



Highland Falls-Fort Montgomery Central School District

Lead the Change, Embrace the Challenge, Inspire Excellence

Workplace Violence Prevention Program

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1) Introduction:

What is Workplace Violence?

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to: An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; Any intentional display of force which would give an employee reason to fear or expect bodily harm; Intentional and wrongful physical contact with a person without his or her consent that entails some injury; Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

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

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools & 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 probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the Highland Falls-Fort Montgomery Central School District's commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

2) Policy Statement

A policy statement which indicates the Highland Falls-Fort Montgomery Central School District's workplace violence prevention policy, goals and objectives; incident alert and notification policies; and provides for full employee participation through an authorized employee representative has been developed, implemented and posted where notices to employees are normally posted. The policy statement is included in Appendix 1.

3) Workplace Risk Assessment

The Highland Falls-Fort Montgomery Central School District has conducted a workplace risk assessment consisting of: Examination of records that concern workplace violence incidents, Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the Highland Falls-Fort

Montgomery Central School District's employees include, but are not limited to, the following:

- Working in public settings
- Working late at 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 healthcare, social service, public service, or criminal justice settings)
- Having duties that include the delivery of passengers, goods, or services

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

Control methods that the Highland Falls-Fort Montgomery Central School District will use to prevent workplace violence incidents

Hierarchy of Controls

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

1. Engineering controls
2. Administrative controls
3. Personal Protective Equipment (PPE)

1) Engineering controls

Eliminate or reduce the hazard through substitution or design. Engineering controls may involve a physical change to the workplace itself, rather than relying on workers' behavior or requiring workers to wear protective clothing.

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

3) Personal Protective Equipment (PPE)

PPE is generally considered the least desirable form of control, but may be needed to enhance other controls and/or

minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

Prevention

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

Early warning signs of potential violence:

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

A list of indicators of increased risk of violent behavior includes, but is not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace 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 a temporary order of protection against any staff

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

Workplace issues that may trigger violence:

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

1. Employee issues (some examples include):

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

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

- No clearly defined rules of conduct
- Lack of training

- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

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

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

Please note:

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

Reporting an incident

At the core of this Workplace Violence Prevention Program is the Highland Falls-Fort Montgomery Central School District's commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any Highland Falls-Fort Montgomery Central 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). In the event that employees observe or experience an incident of violence involving an employee or visitor to the Highland Falls-Fort Montgomery Central 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*** using the Incident Report in Appendix 4.

Where a developing pattern of workplace violence incidents, which may involve criminal conduct or serious injury, exists, the Highland Falls-Fort Montgomery Central School District 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

Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below). The LEA and ***Workplace Violence Administrator*** shall:

- Investigate each reported incident.
- 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 in the workplace, arrangements will be made through management, employee unions, the applicable Supervisor, and/or the ***Workplace Violence Administrator***.

Employee Information and Training Outline

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

Recordkeeping Requirements

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

Program Review

Local Education Agency (LEA), Designated Workplace Violence Administrator, with the Authorized Employee Representatives, 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, and Authorized Employee Representative(s). A report that provides only a summary or statistics is not acceptable per the regulation.

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 record-keeping systems have been effective in collecting all relevant information. Appendix 5 will be updated with the 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 Highland Falls-Fort Montgomery Central School District's 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/workplace-violence-prevention-frequently-asked-questions>

APPENDIX 1

HFFMCSD Workplace Violence Prevention Policy Statement

All employees are expected to work together to create and maintain a safe and respectful work environment for everyone. Workplace violence is unacceptable and will not be tolerated.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that causes some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

All employees are responsible for notifying their supervisor or their Building Principal of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. All acts of workplace violence will be promptly and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

The District will develop and implement a Workplace Violence Prevention Program ("Program") in compliance with Section 27-b Labor Law and its implementing regulations. As part of the process, the District will conduct an evaluation to identify likely potential risks of violence in the workplace. Employee representatives will be involved in evaluating the physical environment, developing the Program and reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported and the effectiveness of mitigating actions taken. The Program will include elements required by law and regulation, including:

- a. The risk factors present in the workplace;
- b. The methods the District will use to prevent incidents of violence in the workplace;
- c. The methods and means by which the District will address specific identified hazards;
- d. A system to report workplace violence incidents in writing;
- e. A written outline for employee training; and
- f. A plan for annual program review.

Employee Notice and Training

As required by law, at the time of initial assignment and annually thereafter, all employees will participate in a Workplace Violence Prevention Training Program and be informed of the requirements of Labor Law Section 27-b, the risk factors identified in the workplace, and the location of the district's Workplace Violence Prevention Program.

The training will include:

- a. The details of the workplace violence prevention program;
- b. The measures they can take to protect themselves from risks of violence; and
- c. The specific procedures the district has implemented to protect employees (such as appropriate work practices, emergency procedures, and the use of security alarms).

This policy will be posted where notices to employees are normally posted.

Labor Law Section 27-b

12 NYCRR Section 800.6

Adopted: 1/4/24

Workplace Site Risk Assessment

Facility Name: _____

Facility Address: _____

Date of Survey: _____

Names / Titles of Representatives Conducting Assessment:

HFFMCSD District Representatives:

HFFMCSD Staff Representatives:

AREA ASSESSED: GENERAL	YES	NO	COMMENT (if not applicable indicate with an N/A)
Employees work in public setting			
Employee work late at night or early morning hours			
Employees work alone or in small numbers			
Employees exchange money as part of their job			
Employees work in a location with uncontrolled public access			
Employees work in the area of previous security concerns			
Employees work with the public			
Employees work in high-crime area			
Employees work with volatile persons			
Does the facility have posted evacuation plan/map			
Does the facility conduct routine evacuation/fire drills?			
Are electric panels locked to prevent unauthorized access?			

Is shrubbery, trees, and landscaping maintained to minimize obstructions to entrances and exits?			
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AREA ASSESSED: SECURITY	YES	NO	COMMENT (if not applicable indicate with an N/A)
Does the facility use Resource Officers? If yes, # R.O. per facility			
Is security or law enforcement present at this location? If yes, list # present per shift:			
Are security/law enforcement posted at entrances? If yes, list entrances			
Do security/law enforcement personnel patrol the facility			
Are ID badges required to be worn by all personnel?			
Are students required to use school-issued ID badges when on premises			
Is a card reader or equivalent required for entry to the facility			
Is the facility equipped with metal detectors?			
Is the facility equipped with security cameras?			
Is the facility equipped with panic buttons?			
Are visitors permitted to enter the facility?			
Are visitors required to wear visitor ID badges?			
Are emergency contact names and phone numbers posted in each occupied room?			
Is each room equipped with a telephone or radio to call for help when needed			

AREA ASSESSED: PARKING LOTS	YES	NO	COMMENT (if not applicable indicate with an N/A)
Are parking areas protected with security/ law enforcement personnel			
Are parking areas patrolled by security/law enforcement personnel?			
Are parking areas equipped with security cameras?			
Are parking areas equipped with lights?			

AREA ASSESSED: OFFICES	YES	NO	COMMENT (if not applicable indicate with an N/A)
Do office areas have controlled access			
Is the office area separated from the entrance with privacy glass?			
Is the office area equipped with a panic alarm?			
Are offices equipped with telephones to call 911?			
Are telephones or radios used to communicate with facility personnel?			
Are office doors equipped with door locks to prevent unauthorized access?			
Do employees receive De-escalation training?			

AREA ASSESSED: CLASSROOMS	YES	NO	COMMENT (if not applicable indicate with an N/A)
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access?			

Are classrooms equipped with telephones		?	
Are classroom personnel equipped with radios	?		
Is personal protective equipment provided to all classroom personnel as needed			
Are classroom personnel exposed to violent behavior from students?			
Do classroom personnel receive De-escalation training?			
Are classroom personnel informed of students with behavioral issues before student placement in the classroom?			
Have classroom personnel been provided with training on working with students with behavioral issues?			
Are windows locked to prevent uncontrolled access?			
Is the availability of items that can be used as weapons by students minimized?			
Are classrooms equipped with security cameras?			

AREA ASSESSED: CAFETERIA	YES	NO	COMMENT (if not applicable indicate with an N/A)
Is access restricted to authorized persons only?			
Do cafeteria personnel exchange money with students and staff?			
Are cafeteria personnel provided with the necessary personal protective equipment?			
Is the cafeteria equipped with security cameras?			
Is the cafeteria locked when not in use?			

Are cafeteria staff provided with telephones and/or radios?			
Are evacuation maps posted at all exits?			

AREA ASSESSED: AUDITORIUM	YES	NO	COMMENT (if not applicable indicate with an N/A)
Are all entrances kept locked when not in use?			
Are the auditorium, stage, and backstage areas equipped with security cameras?			
Is the auditorium, stage, and backstage area equipped with security lighting			
Is the backstage entrance restricted to authorized personnel only during events?			
Are catwalks, light towers, etc. restricted to authorized personnel only?			
Is the auditorium patrolled by security/law enforcement during events?			

AREA ASSESSED: GYMNASIUM	YES	NO	COMMENT (if not applicable indicate with an N/A)
Does the gymnasium have exterior lighting around all entrances and exits?			
Are locker rooms locked or monitored to prevent unauthorized entry			
Is the area patrolled by security/law enforcement during events?			
Is the gymnasium equipped with security cameras?			

AREA ASSESSED: <i>ATHLETIC FIELDS</i>	<i>YES</i>	<i>NO</i>	COMMENT (if not applicable indicate with an N/A)
Is security/law enforcement present for all sporting events, home & away			
Are athletic fields protected from unauthorized entry with fences?			
Are athletic fields equipped with security/event lighting			
Are ID cards required to be worn by school personnel at sporting events?			

AREA ASSESSED: <i>BUS GARAGE AND BUSES</i>	<i>YES</i>	<i>NO</i>	COMMENT (if not applicable indicate with an N/A)
Are all buses equipped with radios?			
Are all buses equipped with security cameras?			
Is somebody available to respond to all radio calls from drivers who are on the road?			
Are IDs required by individuals getting on buses?			
Do all bus runs have two employees on board for each run?			
Are buses secured or locked when not in use?			
Is the bus garage equipped with security cameras?			
Is the bus garage locked when vacant?			

AREA ASSESSED: <i>FIELD TRIPS</i>	<i>YES</i>	<i>NO</i>	COMMENT (if not applicable indicate with an N/A)
Do school personnel have a copy of emergency contact names and			

numbers for administration?			
Do school personnel verify the ID of each student at the beginning and end of the trip?			
Do chaperones receive security briefings before the trip?			

AREA ASSESSED: <i>BUILDINGS & GROUNDS</i>	<i>YES</i>	<i>NO</i>	COMMENT (if not applicable indicate with an N/A)
Are buildings equipped with security cameras?			
Are buildings equipped with security lighting?			
Are buildings/rooms locked when not in use?			
Are employees provided with radios?			
Is the equipment locked up when not in use?			

AREA ASSESSED: <i>STAFF MEETINGS AND CONFERENCES</i>	<i>YES</i>	<i>NO</i>	COMMENT (if not applicable indicate with an N/A)
Do security/law enforcement personnel patrol the facility during these events?			
Do school personnel receive de-escalation training?			
Are metal detectors utilized for after-hours activities such as conferences & meetings?			

Assessment completed by:

NAME:	
TITLE:	
SIGNATURE:	

NAME:	
TITLE:	
SIGNATURE:	

NAME:	
TITLE:	
SIGNATURE:	

NAME:	
TITLE:	
SIGNATURE:	

Workplace Violence Prevention Training Outline

Information and training for all employees:

I. Overview of Requirements of the Workplace Violence Regulations

- A. Develop a written policy statement - employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
- B. Conduct a risk evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.
- C. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
- D. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.

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

A. [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 (only employers with 20 or more full-time permanent employees are required to maintain a program in writing).

IV. Privacy Concerns

- A. How will sensitive information be handled?

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

Highland Falls-Fort Montgomery Central School District

Workplace Violence Incident Report Form

This form should be completed immediately following a workplace violence incident. Affected employees should be given assistance to complete all fields, if required. Once completed, make a copy of the form for all affected employees and return the original to the employee's supervisor.

Date of incident: _____ Time of incident: _____ Employee

Name: _____ Title: _____ Names of other

affected employees: _____ Department / Unit:

_____ Work location:

_____ Work Phone: _____

Location of Incident: _____ Were there any injuries? ☐ Yes ☐ No Extent of injuries:

Was medical treatment required? ☐ Yes ☐ No

Explain: _____

Was the employee hospitalized? ☐ Yes ☐ No

Explain: _____

Description of incident: ☐ Physical abuse ☐ Verbal abuse ☐ Threat ☐ Other: _____

Was the assailant a: ☐ Client or Patient ☐ Co-worker or Supervisor ☐ Intimate partner or Loved one ☐ Other:

Detailed Description of Incident (include Witnesses):

APPENDIX 5

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 Highland Falls-Fort Montgomery Central School District's website <https://hffmcsdorg.finalsite.com/>

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Mr. Michael McElduff	Name	Dr. Crystal Waterman
Title	Superintendent	Title	Assistant Superintendent
Department	District	Department	Curriculum, Instruction, Technology
Phone	845-446-9575	Phone	845-446-9575
Location	21 Morgan Road, Highland Falls, NY 10928	Location	21 Morgan Road, Highland Falls, NY 10928