Workplace Violence Prevention Program

Olean City School District

Date: January 16, 2024 (v.1)

Program review

Once a year, the Olean City School District, with the participation of an authorized employee representative, will review the workplace violence prevention program. The sign-off sheet below indicates who conducted the review and its date.

Name and Title of Management and authorized employee representative (where applicable)	DATE

Access to this program:

To obtain a copy of this plan, please contact:

Primary Contact		Secondary Contact	
Name	Dr. Michael Irizarry	Name	Jenny Bilotta
Title	Assistant Superintendent of Academic Services	Title	Business Administrator
Phone	716-375-8097	Phone	716-375-8274
Location	Olean City School District 410 West Sullivan Street Olean, NY 14760	Location	Olean City School District 410 West Sullivan Street Olean, NY 14760

Olean City School District
Workplace Violence Prevention Program
Table of Contents

Introduction:

What is Workplace Violence?
What is the New York State Workplace Violence Prevention Law?
What is the purpose of this program?

Policy Statement

Workplace Risk Evaluation

Workplace Violence Control Measures and Prevention

Hierarchy of Controls
Workplace Violence Prevention Implementation
> **Early warning signs of potential violence**
> **Workplace issues that may trigger violence**
> **Recognizing the signs and intervening early**

Reporting an incident

Post-Incident Response

Employee Training outline

Recordkeeping Requirements

Program review

APPENDIX

1   Workplace Violence Prevention Policy Statement
2   Site Risk Assessment
3   List of Risk Factors and Control Measures – Assessment Template
4   Workplace Violence Prevention Training Outline
5   Workplace Violence Incident Report
6   Program Review, Committee, and Contact person

Introduction

What is Workplace Violence?
Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

1) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
2) Any intentional display of force which would give an employee reason to fear or expect bodily harm.
3) Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
4) Stalking an employee to cause fear of harm to the employee's physical safety and health 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 are enforced by NYSDOL and can be found[1] at: https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf. Effective January 4, 2024, all public schools & BOCES 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. Authorized Employee Representatives must be included in the physical evaluation of the workplace, the development of the WPV written program, and the annual review of WPV incident reports.

The goal of this program is to reduce the risk of workplace violence to employees 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 Olean City School District's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

---

[1] Regulations can also be found in Title 12 of the New York Codes, Rules, and Regulations, Section 800.6

Policy Statement

The Olean City School District has developed and implemented a policy statement that describes the goals and objectives of our workplace violence prevention policy, the incident alert and notification policies employees should follow in the event of workplace violence, and describes how employees can participate in the implementation of our workplace violence prevention program through an authorized employee representative. The policy statement is posted where notices to employees are normally posted. The policy statement is included in Appendix 1.

Workplace Risk Evaluation

The Olean City School District has conducted a workplace risk evaluation consisting of:

A record examination: The Olean City School District has examined all records of workplace violence incidents in the past year to identify patterns in the type and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

An assessment of administrative risk factors: The Olean City School District has assessed all relevant policies, practices, and procedures that may impact the risk of workplace violence.

An evaluation of the physical environment: The Olean City School District has evaluated the physical work environment for factors which may place employees at risk of workplace violence with the participation of 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 Olean City School District 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 that might expose one to potentially violent persons (e.g. in health care, 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 the Olean City School District is addressing each risk. As your employer, the Olean City School District is responsible for addressing all risk factors our employees are potentially exposed to.

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

Workplace Violence Control Measures and Prevention

Hierarchy of Controls

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors.

Hierarchy of Controls
- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

Engineering controls are considered the most effective, followed by work practice controls, and then personal protective equipment.

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace.

Examples of engineering controls 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, other Safety and Health plans, 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, and restraint training (TCI, CPI))

Personal Protective Equipment (PPE) is generally considered the least effective control measure but may be needed to enhance other control measures or minimize potential injury severity when other control measures fail.

Examples of personal protective equipment include:
- Eye and face protection (examples include goggles, face shield)
- Hand/Arm protection
- Leg/Foot protection
- Head protection

Workplace Violence 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 to become aware of and to reduce the likelihood of workplace violence.

Early warning signs of potential violence

No single "profile" 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 includes but is not limited to the following: Direct or veiled threats of harm.
- Intimidation, belligerence, bullying, or other inappropriate behavior directed at others.
- There are numerous conflicts with supervisors and employees; verbal comments indicate 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 homicides.
- 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 program administrator. Some behaviors may require immediate law enforcement intervention; 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.

Recognizing the signs and intervening early

To help prevent a violent situation from occurring, administration, employees, and authorized representatives should be trained to recognize the early warning signs (such as a change in a person's behavior before an episode of violence) and the issues or events that may trigger violence. With this knowledge, an employer can intervene early to prevent a violent incident from occurring.

Reporting an incident

At the core of this Workplace Violence Prevention Program is The Olean City School District's commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

Any Olean City School District 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). If employees observe or experience an incident of violence involving an employee or visitor to the Olean City School 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 Workplace Violence Administrator / Officer 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 District/BOCES will attempt to develop a protocol with the appropriate local District Attorney or Police agency to ensure 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
Management has developed procedures to respond to incidents of workplace violence. The District and Workplace Violence Administrator / Officer shall investigate each reported incident. These include the following as appropriate:

- 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.)

*In the event that critical incident management or crisis counseling is needed following a workplace violence incident, arrangements will be made through management, employee unions, the applicable supervisor, and/or the workplace violence administrator/officer or designated management official**.**

Note* - This is not a requirement of the law or regulation.

Employee Information and Training

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 Olean City School District's workplace violence prevention program, a newly identified risk factor, or a control measure addition. Required training topics are listed in the Training Outline in **APPENDIX 4**.

Recordkeeping Requirements

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses (DOSH 900), 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 violent incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record for the annual review and program update. (A sample incident reporting form is attached as Appendix 4 of this document).

Program Review

shall evaluate the effectiveness of this Workplace Violence Prevention Program and reports submitted, at least annually or after any serious incident.

Review of Incident Reports
Each incident report must be investigated by the employer (or the employer's designated WPV team) when the incident occurs.

An annual review of the incident reports collected shall be reviewed by the Local Education Agency (LEA), Designated Workplace Violence Administrator/Officer, and Authorized Employee Representative(s). A report that provides only a summary or statistics is not acceptable per the regulation.

Program Review
Review of the program, where the mitigating actions taken in response to any incident, shall be reviewed at least annually and the review will need to focus on 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 recordkeeping 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

Olean City School District
Workplace Violence Prevention Program

APPENDIX 1

OCSD Workplace Violence Prevention Policy Statement

The Olean City School District is committed to the safety and security of our employees. Workplace violence presents a serious threat to the safety of our district, schools, staff, 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 their employment. Workplace violence includes but is not limited to:
- Any verbal or physical attempt or threat to inflict physical injury upon an employee.
- Any intentional display of force that gives an employee reason to fear or expect bodily harm.
- Any intentional, wrongful, and nonconsensual physical contact with a person that causes injury.
- Stalking an employee to cause fear of harm to an employee's physical safety and health.

Acts of violence against any Olean City School employee where any work-related duty is performed will be thoroughly investigated, and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for creating an environment of mutual respect for each other as well as clients, students, and visitors, following all workplace policies, procedures, and practices, and assisting in maintaining a safe and secure work environment.

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

Authorized Employee Representative(s) have a right to, at minimum, be involved in:
- evaluating the physical workplace environment to determine workplace violence risk factors;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any, and evaluate the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.

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 or threatening behavior, including threats they have witnessed, received, or have been told about by another person.

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact	Secondary Contact

Olean City School District
Workplace Violence Prevention Program

Name	Dr. Michael Irizarry	Name	Jenny Bilotta
Title	Assistant Superintendent of Academic Services	Title	Business Administrator
Phone	716-375-8097	Phone	716-375-8274
Location	Olean City School District 410 West Sullivan Street Olean, NY 14760	Location	Olean City School District 410 West Sullivan Street Olean, NY 14760

APPENDIX 2

Site Risk Assessment

Facility Name: East View Elementary _   **Date of Survey:** __February 16, 2024

Facility Address: 690 East Spring Street, Olean NY 14760

Names/Titles/Organization for those conducting assessment:

Employer Rep's: _Laura Hodara – Principal

_____

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	
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		1 daily
Is security or law enforcement present at this location? If yes list # present per shift:	X		Assigned SPO
Is security/law enforcement posted at entrances If yes, list entrances?	X		Alternating front door/bus entrance at arrivals, out front at dismissal; circulates the building during the 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		Blue lockdown buttons
Are visitors permitted to enter facility?		X	They can enter the vestibule, need credentials/permission to enter further
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		
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		The front ones need to be replaced; they don't always work
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		Both telephones and radios are used
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		
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		
Do classroom personnel receive De-escalation training?	X		Some but not all – just our crisis team

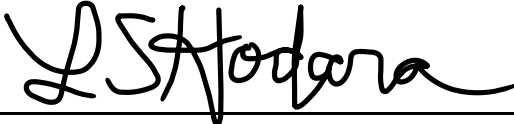| Question	Yes	No	Comments
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom?	X		
Have classroom personnel been provided with training on working with students with behavioral issues?	X		This is ongoing with Dr. Mechenbaum
Are windows locked to 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	Not in the kitchen
Is cafeteria locked when not in use?	X		
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?			N/A
Is auditorium, stage, back stage equipped with security cameras?			N/A
Is auditorium, stage, back stage equipped with security lighting?			N/A
Is backstage entrance restricted to authorized personnel only during events?			N/A

17

Are catwalks, light towers, etc. restricted to authorized personnel only?			N/A
Is auditorium patrolled by security/law enforcement during events?			N/A
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?			N/A
Are athletic fields protected from unauthorized entry with fences?			N/A
Are athletic fields equipped with security/event lighting?			N/A
Are I.D.s required to be worn by school personnel at sporting events?			N/A
Bus Garage & Busses			
Are all busses equipped with radios?			N/A
Are all busses equipped with security cameras?			N/A
Is somebody available to respond to all radio calls from drivers that are on road?			N/A
Are I.D.s required by individuals getting on busses?			N/A
Do all bus runs have two employees on board for each run?			N/A

18

Are busses secured or locked when not in use?			N/A
Is bus garage equipped with security cameras?			N/A
Is bus garage locked when vacant?			N/A
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	
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	Some not all
Are metal detectors utilized for after hour activities such as conferences & meetings?		X	

Assessment completed by:

Name(s):	**Laura S. Hodara**
Title(s):	**Principal, East View**
Signature(s):	*[signature: LSHodara]*

Olean City School District
Workplace Violence Prevention Program
APPENDIX 2

Site Risk Assessment

Facility Name: Washington West Elementary   **Date of Survey:** _____

Facility Address: 1626 Washington Street, Olean, NY 14760

Names/Titles/Organization for those conducting assessment:

Employer Rep's: Lauren Stuff – Principal_____

_____

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		Evening Employees: Cleaning personnel Early-morning Employees: Cafeteria Staff
Employees work alone or in small numbers.	X		
Employees exchange money as part of job.	X		Cafeteria staff ONLY
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		Safety Patrol Officer on site daily (resource officer is located at OHS/OIMS but is accessible via phone and emergency channels)
Is security or law enforcement present at this location? If yes list # present per shift:	X		1 SPO on site daily from 7 AM – 3 PM
Is security/law enforcement posted at entrances If yes, list entrances?	X		Door B: main Office Entrance in secure vestibule
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		LOCKDOWN buttons (installed 2023-24)
Are visitors permitted to enter facility?	X		With prior permission from building administration
Are visitors required to wear visitor I.D. badges?	X		*Visitor badges or badges from designated organization
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		
Parking Lots:			

Are parking areas protected with security/ law enforcement personnel?	X		During AM arrival and PM dismissal ONLY
Are parking areas patrolled by security/law enforcement personnel?	X		During school hours ONLY
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		*telephones are the primary form of communication
Are office doors equipped with door locks to prevent unauthorized access?	X		
Do employees receive De-escalation training?	X		Not all employees; those closely related to crisis situations receive training in de-escalation tactics
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		First aid kits available in ALL rooms
Are classroom personnel exposed to violent behavior from students?	X		*Situational and dependent on student and classroom space (not in all areas of the building)
Do classroom personnel receive De-escalation training?	X		Not all personnel; those closely related to crisis situations receive training in de-escalation tactics

Are classroom personnel informed of students with behavioral issues prior to student placement in classroom?	X		BIPs, Safety Plans and IEPs are reviewed annually with personnel involved in situations related to student behavior
Have classroom personnel been provided with training on working with students with behavioral issues?	X		*Situational and dependent on student and classroom space (not in all areas of the building)
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		STAFF ONLY
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 area is LOCKED; café area remains open and accessible throughout the day
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?			
Is auditorium, stage, back stage equipped with security cameras?			
Is auditorium, stage, back stage equipped with security lighting?			Washington West Elementary School does not have an auditorium, but rather has a mixed-use space referred to as a cafetorium.
Is backstage entrance restricted to authorized personnel only during events?			

Are catwalks, light towers, etc. restricted to authorized personnel only?			The cafetorium is equipped with cameras (not backstage) and stage use is restricted. The area is patrolled by the safety personnel in the building daily and during school-specific events.
Is auditorium patrolled by security/law enforcement during events?			
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits?	X		
Are locker rooms locked or monitored to prevent unauthorized entry?	▓	▓	*Washington West does not have locker rooms
Is the area patrolled by security/law enforcement during events?	▓	▓	Safety personnel is on site during school-sponsored events/activities
Is gymnasium equipped with security cameras?	X		
Athletic fields			
Is security/law enforcement present for all sporting events home & away?			Washington West does not have athletic fields. This is not applicable to our elementary building.
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?	These items are specific to the Portville Bus Garage. We do not manage bus equipment or provide storage of our district-used transportation.		
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 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		School District Resource Officer is on site during staff days and parent teacher conferences; district safety patrol officers are requested for in-person supervision on conference days.
Do school personnel receive de-escalation training?	X		*Situational and dependent on student and classroom space (not in all areas of the building)
Are metal detectors utilized for after hour activities such as conferences & meetings?		X	

Assessment completed by:

Name(s):	**Lauren Stuff**
Title(s):	**Washington West Elementary School Building Principal**
Signature(s):	

Olean City School District
Workplace Violence Prevention Program

APPENDIX 2

Site Risk Assessment

Facility Name: Olean Intermediate Middle School _   **Date of Survey:** February 14, 2024

Facility Address: 401 Wayne Street, Olean, NY 14760

Names/Titles/Organization for those conducting assessment:

Employer Rep's: _Maureen DiCerbo – Principal, Richard DiMartino – Assistant Principal
_____

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		4:30 AM – 11 PM 7 AM – 3 PM
Employees work alone or in small numbers.	X		They work alone and in groups.
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	
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		One
Is security or law enforcement present at this location? If yes list # present per shift:	X		One
Is security/law enforcement posted at entrances If yes, list entrances?	X		Main Entrance at OIMS
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		They must sign in at the main office
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		
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		Some cameras reach out to our parking lot
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		Some are CPI trained
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	Telephones in all rooms
Is personal protective equipment provided to all classroom personnel as needed?	X		First aid kits in all rooms
Are classroom personnel exposed to violent behavior from students?		X	
Do classroom personnel receive De-escalation training?	X		Some are CPI trained

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		
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		Only people who have access to the school
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		
Are evacuation maps posted at all exits?	X		
Auditorium:			
Are all entrances kept locked when not in use?			N/A
Is auditorium, stage, back stage equipped with security cameras?			N/A
Is auditorium, stage, back stage equipped with security lighting?			N/A

Is backstage entrance restricted to authorized personnel only during events?			N/A
Are catwalks, light towers, etc. restricted to authorized personnel only?			N/A
Is auditorium patrolled by security/law enforcement during events?			N/A
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits?	X		Not all are functioning at this time
Are locker rooms locked or monitored to prevent unauthorized entry?	X		
Is the area patrolled by security/law enforcement during events?	X		As frequently as possible but not always
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		Minus the soccer field
Are I.D.s required to be worn by school personnel at sporting events?		X	Maybe should be to help with potential issues
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	Not for athletics
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		
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	Telephones in each room
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		Some are CPI trained
Are metal detectors utilized for after hour activities such as conferences & meetings?		X	

Assessment completed by:

Name(s):	Maureen DiCerbo and Richard DiMartino
Title(s):	Principal and Assistant Principal
Signature(s):	*Maureen DiCerbo* *Richard DiMartino*

Olean City School District
Workplace Violence Prevention Program
APPENDIX 2

Site Risk Assessment

Facility Name: Olean High School   **Date of Survey:** January 31, 2024

Facility Address: 410 West Sullivan Street, Olean, NY 14760

Names/Titles/Organization for those conducting assessment:

Employer Rep's: Jeffrey Andreano – Principal, Jennifer Palaszynska-Mellott – Assistant Principal, Jenny Bilotta – Business Administrator

Employee Rep's: Dan McGraw – SRO, Kathleen Neeson – School Nurse

_____

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		Potential from a certain segment of students
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		
Is security or law enforcement present at this location? If yes list # present per shift:	X		1
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		
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		
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:			
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		Potential from some students
Do classroom personnel receive De-escalation training?	X		

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		
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		
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		

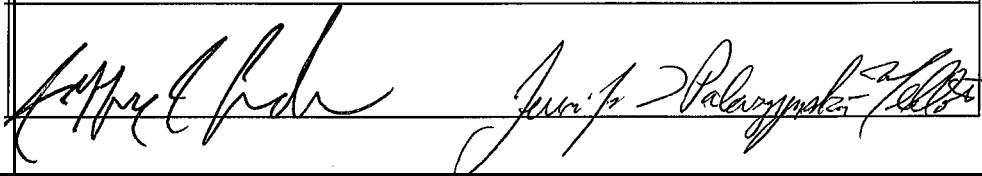|			
Is backstage entrance restricted to authorized personnel only during events?	X		
Are catwalks, light towers, etc. restricted to authorized personnel only?	X		
Is auditorium patrolled by security/law enforcement during events?	X		
Gymnasium:			
Does gymnasium have exterior lighting around all entrances 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		
Are I.D.s required to be worn by school personnel at sporting events?		X	
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		
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	
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		Select personnel
Are metal detectors utilized for after hour activities such as conferences & meetings?		X	

Assessment completed by:

Name(s):	**Jeffrey Andreano & Jennifer Palaszynska-Mellott**
Title(s):	**Principal & Assistant Principal**
Signature(s):	

ATTACHMENT 2
Risk Factors and Control Measures

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

OIMS - Identified Risk	Selected Control(s)	Comments
Security Staffing	**Extend SPO and SRO hours**	**This will allow them to remain on campus for after school events**
Security Staffing	**Adapt the SRO schedule**	**Adding hours to allow for security staff to be on the premise for evening activities**
Athletic event monitors	**ID Badges for Staff**	**Worn during afterschool events to provide any support needed (they are supposed to wear staff jackets)**
School cameras	**Blind spots**	**Students know where the cameras are and where they can't see. Provide additional cameras both inside and outside the building.**

School B - Identified Risk EAST VIEW ELEMENTARY	Selected Control(s)	Comments
Ground Level Windows	**Contract with vendor to place film on first-level windows ["window treatments"]**	**Window film [security treatment] provides students and staff inside the building with the ability to view external activities and characters without being detected. The window film will also "harden" the window in terms of providing extra security (time) it takes external threats to break the window for school entry.**

Security Staffing	Consistently scheduled SPO's	This will allow for one or two people vs 4 to service our building in terms of security – staff and students will have more consistency.
Parking Lot Lights	Add or Fix current	We need more lighting in the front Spring Street parking lot – many don't work and it's very dark/unsafe

School C - Identified Risk Washington West	Selected Control(s)	Comments
Visitors in the building	There should be standard-district protocol for ALL visitors in our buildings (are we using stickers for visitors, visitor badges on lanyards, or a formal sign-in and sign-out system)	The District will implement a controlled visitor entry system [Raptor] aimed at providing realtime background checks for all visitors and contractors entering our buildings. The Raptor system alerts administration and law enforcement personnel in realtime when security alerts are activated.
De-Escalation Tactics + Exposure to Violent Behavior from Students	Annual de-escalation training provided to all personnel working in high(er)-risk situations (namely 8:1:1 classroom, 1:1 aide position, or in special-areas/related services where individualized supports are provided in a smaller setting)	Does each building have a list of target personnel to be trained in de-escalation tactics? Can these dates for said training be pre-determined and shared through professional learning days?
Radio Access	Provide radios to essential building-level personnel, including secretary, administrator, and building maintainer. Assure that all radios are tied to district-level	Are radios supplemental to current phone-systems in place? Can radios be tied to our current transportation frequencies?

	and building-level frequencies and provide proper training in radio etiquette for appropriate use.	

School D - Identified Risk High School	Selected Control(s)	Comments
Vulnerable ground floor windows	Install security film on ground level and/or first level of the building	One-way to obscure observation and shatter proof to delay intrusion
Emergency communications	Obtain Motorola radios with frequencies for select key personnel and provide radio etiquette and procedure training	Reliance on cell phone as priority is prone to disaster
Building Visitors	Single point of access with required ID and known business. Escort provided by office they have business with unless a contractor doing enduring work in building. Badging for such contractors. Access door bell outside of main door and not inside vestibule.	Much of this is already completed.
School camera blind spots	Adjust existing cameras and procure additional as needed.	Funding of additional cameras discussed with business office. Will provide wish list no later than May 1st

Olean City School District
Workplace Violence Prevention Program
APPENDIX 3

Sample 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 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 training; 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.   [INSERT FINDINGS]

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

IV.   Privacy Concerns

    A.   How will sensitive information be handled?

<u>Note</u>: Information otherwise kept confidential for security reasons must not 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.

Notes:

APPENDIX 4

Workplace Violence Incident Report

Date of Incident: _____

Workplace location where the 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.

Workplace Violence Program Maintenance and Review

Program review (annual) completed on: _____ (date)

Stakeholders and authorized employee representatives (where applicable)

Plan and Contact information:

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 district website: https://www.oleanschools.org/

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Dr. Michael Irizarry	Name	Jenny Bilotta
Title	Assistant Superintendent of Academic Services	Title	Business Administrator
Phone	716-375-8097	Phone	716-375-8274
Location	Olean City School District 410 West Sullivan Street Olean, NY 14760	Location	Olean City School District 410 West Sullivan Street Olean, NY 14760