

Risk Factors and Protection Measures from Workplace Assessment

After School Activities and Sporting Events

Dealing with irritated people outside of fellow staff

- Employees are to keep calm and not escalate the situation and walk away from irate individuals and call 911 if necessary
- De escalation Training
- Additional security personnel/law enforcement at high profile/risk events

Student acting out

- Ensure that other students, spectators and staff are kept safe
- *Insert district plan for students who are acting out during after school activities*
 - *Call 911?*
 - *Contact Security?*
- If there has been a threat of workplace violence, fill out an incident report.
- Develop a plan outlining how a physical altercation will be handled including who can or cannot intervene.
 - Ensure that the staff who can intervene are properly trained to deal with the situation

Buildings and Grounds Staff

Working in remote work assignments-

- Employees will work hours assigned by their supervisor and will notify the supervisor of any needed change in work schedule. Employees should be aware of closest phone or radio for 911 calls
- Implement policy directing employees to avoid working alone whenever possible

Dealing with irritated people outside of fellow staff

- Employees are to keep calm and not escalate the situation and walk away from irate individuals and call 911 if necessary
- De escalation Training

Employee internal disputes

- Employees will be instructed that screaming, yelling, cursing, making derogatory remarks about each other is unacceptable behavior in the workplace.
- Internal arguing and yelling will not be tolerated. Employees need to walk away and exit the area immediately then report the incident to their Supervisor. If you cannot exit you need to take appropriate action to get away. If there has been a threat of workplace violence, fill out an incident report.

Bus Drivers/Aides/Transportation Staff

Working in remote work assignments-

- Employees will work hours assigned by their supervisor and will notify the supervisor of any needed change in work schedule. Employees should be aware of closest phone or radio for 911 calls

Student acting out

- Ensure that other students and staff on the school bus are kept safe
- If the physical conditions of the school bus are unsafe, the driver should remove all students under their care to another safe location
- *Insert district procedure for dealing with students acting out on the school bus*

Dealing with irritated people outside of fellow staff

- Employees are to keep calm and not escalate the situation and walk away from irate individuals and call 911 if necessary
- Policy outlining securing bus and not allowing parents/guardians or other unauthorized party on the bus.

Employee internal disputes

- Employees will be instructed that screaming, yelling, cursing, making derogatory remarks about each other is unacceptable behavior in the workplace.
- Internal arguing and yelling will not be tolerated. Employees need to walk away and exit the area immediately then report the incident to their Supervisor. If you cannot exit you need to take appropriate action to get away. If there has been a threat of workplace violence, fill out an incident report.

Clerical

Dealing with irritated people at windows, open counters or in the Main Office

- Employees will be instructed on when to call 911 as well as using the building intercom to make others in the building aware of an emergency.
- The public will be kept out of offices whenever practical.
- Building entrances will be locked during school hours
- Employees will be trained on keeping calm if an irate person confronts them.
- Employees will not get into verbal confrontations with the public. Such behavior is unacceptable.
- If there has been a threat of workplace violence, fill out an incident report.

Irate people attending board meetings and public hearings

- Instructions will be given on use of the panic button in the meeting room, the building intercom as well where there is a phone available to dial 911 will be given during training.
- Officials and the public will be advised of emergency exits at the beginning of all public meetings.

Working alone in the building

- Employees will work hours that have been assigned by their supervisor and will notify their supervisor of any needed change in work schedule. Employees should be aware of closest phone for 911 calls

Employee internal disputes

- Employees will be instructed that this is unacceptable behavior in the workplace. Internal arguing and yelling will not be tolerated. Employees need to walk away **and exit the area immediately** then report the incident to their Supervisor. If there has been a threat of workplace violence, fill out an incident report

Custodial Staff

Working alone in the building

- Employees will work hours that have been assigned by their supervisor and will notify their supervisor of any needed change in work schedule. Employees should be aware of closest phone for 911 calls

Dealing with irritated people outside of fellow staff

- Employees are to keep calm and not escalate the situation and walk away from irate individuals and call 911 if necessary

Employee internal disputes

- Employees will be instructed that screaming, yelling, cursing, making derogatory remarks about each other is unacceptable behavior in the workplace.
- Internal arguing and yelling will not be tolerated. Employees need to walk away and exit the area immediately then report the incident to their Supervisor. If you cannot exit you need to take appropriate action to get away. If there has been a threat of workplace violence, fill out an incident report.

General Teaching Staff

Student acting out

- Ensure that other students and staff in the classroom are kept safe
- If the physical conditions of the classroom are unsafe, the teacher should remove all students under their care to another safe location (i.e. another empty classroom, library, office), and maintain supervision of the students.
- *Insert district plan for students who are acting out*
 - *Contact the main office?*
 - *Contact Security?*
 - *Put the school building into a "Hold in Place"?*
 - *Does this include response of a special group of staff members in the building who are trained with individual skill sets to address the most common*

occurrences (administrators, counselors, teachers, educational assistants and specialists to help quickly address the concerns and help de-escalate the situation)

- If there has been a threat of workplace violence, fill out an incident report.

Working alone with high risk students

- Avoid working alone with high risk students
- Employees should be aware of the closest phone to contact the main office.
- *Insert district plan for students who are acting out*
- If there has been a threat of workplace violence, fill out an incident report.

Dealing with irritated people outside of fellow staff

- Employees are to keep calm and not escalate the situation and walk away from irate individuals and call 911 if necessary

Employee internal disputes

- Employees will be instructed that screaming, yelling, cursing, making derogatory remarks about each other is unacceptable behavior in the workplace.
- Internal arguing and yelling will not be tolerated. Employees need to walk away and exit the area immediately then report the incident to their Supervisor. If you cannot exit you need to take appropriate action to get away. If there has been a threat of workplace violence, fill out an incident report.

Special Education Staff

Student acting out

- Ensure that other students and staff in the classroom are kept safe
- If the physical conditions of the classroom are unsafe, the teacher should remove all students under their care to another safe location (i.e. other empty classroom, library, office), and maintain supervision of the students.
- *Insert district plan for students who are acting out*
 - *Contact the main office?*
 - *Contact Security?*
 - *Put the school building into a "Hold in Place"?*
 - *Does this include response of a special group of staff members in the building who are trained with individual skill sets to address the most common occurrences (administrators, counselors, teachers, educational assistants and specialists to help quickly address the concerns and help de-escalate the situation)*
- If there has been a threat of workplace violence, fill out an incident report.

Working alone with high risk students

- Avoid working alone with high risk students
- Employees should be aware of the closest phone to contact the main office.

- *Insert district plan for students who are acting out*
- If there has been a threat of workplace violence, fill out an incident report.

Dealing with irritated people outside of fellow staff

- Employees are to keep calm and not escalate the situation and walk away from irate individuals and call 911 if necessary

Employee internal disputes

- Employees will be instructed that screaming, yelling, cursing, making derogatory remarks about each other is unacceptable behavior in the workplace.
- Internal arguing and yelling will not be tolerated. Employees need to walk away and exit the area immediately then report the incident to their Supervisor. If you cannot exit you need to take appropriate action to get away. If there has been a threat of workplace violence, fill out an incident report.

School Board Members

Irate people attending board meetings and public hearings

- Board Members and the public will be advised of emergency exits at the beginning of all public meetings.
- Instructions will be given on use of the panic button in the meeting room, the building intercom as well where there is a phone available to dial 911 will be given during training.
- Board Members will be trained on the proper conduct for officials at public meetings. Officials will not get into vocal confrontations with the public or each other
- Security Staff will be present for Board Meetings (*insert process for letting people into meeting, removing people from meeting, crowd control*)

School District Administrators

Working alone in the building

- Employees will work hours that have been assigned by their supervisor and will notify their supervisor of any needed change in work schedule. Employees should be aware of closest phone for 911 calls

Dealing with irritated people outside of fellow staff

- Employees are to keep calm and not escalate the situation and walk away from irate individuals and call 911 if necessary
- Administrative controls which restrict unauthorized persons from entering the school building.
 - Visitor management system

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Student acting out

- Ensure that other students and staff in the classroom are kept safe

- If the physical conditions of the classroom are unsafe, the teacher should remove all students under their care to another safe location (i.e. another empty classroom, library, office), and maintain supervision of the students.
- *Insert district plan for students who are acting out*
 - *Contact the main office?*
 - *Contact Security?*
 - *Put the school building into a “Hold in Place”?*
 - *Does this include response of a special group of staff members in the building who are trained with individual skill sets to address the most common occurrences (administrators, counselors, teachers, educational assistants and specialists to help quickly address the concerns and help de-escalate the situation)*
- If there has been a threat of workplace violence, fill out an incident report.

Working alone with high risk students

- Avoid working alone with high risk students
- Employees should be aware of the closest phone to contact the main office.
- *Insert district plan for students who are acting out*
- If there has been a threat of workplace violence, fill out an incident report.

Irate people attending board meetings and public hearings

- Administrators and the public will be advised of emergency exits at the beginning of all public meetings.
- Instructions will be given on use of the panic button in the meeting room, the building intercom as well where there is a phone available to dial 911 will be given during training.
- Administrators will be trained on the proper conduct for officials at public meetings. Officials will not get into vocal confrontations with the public or each other
- Security Staff will be present for Board Meetings (*insert process for letting people into meeting, removing people from meeting, crowd control*)

Employee internal disputes

- Employees will be instructed that yelling and fighting is unacceptable behavior in the workplace. Internal arguing and yelling will not be tolerated. Employees need to walk away **and exit the area immediately** then report the incident to their Supervisor. If there has been a threat of workplace violence, fill out an incident report

Security

Working in remote work assignments

- Employees will work hours assigned by their supervisor and will notify the supervisor of any needed change in work schedule. Employees should be aware of closest phone or radio for 911 calls

Dealing with irritated people

- Employees are to keep calm and walk away from irate individuals and call 911 if necessary

Dealing with volatile individuals who have trouble coping with life issues

- Continued training will be given on dealing with volatile individuals and the NYSED rules and regulations followed.

Student acting out

- Ensure that other students and staff in the classroom are kept safe
- If the physical conditions of the classroom are unsafe, the teacher should remove all students under their care to another safe location (i.e. another empty classroom, library, office), and maintain supervision of the students.
- *Insert district plan for students who are acting out*
 - *Contact the main office?*
 - *Contact Security?*
 - *Put the school building into a "Hold in Place"?*
 - *Does this include response of a special group of staff members in the building who are trained with individual skill sets to address the most common occurrences (administrators, counselors, teachers, educational assistants and specialists to help quickly address the concerns and help de-escalate the situation)*
- If there has been a threat of workplace violence, fill out an incident report.

Employee internal disputes

- Employees will be instructed that this is unacceptable behavior in the workplace.
- Internal arguing and yelling as well as making derogatory remarks to fellow employees will not be tolerated. Employees need to walk away and exit the area immediately then report the incident to their Supervisor. If there has been a threat of workplace violence, fill out an incident report