work in public setting	X		
Employee work late at night or early morning hours	X		
Employees work alone or in small numbers	X		
Employees exchange money as part of job	X		Never kept overnight and process in place to secure any money safely.
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	Meet/have conversation with maintenance to make sure all panels are secured properly.
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		One resource officer shared for all buildings.

Is security or law enforcement present at this location? If yes list # present per shift:	X		See above note.
Is security/law enforcement posted at entrances If yes, list entrances		X	Not every morning, as SRO is shared with ES. Staff members are present at arrival each day.
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		
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		Telephones only
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		
Are parking areas equipped with lights	X		
Offices:			
Do office areas have controlled access	X		
Is office area separated from entrance with privacy glass	X		

Is office area equipped with panic alarm	X		
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		Training is offered annually.
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		
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		Rarely - case by case basis.
Do classroom personnel receive De-escalation training	X		Training is offered to staff annually.
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom	X		
Have classroom personnel been provided with training on working with students with behavioral issues	X		Yes, training is offered.
Are windows locked to prevent uncontrolled access	X		
Is availability to items that can be used as weapons by students minimized	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	Kitchen is after hours.
Is cafeteria staff provided with telephones and/or radios	X		
Are evacuation maps posted at all exits	X		
Auditorium:			
Are all entrances kept locked when not in use	X		
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			N/A
Is auditorium patrolled by security/law enforcement during events	X		As needed.
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		
Is gymnasium equipped with security cameras	X		
Athletic fields			
Is security/law enforcement present for all sporting events home & away		X	

Are athletic fields protected from unauthorized entry with fences		X	
Are athletic fields equipped with security/event lighting		X	N/A. Evening outdoor sports not played here
Are I.D.s required to be worn by school personnel at sporting events		X	
Bus Garage & busses			N/A for this building
Are all busses equipped with radios			
Are all busses equipped with security cameras			
Is somebody available to respond to all radio calls from drivers that are on road			
Are I.D.s required by individuals getting on busses			
Do all bus runs have two employees on board for each run			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Is bus garage locked when vacant			
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/Bus Drivers receive security briefings prior to trip	X		
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	
Do school personnel receive de-escalation training	X		
Are metal detectors utilized for after hour activities such as conferences & meetings		X	
Playground			N/A for this building
Is the playground area fenced in			
Does the playground border any wooded areas or areas of concern			
Are employees given radios for communicating when outside the building			
Are playgrounds staffed accordingly			

Assessment completed by:

Name(s):	Nikolas Koltowski
Title(s):	Health Safety Risk Management Specialist CVES BOCES
Signature(s):	

**Ticonderoga Central School
Site Risk Assessment**

Facility Name: Bus Garage

Date of Survey: 5/1/2024

Facility Address: _____

Names/Titles/Organization for those conducting assessment:

Employer Rep's: _____

Employee Rep's: _____

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
General:			
Employees work in public setting	X		
Employee work late at night or early morning hours	X		
Employees work alone or in small numbers	X		
Employees exchange money as part of job		X	
Employees work in location with uncontrolled public access	X		Door is kept unlocked during the day
Employees work in area of previous security concerns	X		Parts off of vehicles have been stolen after hours.
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	Drills do occur a few times a year with students practicing evacuating the bus.
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		
Is security or law enforcement present at this location? If yes list # present per shift:	X		

Is security/law enforcement posted at entrances If yes, list entrances		X	
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	New camera system will fully cover the garage.
Is facility equipped with panic buttons		X	
Are visitors permitted to enter facility	X		Visitors are typically limited to sales reps/vendors.
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		Yes, and radio used to communicate with school and buses when on runs and cell phones also used for staff to staff contact.
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	
Are parking areas equipped with lights	X		
Offices:			
Do office areas have controlled access		X	
Is office area separated from entrance with privacy glass		X	
Is office area equipped with panic alarm		X	
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:			N/A for this building
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access			
Are classrooms equipped with telephones			
Are classroom personnel equipped with radios			
Is personal protective equipment provided to all classroom personnel as needed			
Are classroom personnel exposed to violent behavior from students			
Do classroom personnel receive De-escalation training			
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom			
Have classroom personnel been provided with training on working with students with behavioral issues			
Are windows locked to prevent uncontrolled access			
Is availability to items that can be used as weapons by students minimized			
Cafeteria:			N/A for this building
Is access restricted to authorized personnel only			
Does cafeteria personnel exchange money with students and staff			
Are cafeteria personnel provided with necessary personal protective equipment			
Is cafeteria equipped with security cameras			
Is cafeteria locked when not in use			

Is cafeteria staff provided with telephones and/or radios			
Are evacuation maps posted at all exits			
Auditorium:			N/A for this building
Are all entrances kept locked when not in use			
Is auditorium, stage, back stage equipped with security cameras			
Is auditorium, stage, back stage equipped with security lighting			
Is backstage entrance restricted to authorized personnel only during events			
Are catwalks, light towers, etc. restricted to authorized personnel only			
Is auditorium patrolled by security/law enforcement during events			
Gymnasium:			N/A for this building
Does gymnasium have exterior lighting around all entrances and exits			
Are locker rooms locked or monitored to prevent unauthorized entry			
Is the area patrolled by security/law enforcement during events			
Is gymnasium equipped with security cameras			
Athletic fields			N/A for this building
Is security/law enforcement present for all sporting events home & away			
Are athletic fields protected from unauthorized entry with fences			
Are athletic fields equipped with security/event lighting			
Are I.D.s required to be worn by school personnel at sporting events			
Bus Garage & busses			
Are all busses equipped with radios	X		
Are all busses 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 busses	X		
Do all bus runs have two employees on board for each run	X		
Are busses secured or locked when not in use	X		
Is bus garage equipped with security cameras	X		Coverage is being updated with new system.
Is bus garage locked when vacant	X		
Field trips:			N/A for this building
Do school personnel have a copy of emergency contact names and numbers for administration			
Does school personnel verify I.D. of each student at beginning and end of trip			
Do chaperones/Bus Drivers receive security briefings prior to trip			
Building & Grounds:			
Are buildings equipped with security cameras	X		Coverage is being updated with new system.
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:			N/A for this building
Do security/law enforcement personnel patrol facility during these events			
Do school personnel receive de-escalation training			
Are metal detectors utilized for after hour activities such as conferences & meetings			
Playground			N/A for this building
Is the playground area fenced in			
Does the playground border any wooded areas or areas of concern			

Are employees given radios for communicating when outside the building			
Are playgrounds staffed accordingly			

Assessment completed by:

Name(s):	Nikolas Kuktowski
Title(s):	Health Safety Risk Management Specialist CVES BOCES
Signature(s):	

Ticonderoga Elementary School- Identified Risks	Selected Control(s)	Comments
School staff I.D. badges	Encourage/Educate staff on the importance of always wearing their school I.D. badges	
Building and grounds security cameras	Increase coverage and visibility in and around the school building.	
Increasing de-escalation training	Continue to provide the opportunity for training annually, for any staff.	
Radio usage outside the building	Consider providing radios for staff that will be outside the building with students. Ensuring more effective communication with office/administrative staff in the case of an emergency that involves students/staff outside the building or in the case of something like a lockdown being called.	
Uncontrolled playground access	Considered signage for allowed hours of use.	

Ticonderoga Central School District

Identified Risks and Control Methods

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

Ticonderoga Jr/Sr High School- Identified Risks	Selected Control(s)	Comments
Evacuation maps	Post updated evacuation maps in all classrooms, offices and shared spaces throughout the building.	
School staff I.D. badges	Encourage/educate staff on the importance of always wearing their school I.D. badges.	Provide substitutes with badges that distinguish them as part of building staff for a given day.
Provide De-escalation training	Continue to provide the opportunity for training annually, for any staff.	
Kitchen security camera coverage	Cafeteria is covered by camera system, work towards adding cameras in the kitchen for increased coverage.	Discussions are underway on this topic already.
Access to auditorium when not in use	Secure/lock auditorium when not in use throughout the day to prevent any unauthorized access.	

Ticonderoga Bus Garage- Identified Risks	Selected Control(s)	Comments
Security camera coverage	Installing new security cameras.	