Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION PROGRAM

Overview

New York State requires public employers, including school districts, to develop and implement programs to prevent and minimize workplace violence and help ensure the safety of public employees.

This written document serves as the District's Workplace Violence Prevention Program (WVPP). The District's Workplace Violence Prevention Advisory Committee, which includes all authorized employee representatives and the Chief Emergency Officer, oversaw and participated in the development of the WVPP. During the development process, all authorized employee representatives provided input on those situations in the workplace that pose a threat of workplace violence.

Purpose of the WVPP

The WVPP is designed to prevent, minimize, and respond to any workplace violence. The goals of the WVPP are to:

1) Reduce the probability of threats or acts of violence in the workplace; and

2) Ensure that any incident, complaint, or report of violence is taken seriously and dealt with in a timely manner.

Scope

All District employees are required to comply with the WVPP.

Reporting Workplace Violence (6190F Reporting and Investigation)

All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.

Written notice is not required where imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor or the Workplace Violence Prevention Coordinator would not result in corrective action.

Following the notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice. The District will promptly respond to all reported incidents of violence or threatening behavior upon notification.

Investigating and Responding to Reports of Workplace Violence

Upon receipt of written notice of an incident of workplace violence, the Workplace Violence Prevention Coordinator will notify and work with other individuals, such as those on the Workplace Violence Prevention Advisory Committee and/or the Superintendent, to:

1) Ensure that the District takes any actions that are required to address a situation in a prompt manner. When necessary, such as when there is criminal conduct or a serious injury, responding may involve working with the District Attorney or police to ensure that violent crimes committed against employees in the workplace are promptly and appropriately investigated.

2) Confirm any injured employees receive prompt and appropriate medical care.

3) Complete a Workplace Violence Incident Report, which, at a minimum, will contain the following information:

    a. Workplace location where incident occurred;

    b. Time of day/shift when incident occurred;

    c. A detailed description of the incident, including events leading up to the incident and how the incident ended;

    d. Names and job titles of involved employees;

    e. Name or other identifier of other individual(s) involved;

    f. Nature and extent of injuries arising from the incident; and

    g. Names of witnesses.

    If the case is a privacy concern case, a Workplace Violence Incident Report will still be completed. However, before sharing a copy of the Workplace Violence Incident Report with any party other than the Commissioner of Labor, the District will remove the name of the employee who was the victim of the workplace violence and will instead enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name.

    The District will treat incidents involving the following injuries or illnesses as privacy concern cases:

    a. An injury or illness to an intimate body part or the reproductive system;

    b. An 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 their name not be entered on the Workplace Incident Report.

The District will maintain all Workplace Violence Incident Reports for use in the District's annual program review and updates.

4) Identify and implement actions to prevent similar occurrences from happening in the future.

Risk Evaluation and Determination

The District's workplace will be annually evaluated to determine the presence of factors or situations in the workplace that might place employees at risk of workplace violence. During the workplace evaluation process, the following will be examined:

1) Records

The District will examine any records from the past year that concern workplace violence incidents to identify patterns in the type and cause of injuries. The examination will look to identify patterns of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Examples of records that may be examined include, but are not limited to:

a. Workplace violence incident reports (Appendix 2-A);

b. Injury and illness documentation (Appendix 2-A);

c. Worker's compensation reports (Appendix 2-A);

d. Disciplinary reports (Appendix 2-A).

2) Administrative Risk Factors (Appendix 2-D)

The District will examine relevant policies, work practices, and work procedures that may impact the risk of workplace violence. Examples include, but are not limited to:

a. District-wide school safety plan;

b. Building-level emergency response plan(s);

c. Policies related to non-discrimination and anti-harassment, visitors to the school, school safety plans, threats of violence in school, prohibition of weapons on school grounds, use of timeout and physical restraint, and weapons in school;

d. Use of ID badges;

e. Procedures related to controlling or diffusing a potentially violent situation.

3) The Physical Environment (Appendix 2-B)

The District, with the participation of authorized employee representative(s), will evaluate the workplace to determine the presence of factors or situations which may place employees at risk of workplace violence. Factors which might place an employee at risk include, but are not limited to:

a. Working in public settings;

b. Working late night or early morning hours;

c. Exchanging money with the public;

d. Working alone or in small numbers;

e. Uncontrolled access to the workplace;

f. Areas of previous security problems.

This evaluation may also include:

a. Considering security features such as whether there is a reception area, there is adequate lighting in and around the workplace, there are multiple exits, door controls, panic buttons, and video monitors.

b. Reviewing whether there are security guards present and, if so, where they are posted, if they patrol the building, and if they are provided with communication.

c. Describing the building.

Program Controls (Appendix 2-C)

In situations where a hazard cannot be completely eliminated, the District will adhere to the following hierarchy of controls to reduce the risk to employees:

1) Engineering Controls

Engineering controls reduce the hazard through substitution or design. An example of an engineering control would be the installation of a physical barrier to protect employees from a member of the public (windows, deep counters). Engineering controls are not always feasible. If engineering controls are not feasible, the District will then consider work practice controls.

2) Work Practice Controls

Work practice controls reduce the hazard by changing organizational policies and procedures. An example of a work practice control would be requiring check-in procedures and/or itineraries to account for employees who work alone and are not under the direct supervision of management.

3) Personal Protective Equipment (PPE)

Generally, this type of intervention is not relevant to workplace violence prevention. An example of personal protective equipment would be ballistic body armor for law enforcement personnel.

Workplace Risks, Methods of Addressing, and Preventing Workplace Violence Incidents

Please refer to Appendices 2-A, 2-B, 2-C, and 2-D.

Confidentiality

The WVPP does not require the disclosure of information otherwise kept confidential for security reasons. This information may include information which, if disclosed, would:

1) Interfere with law enforcement investigations or judicial proceedings;

2) Deprive a person of a right to a fair trial or impartial adjudication;

3) Identify a confidential source or disclose confidential information relating to a criminal investigation;

4) Reveal criminal investigative techniques or procedures, except routine techniques and procedures; or

5) Endanger the life or safety of any person.

6) Any other information protected by law.

Training

At the time of hire and annually thereafter, all employees will participate in the District's WVPP training. At a minimum, this training will include information on:

1) The requirements in law related to workplace violence prevention;

2) The risks in the workplace that were identified in the District's risk evaluation and determination of their workplace and do not need to be kept confidential for security reasons;

3) The measures that employees can take to protect themselves from the identified risks including specific procedures that the District has implemented to protect employees such as incident alert and notification procedures, appropriate work practices, emergency procedures, and use of security alarms and other devices;

4) The details of the District's written workplace violence prevention program; and

5) The location of the written workplace violence prevention program and how to obtain a copy.

Annual Review

On a quarterly basis, the District will use the Workplace Incidence Reports from the previous rolling year to review and, if necessary, update its WVPP. As part of this process, the District will:

1) Conduct a risk evaluation and determination;

2) With the participation of the authorized employee representative, review past Workplace

Incident Reports to identity trends in the types of incidents in the workplace and review the effectiveness of the mitigating actions taken.

Labor Law Section 27-b
12 NYCRR Section 800.6

APPENDIX 2-A

EVALUATION and REVIEW OF RECORDS

Person Performing Review: Jacob Reimer	
Location: Barker Central School District	
Date of Assessment: 2/14/2024-3/9/2024	
Instructions: Examine records below from the previous year. Examine to identify patterns of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right.	
1. Record Examination	***Results of the examination***
• **Log of Work Related Injuries and Illnesses (Form SH900)** • **Summary of Work Related Injuries and Illnesses (Form 900.1)** • **Injury and Illness Incident Report (SH900.2)**	In last four years there have been a total of 29 documented work related injuries and/or illnesses. 5 involved potential violence of any sort against a staff member. All were due to unwanted student contact with staff.
Workplace Violence Incident Reports	There were 2 reports issued during the 2024-25 school year. These reports were reviewed by the Workplace Violence Committee and input from these reports were included in adjustments to the plan for the 2025-26 school year.
Personnel Disciplinary Reports	None that involve violence toward another staff, student or other individual of any kind.

Workers Compensation Reports	In last three years there have been a total of 20 documented work related injuries and/or illnesses. 5 involved potential violence of any sort against a staff member. All were due to unwanted student contact with staff.
Any Other Internal Reports Related to Workplace Violence	
	None that are documented

Assessment of Relevant Policies Work Practices and Procedures

Instructions: Conduct an assessment of policies, work practices and work procedures that may impact the risk of workplace violence. Examples of relevant policies include:

- Domestic Violence
- Sexual Harassment
- Visitation Policies
- Policies relevant to the care and treatment of client, patients and inmates may be part of this assessment
- Policies for staff in field travel assignments (daily check-in procedures, itineraries, cell phones provided for check in)

Examples of work practices and procedures:

- Visitor/Client Sign In/Out
- Visitor(s)/Client(s) Escorted
- One Client Entrance Used
- Desks Clear of Objects which may become weapons(might be relevant in situations where dealing with the public)
- I.D Badges Used
- Left an itinerary with contact information
- Have periodic check-in procedures
- After hours contact procedures
- Know procedures if involved in incident (see also Training Section)
- Know how to control/defuse potentially violent situations
- Supplied with personal alarm/cellular phone/radio
- Limit visible clues of carrying money/valuables
- Partnering arrangements if deemed necessary

Record the results of the assessment and any associated risks below.

2. Results of the Assessment

The district has a generalized policy requiring a safe and secure environment for all persons on school district property (#5680 Safety and Security) and has a more in-depth policy for school safety plans (#5681 School Safety Plans), which have been fully implemented. The school safety plans, which are revised and disseminated annually as required, also contain information on various types of violence against students, staff, and visitors. The district wide and building level plans each go into varied levels of information and requirements for violence on school property. Other policies, including but not limited to: #5683 Fire Drills, Bomb Threats and Bus Emergency Drills, #5684 Use of Surveillance Cameras in the School District and On School Busses, #6121 Sexual Harassment of District Personnel, #3150 School Volunteers, #3411 Code of Conduct on School Property, #3411 Prohibition of Weapons on School Grounds, #7360 Weapons in School and the Gun Free Schools Act, #3412 Threats of Violence in School, #3420 Non-Discrimination and Anti-Harassment in the School District, #3430 Uniform Violent and Disruptive Incident Reporting System, and #5530 Petty Cash Funds and Cash in School Buildings speak to various forms of violence or actions/situations that could lead to violence on campus and could extend untoward on to staff. Certain policies also have specific regulations for processes and procedures required to be in place to implement said policy. Some of these regulations include #8460R Field Trips, #3150R School Volunteers, #3210R and 3210P Visitors to the School, #3280R Use of Facilities, #3280R.1 Election Day Security Recommendations for

Schools (not applicable at this time), #3290R Rules and Regulations for the Operation of Students/Staff Motor Vehicles, #3420R Non Discrimination and Anti-Harassment in the School, #5680R Safety and Security, #7360R Weapons in School and the Guns Free Schools Act, and #5530R Petty Cash Funds and Cash in School Buildings. In the event a policy requires a written regulation, such regulation is currently in place within the district regulation manual.

There are other practices and procedures that are informally written (not part of a Board of Education approved policy or associated regulation) that are used to help prevent violence across the District. Some of these include but are not limited to visitor screening using the Raptor system, volunteer screening using Raptor and approval processes, visitor/volunteer badging and identification processes, emergency response cards(in ID badges) and as provided in each classroom, trainings on topics potentially related to or leading up to violence such as bullying, discrimination, and harassment.

While the district has implemented polices and procedures to keep students and staff as safe as possible there are areas that could be improved to increase the safety of all individuals on school property. Some of these *may* include but are not limited to:

- Improving escorted movement of visitors while in the building
- Moving to a single entry point for all visitors to the building, which has been completed for the 2025-26 school year
- Maintaining environments that reduce what can potentially be used as a weapon against staff
- Ensuring ID badges are worn at all times by all staff in all settings
- Improving field trip administration including emergency contact information, processes and procedures for how to deal with potentially harmful situations, and training of chaperones
- Improve after hours emergency contact processes (revise safety plans with this information)
- Improve athletics supervision, communication plans, emergency plans, and other afterschool activity oversight
- Review and Improve methodology to contact administration in the event of need including but not limited to violent situations
- Improve enforcement of various safety practices identified in already created policy or procedures (i.e. keeping exterior doors closed and not propped open). This will include the communication of such policies and procedures to staff (current regulation manual is from 2015 so it is assumed that these regulations are embedded but they should be revisited with all staff)
- Create policy and procedures related to student restraints. This is substantial and requires time and training. The District has begun training staff in TCIS and will continue through the 2025-26 school year.
- Changing screening of all entrants to the building to ensure weapons or other potentially harmful items are identified and confiscated.

APPENDIX 2-B

PHYSICAL EVALUATION OF WORKPLACE

Location: Barker CSD

Date of Assessment: 2/14/2024-3/09/2024

Names & Titles of persons conducting the evaluation: Jacob Reimer, Superintendent, Micaela Love, Safety Director, John Miller, SRO, Rene Kalynycz, Teacher Aide, Michael O'Sullivan, Teacher

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	
1. Security Features				**Notes/Comments**
Reception Area Available	x			
Barriers to Separate Clients from Work Area		x		Only desks no true barrier
Separate Interview Area(s)	x			Areas can be created in offices and other spaces that are separate from general areas
Emergency Numbers Posted by Phones	x			Sometimes no one is available to come help when you call. Admin are usually in meetings. Sometimes secretaries aren't there or answering either.
Multiple Exits	x			
Unobstructed Office Exits		x		During class changes between periods students can block exits.
Door Control(s) i.e. locks, remote buzzer, panic bars	x			Panic bars? All doors have locks, there are remote buzzers to let anyone in the building, panic bars are on exterior doors as required by NYSED
Door Detector(s) door alarm		x		We need alarms on all doors and windows. Too often, they are left propped open. No door alarms are present or a panel indicating open doors.
Adequate lighting in and around the workplace		x		(if an issue, where are holes missing…all exterior lights were reworked in 2022)
Parking lot well lighted		x		Elementary parking lot could be brighter.
Panic Button(s)	x			Panic buttons are in the offices only
Video Monitor(s)	x			Some-additional cameras are being added this year per review with SRO-all office staff have viewing access
Landscaping to provide unobstructed view of the workplace	x			

Limiting the posting of signs on windows		x		It is easy to tell where the PK and K classrooms are located due to their window decorations.
Other:				
2. Factors That Might Place Employees at Risk:				
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers	x			
Work late night or early morning hours	x			No one on grounds when school day is done or before it has started.
Exchange money with the Public	x			Fundraisers, school plays, sports events
Work alone or in small numbers	x			Before or after school teacher prep, sports, clubs, activities.
Work in a location with uncontrolled public access	x			This is most prevalent during evenings when public are allowed in building
In areas of previous security concerns	x			Any event open to parents/public, classrooms, hallways can have violent students or adults.
Any other factors that my place employees at risk	x			Same as above
Work on public roadways		x		
Respond to emergency scenes	x			Students outdoors when an emergency happens, need a outdoor plan.
3. Security Guards				
Are Security Guards present at the location?	x			Not always(they are not on campus outside of school hours and selected events
Are they posted at Entrance(s)		x		Not always, they can't be everywhere all at once
Do they patrol the Building	x			They can't be everywhere all at once
Are they provided with communication?-If yes, indicate what type in Notes.	x			Radios are provided to SRO and are connected to NCSO(Motorola XTS-1500), walkie talkies and cell phones
Any other relevant information	x			Teachers would benefit from having a radio to contact law enforcement anytime there is an emergency.

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

- No way to keep out intruders once they are let into the office
- No way to scan them for weapons
- No way to check them for drugs, etc.
- No way to remove unruly parents quickly while waiting for a SRO or admin. During an open school event
- Doors/windows that don't always work, shut, lock, no alarm to let school know if one was left open. Door 47 next to aide room in ES does not close properly
- First floor is mostly unprotected from smash and entering. Only doors are truly hardened. All walls are made of brick/concrete with ADA accessibility in most areas
- Approximately 110 staff on premises daily
- Entire campus is monitored by cc video with more than 150 cameras throughout the building. There are some holes that are being addressed with capital outlay project and 20+ more cameras should be installed in the next 3 months

5. Specific Hazards

Instruction: Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

- Unrestricted access once let in to building
- No bullet proof glass
- No panic buttons or radios for all staff during emergency
- PA system is not fully functional and audible in every part of the District
- Foldable walls are not fully lockable
- PA system may not be fully audible in all locations. This is a point being addressed in current and future capital projects.

APPENDIX 2-C
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:

Identified Risk (area)	Selected Control(s)	Comments
Field Trip safety (off campus)	Communication plan	Ensure staff know what to do if encountering unsafe situations including but not limited to suspicious persons, places or things.
Field trip chaperones (parents) who do not follow school protocol, do not watch the kids properly, do not correct student's bad behavior, or bus drivers who join in as chaperones and do not properly participate or watch their own children.	Don't allow parents on field trips. Staff only.	Staff is well trained, knows the rules and safety procedures, and cannot "force" parents to listen to them and comply.
Sporting Events	Staff scheduled to "work" event, need to check every door, entry way before, during, and after event. Students need to exit gym entrance, sometimes they go to lockers, etc. can leave out multiple doors and prop open.	More supervision needed.
Sports Practices	Students need to exit gym entrance, sometimes they go to lockers, etc. can leave out multiple doors and prop open.	Coaches trained to check every single door, and ensure all students left properly and safely.
Graduation- Need more police presence for outdoor events.	Plan in place for unruly parents/guests. Supervision from all angles. Training for staff and students incase of an emergency outdoors.	Separate safety plan for outdoor events.
Moving Up Day	See above	
Field Day	See above	
Halloween Elem. Outside	See above	
Halloween Elem. Inside	The raptor system does not check to see if the parent has brought in a weapon. Need metal detectors.	Metal detectors should be used in order to allow all community members into this huge Elem. Assembly.
Parent Teacher Conferences	No plan in place for irate parents who are alone in the room with the teacher. Teachers have been threatened in the past. There is no panic button or a way to call SRO when situation arises. Needs to be a plan for this.	Maybe a large area where all teachers can meet with parents at separate tables? Where authorities can be present.
Open house	Anyone in the community can walk in even if they do not have a student at our school. Maybe this should not be broadcasted on the school's website, and sent home in a parent letter instead.	

Identified Risk (area)	Selected Control(s)	Comments
Concerts/Musicals/Award Nights	Protocols for hallways, stairwells, picking up children, dropping them off, and leaving during a performance should be set in place.	
Hallways during, before, after school. Students arrive before staff sometimes. No one monitoring (stairwells, locker bays too).	Lock doors from main entrance into the hallways so that students cannot show-up before staff is in the building.	Students use this time to fool around, go to the store, smoke, etc.
School Dances	Need a manual for chaperones of school dances, which entrances will always be used. Make sure that drop off, pick up and leaving the dance early is done safely and by the book.	This is space specific to each area being used.
Back Packs- #1 most concern for teachers who responded to my poll. Students can store weapons, drugs, etc.	Back packs should not be allowed. Students could bring anything they want. They are making weapons, bringing in drugs, vapes, etc.	This is the number one concern of all teachers polled. This needs to be addressed asap!
Locker Rooms- unsupervised	There needs to be locker room supervision at all times.	This is leading to harassment of students and we are opening ourselves up to issues with the law.
Students to talk openly about violence, owning guns, etc.	Code of Conduct needs to be more strict about this.	Maybe mandatory meeting with the SRO for any student who make a comment regarding this?
Students in classes who punch walls, throw desks etc. Never see a plan for changing this behavior. Too much discretion in code of conduct. Consequences given aren't working, parents complain and then admin. Back pedals.	Three strikes you're out? Students are given so many chances.	This should not be allowed from the same students over and over again.
Cafeteria	More supervision is needed in both schools.	
Violent situations where staff is not trained on how to restrain a student, clear the room, or break up fights.	Trainings need to be completed.	All staff training during our superintendent's day?
No key for the R&R room, if a lock down, no way to lock the door.	All non-classrooms need a plan too for drills.	Keys need to be provided to all staff who enter or doors should be electrified and have fobs. Potential future capital project.
Classrooms with moveable walls that cannot be locked.	Plan in place needed for this type of room set up.	
Playground cameras that get repeatedly vandalized.	These should be checked on a daily basis during the warmer weather.	

Identified Risk (area)	Selected Control(s)	Comments
Exterior doors areas can be problematic especially when in use outside the school day when staffing is very limited to monitor enter/exit of all doors. Students propping the door open is and will probably always be an issue unless we had higher tech doors. (Some of the exterior doors get propped open by students and others. I am concerned that an irate parent will get into the school and come after a teacher.)	This happens all of the time. Any time an adult in charge leaves an area, the doors need to be checked.	Last week, the gym doors were left propped open for the entire weekend. Not good.
Old Middle School wing, basically empty, kids like to hide around there.	Find a way to blockade this wing if not being used.	
The door when exiting from the elementary school toward the parking lot, near the teacher's aide lounge tends to stick.	Needs to be fixed.	
The lavatory on the 2nd floor, above the business offices, is being used by students. I do not feel safe or comfortable sharing a lavatory with students.	Students should get consequences for being caught using staff/adult bathrooms.	All adult bathroom doors could be locked at all times or electrified with fobs
The elementary parking lot in the early morning and evenings is very dark as the lighting is poor.	Lighting needs to be enhanced.	
Doors in H.S. Special Ed wing are old and the glass is easily breakable Rescue windows don't open	Windows need to be replaced.	
Elementary cafeteria and elementary am bus loop need more supervision.	More staff added to supervise.	Offer salmon sheets for those willing to do more? Just like high school gets paid extra for lunch duty.
Doors propped open	SRO and all adults monitor areas	District is adding software to monitor various doors that are propped open.
Single point of entry	Building project	Complete in the 2025-26 school year.
Attendance for staff for emergency evacuations	Staff sign out when leaving the building in the middle of the day	
Locking classroom doors	Unoccupied rooms should be locked and doors should be pre-locked to be quickly closed in case of emergency	
Securing parts of the building after hours (sporting events)	Making sure access to the building is restricted Sign into the building for community ed. – locked doors.	Hire a receptionist for the evenings for community ed.
Visitors coming to see staff members	Staff member should be contacted when a visitor comes to see them and NOT let directly into the building	Staff could either meet the person in the office and escort them to the location, or meet them in the office, or not see them if they are a risk

Identified Risk (area)	Selected Control(s)	Comments
Pathways dangerous, cannot get to safe locations in an emergency situation (winter)	Making sure walkways are plowed and ice free	
Areas under construction	Do not enter signs for sections of the building under construction	
De-escalating Parents and Students	Need more staff training	
Drop-off and Pick-up	ALL drop off/pick-up should be at ONE location and staff members need to be visible (and get coverage if they are absent)	During normal school hours and this was completed in current capital project
Shelter in place/lockdown - areas such as R&R room, ISS room, Copy room, Aide room: staff unable to lock doors as a key is required; also in the cafeteria and in the copy room just hearing a lockdown over the speakers may not be possible		Procedures should be in place to ensure staff in these areas are able to lock doors; add'l speaker in hallway outside of or in copy room in elementary building
Moveable wall between library and old computer lab		can access library when library doors are locked as this wall is not secure
Power outage problems		doors don't lock or they do lock and will not open with a key fab
School activities including the public, example Halloween parade		Parents we don't know walking around building with no vetting of who they are
If a student is suspended and not allowed in building or on school grounds		Aides do not get powerschool and are not aware; same thing with sports eligibility (ISS and graded)
Sports in gym - doors to get into rest of school are not secure - easy to bypass		

APPENDIX 2-D

Risk Assessment of the Work Place

Facility Name: Barker Central School District Date of Survey: 6/16/2025-7/15/2025

Facility Address: 1628 Quaker Road, Barker NY 14012

Names/Titles/Organization for those conducting assessment:

Employer Rep's: Jacob Reimer, Superintendent, Micaela Love, Safety Director, John Miller, SRO

Employee Rep's: Michael O'Sullivan, Teacher, Rene Kalynycz, Teacher Aide

Area Assessed	Yes	No	Comment
General:			
Employees work in public setting	x		
Employee work late at night or early morning hours	x		Open house, PT conferences, grounds, sports, etc.
Employees work alone or in small numbers	x		Teachers coming in early or staying late to do prep work, coaches waiting for practice or leaving practice/games.
Employees exchange money as part of job	x		Fundraising for clubs, sports, etc., Sporting events and extracurriculars, fundraisers
Employees work in location with uncontrolled public access	x		Once visitors are let into the building, they can go anywhere. Also, open house, PT conferences, book fairs, etc. parents can wander., After 3:15 PM the building is open to the public. On field trips and outdoor events
Employees work in area of previous security concerns	x		Previous concerns, unruly or threatening parents at sports events, PT conferences, open house, violent students in classrooms and hallways.
Employees work with public	x		Open house, PT conference, sports, concerts, musicals, PTA fundraisers, graduation, moving up day, field day, field trips, Lions Club activities.
Employees work in high crime area		x	
Employees work with volatile persons	x		Unruly parents in district, unruly parents at sports events including parents from opposing teams, field trips, PT conferences, Open house. Potentially with parents, students, community members. High behavior 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	I think so. They are behind locked doors…only cafeteria has an open panel.
Is shrubbery, trees and landscaping maintained to	x		

Area Assessed	Yes	No	Comment
minimize obstructions to entrances and exits			
Security:			
Does facility use Resource Officers? If yes, # R.O. per facility	x		1
Is security or law enforcement present at this location? If yes list # present per shift:	x		They can't be in all locations at the same time
Is security/law enforcement posted at entrances If yes, list entrances		x	Only one so cant be posted at all entrances but is generally present and drop off and pick up in a visible location.
Do security/law enforcement personnel patrol facility	x		
Are I.D. badges required to be worn by all personnel	x		Not sure if it is mandatory. It is supposed to be mandatory and most, if not all staff follow requirement
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		Can fobs be put on all doors? Doors are unlocked before school day begins. Doors are set to be unlocked at specific times for entry of students and staff.
Is facility equipped with metal detectors		x	We NEED this.
Is facility equipped with security cameras	x		There are blind spots. 20+ new cameras are being installed by June 2024 to cover areas
Is facility equipped with panic buttons	x		Yes, in offices only
Are visitors permitted to enter facility	x		During school hours, they must raptor in.
Are visitors required to wear Visitor I.D. badges	x		Sometimes they do not wear them properly.
Are emergency contact names and phone numbers posted in each occupied room	x		There are times where I have called the office for assistance with a student and no one is available. Sometimes even the secretaries do not answer. This is becoming more of a concern for other teachers as well.
Is each room equipped with a telephone or radio to call for help when needed	x		It would be helpful for all staff to have a radio for emergency purposes.
Parking Lots:			
Are parking areas protected with security/ law enforcement personnel	x		They can only be in one parking lot at a time. Sometimes – during drop off and pick up times

Area Assessed	Yes	No	Comment
Are parking areas patrolled by security/law enforcement personnel	x		Various times throughout the day.
Are parking areas equipped with security cameras	x		There may be blind spots. Saturation is consistent across all lots.
Are parking areas equipped with lights	x		Elem. Parking lot needs better/brighter lights at night.
Offices:			
Do office areas have controlled access	x		Addressed with capital project at end of 2025 summer.
Is office area separated from entrance with privacy glass	x		Addressed with capital project at end of 2025 summer.
Is office area equipped with panic alarm	x		Offices have panic alarms connected to NCSO.
Are offices equipped with telephones to call 911	x		
Are telephones or radios used to communicate with facility personnel	x		Some, not all have access.
Are office doors equipped with door locks to prevent unauthorized access	x		Only outdoor access, can't control or lock anyone out from the rest of the school once they enter.
Do employees receive De-escalation training		x	Training is needed on how to restrain students when needed. Need to increase the number of employees receiving de-escalation training as only some get training. TCIS is being implemented. First staff were training in summer of 2025 with more subsequently.
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	Would be very helpful. All have phones.
Is personal protective equipment provided to all classroom personnel as needed		x	Staff can go to the nurse for masks, but anything additional isn't provided directly at this time. Any PPE must be requested from maintenance or Nurse, and that takes time to obtain. It is available but how to obtain it needs to be adjusted.
Are classroom personnel exposed to violent behavior from students	x		Students act out consistently, throwing things, punching walls etc., threatening students, staff, themselves. Consequences seem minimal. This method is not improving behavior, it is making it worse. Some staff are left feeling frustrated and unsupported.
Do classroom personnel receive De-escalation training	x		Teachers are told in trainings that if they establish good relationships with their students, that these behaviors will not happen. Teachers have established good relationships with their students, and behaviors are not improving. Soft on crime approaches are backfiring. It is making work

Area Assessed	Yes	No	Comment
			conditions worse, and harder for us to recruit sub teachers. TCI and other options for de-escalation strategies are being explored and begun to be implemented in summer 2025.
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom		x	Often, no communication to teachers about student's behavior issues, what they have done, why or if they are removed from class or school. It is all kept a secret. I have had several students taken out of school for behavior issues, and I am never notified, there is never discussion of how they will receive their work, or how they will be transitioned back into the classroom. This makes students feel uneasy and teachers cannot prepare them for when that happens.
Have classroom personnel been provided with training on working with students with behavioral issues	x		Some, not enough. Could be improved upon
Are windows locked to prevent uncontrolled access	x		Some don't work or lock properly.
Is availability to items that can be used as weapons by students minimized		x	They can bring what they want in their backpacks.
Are classrooms equipped with security cameras		x	Only in the gym areas for P.E.
Cafeteria:			
Is access restricted to authorized personnel only		x	Once parents get into building, they could come into the cafeteria.
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	Larger space is not locked but the kitchen area and supply areas are.
Is cafeteria staff provided with telephones and/or radios	x		
Are evacuation maps posted at all exits		x	Evacuation directions are posted at each door of HS cafeteria and two of four doors in ES cafeteria. Maps are not present on any door, just written directions.
Auditorium:			
Are all entrances kept locked when not in use		x	Not always locked but are supposed to be
Is auditorium, stage, back stage equipped with security cameras		x	

Area Assessed	Yes	No	Comment
Is auditorium, stage, back stage equipped with security lighting	x		
Is backstage entrance restricted to authorized personnel only during events		x	Doors are unlocked to allow students to enter from either side of backstage during performances. Anyone in the building could enter backstage during a performance. There are restrictions but they are not completely secure due to physical structure of the building.
Are catwalks, light towers, etc. restricted to authorized personnel only	x		Lighting area (spot lights) in balcony can be accessed by visitors. Sound booth is locked.
Is auditorium patrolled by security/law enforcement during events		x	Depending on the event, security may not be present at all events in the auditorium.
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits	x		
Are locker rooms locked or monitored to prevent unauthorized entry		x	No monitoring here as students currently do not change in the locker rooms for gym. Students do use locker rooms for after school athletics but they are not monitored closely.
Is the area patrolled by security/law enforcement during events	x		Security is at every event in the gym except music performances and SROs do walk around all areas except in locker rooms.
Is gymnasium equipped with security cameras	x		
Athletic fields			
Is security/law enforcement present for all sporting events home & away		x	Not always. They attend all interior events, but not exterior events. They do not attend away events as those are the responsibility of opposing district.
Are athletic fields protected from unauthorized entry with fences		x	We have community members and students who have been on athletic fields during games and events. No one is there to approach them and stop them.
Are athletic fields equipped with security/event lighting	X		There is security lighting around the entire building. The new project has sufficient lighting for all night games.
Are I.D.s required to be worn by school personnel at sporting events		x	They are supposed to be but this may not be complied with by all.
Bus Garage & busses			
Are all busses equipped with radios	x		Yes, all have radios as required by contract
Are all busses equipped with security cameras	x		Yes, all have cameras as required by contract
Is somebody available to respond to all radio calls	x		Yes, there is a central dispatch to take all calls.

Area Assessed	Yes	No	Comment
from drivers that are on road			
Are I.D.s required by individuals getting on busses		x	No
Do all bus runs have two employees on board for each run		x	No, only required runs have two employees on board
Are busses secured or locked when not in use	x		We have third party transportation so this is N/A to District employees
Is bus garage equipped with security cameras	x		We have third party transportation so this is N/A to District employees
Is bus garage locked when vacant	x		We have third party transportation so this is N/A to District employees
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	Parents are not trained, they don't always follow protocol or take orders from the teacher in charge. They do what they want and don't always watch the kids. Bus drivers also need this. Unless done so by teachers/advisors
Building & Grounds:			
Are buildings equipped with security cameras	x		
Are buildings equipped with security lighting Are buildings/rooms locked when not in use		x	Sometimes doors get propped open and windows too. No alarms to notify staff that something was left open(this feature was added at end of summer 2025 for select doors). Lighting is up and operating as installed across the district. Rooms are supposed to be locked when not in use but there are gaps in how this is actually in effect.
Are employees provided with radios	x		Some identified staff always have radios.
Is equipment locked up when not in use	x		Usually but not always.
Staff Meetings & Conferences:			
Do security/law enforcement personnel patrol facility during these events	x		We need more for these. P/T conferences especially when teachers are alone in a room with an irate parent.

Area Assessed	Yes	No	Comment
Do school personnel receive de-escalation training	x		Not enough. Need to increase the number of employees receiving de-escalation training
Are metal detectors utilized for after hour activities such as conferences & meetings		x	We need them present in case of need.

Name/Title and Signature of persons completing assessment:

BARKER CENTRAL SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;

b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;

c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;

d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Instructions

This report will be completed by the Workplace Violence Prevention Coordinator following a report of workplace violence. It will be maintained for use in the annual Workplace Violence Prevention Program review and update. Throughout the investigation process, the investigator will give periodic update on the status of the investigation weekly until the investigation is complete. Upon completion of the investigation, the employee submitting the Workplace Violence Incident Report Form will be allowed to provide comments on the form prior to the coordinator finalizing the form. Upon completion of the investigation and disposition of the incident, a copy of the Workplace Violence Incident Report Form shall be provided to the employee submitting the form in its entirety except for any information required to remain confidential as per applicable laws.

Information about the Alleged Victim
(*The person alleged to have been injured by the workplace violence.*)

Name: _____

If this is a privacy concern case, "Privacy Concern Case" should be entered above in the Name section. The District treats incidents involving the following injuries or illnesses as privacy concern cases: (1) an injury or illness to an intimate body part or the reproductive system; (2) an injury or illness resulting from a sexual assault; (3) mental illness; (4) HIV infection; (5) 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 (6) other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Report.

Job title: _____

Work address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

(Continued)

BARKER SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM (Cont'd.)

Information about the Alleged Perpetrator
(*The person alleged to have committed the workplace violence.*)

Name: _____

Alleged perpetrator's relationship to the District:

[ ] Student [ ] Employee [ ] Job applicant
[ ] Parent/legal guardian [ ] Volunteer [ ] Contractor/subcontractor/vendor/consultant
[ ] Student teacher [ ] Intern [ ] Other _____

Primary building or location: _____

Further details including, if applicable, grade or title: _____

Alleged perpetrator's contact information:

Address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Information about the Alleged Incident

Date: _____ Time: _____

Location: _____

Provide a detailed description of the alleged incident, including events leading up to the incident and how the incident ended:

_____
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(Continued)

BARKER SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM (Cont'd.)

Describe the nature and extent of any injuries arising from the incident, including the name of the individual(s) injured:

Information about Witnesses
If possible, please list the names and known contact information for any witnesses, individuals who may have information related to this report, or individuals you have discussed the alleged incident(s) with:

District Response
Detail the actions that the District has taken in response to this incident of workplace violence:

Detail the actions that the District has taken or is considering as a result of the incident to prevent similar occurrences from happening in the future:

Employee Response
The employee may provide additional information in this section upon receipt of the completion of the District Response Section:

Completed by: _____
(name and title)

Completed on: _____
(Date)