



Hyde Park Central School District Workplace Violence Prevention Program

Program review

Once a year the Hyde Park Central School District, with the participation of an authorized employee representative, will review the workplace violence prevention program. The Committee met on June 17, 2026 to review the program and make updates.

Name and Title of the Committee Members
Melissa Lawson, Assistant Superintendent for Student Supports
Gregory Cicero, Director of Facilities and Operations
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Access to this program:

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Workplace Violence Prevention Program

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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 at: <https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf>. Effective January 4, 2024, all public school districts, New York City public schools, Boards of Cooperative Education Services (BOCES) and County Vocational Education & extension Boards are covered by this law.

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.

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 Hyde Park Central 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

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Policy Statement

The Hyde Park Central School District has developed and implemented a policy statement which 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 are able to participate in the implementation of our workplace violence prevention program through an authorized employee representative.

The policy statement is posted at <https://go.boarddocs.com/ny/hpcsd/Board.nsf/Public#>.

The policy statement is included in [Attachment 1](#).

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Workplace Risk Evaluation

The Hyde Park Central School District has conducted a workplace risk evaluation consisting of:

A record examination: Hyde Park Central 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: Hyde Park Central School District has assessed all relevant policies, practices, and procedures that may impact the risk of workplace violence.

An evaluation of the physical environment: Hyde Park Central 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 Hyde Park Central 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 which 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 [Attachment 2](#), along with the methods and means by which each risk is being addressed by the Hyde Park Central School District. As your employer, Hyde Park Central School District is responsible for addressing all risk factors that our employees are potentially exposed to.

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

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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 that 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. 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 may include, but are not limited to:

- Increasing lighting in remote areas
- Designing secure building access
- Installing security hardware
- Eliminating isolated work areas
- Installing drop safes

Work practice controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices.

Examples of work practice controls may include, but are not limited to:

- Increased staffing
- Employment of security personnel
- Implementing building access control procedures, for example, requiring badges to enter
- Instituting communication procedures across shifts or classes to share information regarding agitated clients or students
- Providing information to employees on the criminal history or violence of clients, inmates, or customers
- Reducing customer wait times
- Providing employees with personal alarms
- Providing cell phones to employees in the field
- Training employees on de-escalation and how to recognize precursors to violence

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 may include, but are not limited to:

- Ballistic or stab resistant body armor
- Riot gear including protective helmets and shields
- Eye and face protection

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Workplace Violence Prevention Implementation

Prevention of violence in the workplace is the responsibility of the Hyde Park Central School District and everyone has a role to play in keeping the workplace safe from violence. The following section focuses on early warning signs of violent behavior and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized representatives should be familiar with the signs and issues described below to intervene early and reduce the likelihood of workplace violence.

Early warning signs of potential violence

There is no single “profile” that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person’s potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence include, but are 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 and/or verbal comments expressing 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 expressing fascination with weapons
- Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems
- Signs of abuse of drugs or 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 someone

These behaviors or situations should be reported to an employee’s supervisor and/or the administrator of the workplace violence prevention program. Some behaviors may require immediate law enforcement intervention whereas others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral.

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Workplace issues that may trigger violence

Common situations that may trigger workplace violence can be categorized under employee issues or workplace issues.

Employee issues may include but are not limited to:

- A negative performance review
- An unwelcome change in role due to performance or reorganization in the workplace
- An unwelcome change in work schedule
- Criticism of an employee's performance
- A conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure

Workplace issues may include but are not limited to:

- No clearly defined rules of conduct
- A lack of employee training
- Inadequate hiring practices or screening of potential employees
- Insufficient supervision of employees
- A lack of discipline or inconsistent discipline in the workplace
- A lack of employee support systems or support systems that are inadequate
- Employer failure to address incidents as they occur
- An overly authoritarian management style in the workplace

Note, a workplace issue that only an employee perceives can still be a trigger for workplace violence.

Recognizing the signs and intervening early

To help prevent a violent situation from occurring, management, 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.

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Reporting an incident

At the core of this Workplace Violence Prevention Program is the Hyde Park Central 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.

Step 1: Assess the Situation

Determine if there is an **immediate threat** to your safety or the safety of others, or if a serious injury has occurred.

- **If there is an immediate threat or serious injury:** Proceed to Step 2.
 - **If there is no immediate threat but you witnessed or were involved in a physical assault, threatening behavior, or verbal abuse:** Proceed to Step 3.
-

Step 2: Immediate Threat/Serious Injury

If the incident involves an immediate threat or serious injury, your first priority is to get help from emergency services.

1. **Immediately call 911.**
 2. After calling 911, **notify your immediate supervisor** about the incident.
-

Step 3: Non-Emergency Reporting

If the incident is a physical assault, threatening behavior, or verbal abuse without an immediate threat or serious injury, follow these steps:

1. **Immediately report the facts and circumstances** of the incident. You can do this by reporting to your supervisor.
-

Step 4: Supervisor Actions

Once a supervisor is notified, they are responsible for the following:

1. The supervisor will **conduct an inquiry** into the facts of the incident.
2. The supervisor will determine if safeguards need to be put into place, if needed.

Any Hyde Park Central School District employee who becomes aware of a physical assault, threatening behavior, or verbal abuse at the workplace must immediately report the facts and circumstances of the violent incident to their supervisor and/or the contact person identified in the Policy Statement

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([Attachment 1](#)). In the event that an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety or the safety of others or where a serious injury has occurred, the employee will immediately call 911 to obtain law enforcement and/or medical assistance and 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 office of the Assistant Superintendent for Student Supports using the Incident Report in [Attachment 4](#).

If a pattern of workplace violence incidents develops that involve criminal conduct or serious injury, the Hyde Park Central School District will attempt to develop a protocol with the District Attorney or Police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a report of violence or other violent behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.

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Post-Incident Response

Management has developed procedures to respond to incidents of workplace violence. These include the following as appropriate:

- A. Assure that injured employees receive prompt and appropriate medical care. (This includes, but is not limited to, providing transportation of any injured persons to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- B. Report the incident to the appropriate authorities as required by applicable laws and regulations.
- C. Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- D. Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. [Attachment 4](#) contains an incident report form.
- E. Address the need for appropriate treatment for employees who were victims of workplace violence. 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.
- F. Management will investigate any reported workplace violence incident thoroughly.

All employees should be trained to inform management about any incidents that occur and how to complete an incident report.

In the event that critical incident management or crisis counseling is needed following a workplace violence incident in Hyde Park Central School District workplace, arrangements will be made through management, employee unions, or the office of the Assistant Superintendent for Pupil Services. However, this is not a requirement of the workplace violence prevention law or regulation.

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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 Hyde Park Central 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 [Attachment 4](#).

Recordkeeping Requirements

All workplace violence incidents and threats will be documented in a workplace violence incident report. Workplace violence incidents that cause a work-related death or an injury that meets the recording criteria of the Public Employee Safety and Health Bureau (PESH) log of injuries and illnesses should be recorded on both the PESH log and the workplace violence incidents report. For more on the PESH log of injuries and illness, the PESH website linked here: <https://dol.ny.gov/public-employee-safety-health>

Workplace violence incident reports will provide a written description when an incident occurs so that management can evaluate why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of such incidents from happening again. The Workplace Violence Incidents Report also creates a historical record. The Workplace Violence Incident Report(s) will be reviewed at least once a year to determine if and how the workplace violence prevention program should be updated.

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Program Review

The Assistant Superintendent for Student Supports, with the Authorized Employee Representative, will evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious workplace violence incident. The review will focus on: determining trends in workplace violence incidents; addressing the root cause of incidents; evaluating the effectiveness of the control measures in place; and determining if any changes need to be made to control measures. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. The cover sheet of this program will be updated with the names and titles of those who perform the review and the date of completion.

If an employee or authorized representative submits a written notice of concern regarding a violation of the employer's workplace violence prevention program or imminent danger in the workplace, the employer must be afforded a reasonable opportunity to address the reported issue. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the Hyde Park Central School District workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by filing a complaint with the Public Employee Safety and Health (PESH) bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here:

<https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> or by calling 1-844-SAFE-NYS. The completed and signed complaint form can be emailed to ask.shnypesh@labor.ny.gov, or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypesh@labor.ny.gov. An employee is NOT required to provide written notice to an employer if the employee believes themselves or another employee is in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor would not result in corrective action. In such an instance, an employee can reach out directly to PESH.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here:

https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf

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Attachments

ATTACHMENT 1

Workplace Violence Prevention Policy Statement

The district is committed to establishing and maintaining a safe and secure workplace for employees. Workplace violence is a safety hazard to the district, its employees, and everyone in the workplace, and will not be tolerated. All employees are expected to work together to create and maintain a safe and respectful work environment for everyone.

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 entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

All employees are responsible for notifying their immediate supervisor 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.

As required by Labor Law §27-b, the district will develop and implement a Workplace Violence Prevention Program to comply with the law and its implementing regulations. 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 and review.

In developing the Workplace Violence Prevention Program, the district will conduct an evaluation to identify likely potential risks of violence in the workplace. Authorized employee representative(s) will be involved in:

- a. evaluating the physical environment;
- b. developing the Workplace Violence Prevention Program; and
- c. reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

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Employee Notice and Training

As required by law, all employees will participate in the Workplace Violence Prevention Training Program at the time of initial assignment and annually thereafter. Employees must be trained on:

- a. the details of the workplace violence prevention program;
- b. the measures they can take to protect themselves from risks of violence (such as participating in de-escalation training); 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).

Additionally, at the time of initial assignment and at least annually, employees will be informed of the requirements of Labor Law §27-b, the risk factors identified in the workplace, and the location of the district's Workplace Violence Prevention Program.

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

Allegations of Violations and Non-Retaliation

The process for employees to allege violations of the workplace violence prevention program to the state Commissioner of Labor, and the employment protections for doing so, is set forth in Labor Law §27-b and 12 NYCRR §800.6 and includes the following:

A "serious violation" of the workplace violence prevention program is the failure to develop and implement a program or address situations which could result in serious physical harm. "Imminent danger" is any condition or practice in the workplace where a danger exists which could reasonably be expected to cause death or serious physical harm immediately, or before the imminence of the danger can be eliminated through these complaint procedures.

Employees or their representatives who believe that a serious violation of the workplace violence prevention program exists or that an imminent danger exists (as defined above), must bring the matter to their supervisor's attention in writing, and must give the district a reasonable opportunity to correct the activity, policy or practice, before notifying the Commissioner of Labor. However, such prior written notice and opportunity for correction is not required if there is an imminent danger or threat to the safety of a specific employee, and the employee reasonably believes in good faith that reporting to a supervisor would not result in corrective action.

If, after the matter has been brought to a supervisor's attention and a reasonable opportunity to correct the issue has passed, the issue has not been resolved and the employee still believes that a violation of the workplace violence prevention program remains or that an imminent danger exists, employees or their representatives may request an inspection from the Commissioner of Labor in writing. The Commissioner will provide a copy of the request to the district, but the employee may request that their name be withheld.

A district representative and authorized employee representative may accompany the Commissioner of Labor during the inspection to assist in the inspection. If there is no authorized employee representative, the Commissioner will consult with district employees concerning workplace safety.

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The district will not take retaliatory action (terminate, suspend, demote, penalize, discriminate, or other adverse employment action in the terms and conditions of employment) against any employee because they have alleged a serious violation of the workplace violence prevention program, or imminent danger exists, requested an inspection by the Commissioner of Labor, or accompanied the Commissioner on the inspection, as prescribed by state law and regulation.

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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:

EC = Engineering Control, WPC = Work Practice Control, PPE = Personal Protective Equipment

District Office

District Offices - Identified Risk	Selected Control(s)	Comments
Security Vestibule	EC	Capital project nearing completion
No trespassing signs	EC	F&O will be determining the best locations for signage
Gates that lock	EC	F&O assessed feasibility
Perimeter fencing	EC	Perimeter fencing may not be feasible in all locations, however, it will be evaluated and areas that protect students, staff as well as equipment will be prioritized
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls, slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.
Ensure paras know about workplace violence	HR	Added to GCN

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Have all staff, not just teachers, sign off on having read BIP, FBA, IEP's		Ongoing discussion
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Hyde Park Elementary School

Hyde Park Elementary - Identified Risk	Selected Control(s)	Comments
No security vestibule	EC	Complete
Fencing needs repair and gates are needed	EC	F&O will assess and address repairs needed, pending future projects
Speed limit signs added	EC	F&O will be determining the best locations for signage, procured, pending instillation
No trespassing signs added	EC	F&O will be determining the best locations for signage, Completed
Adequate signage to direct visitors to the main office	EC	F&O will be determining the best locations for signage, Completed
Tabletop scenarios practice annually	WPC	Building safety teams will plan these
Incident command training for staff	WPC	District SAVE will plan, pending 9/2026
Active shooter training for staff	WPC	District SAVE will plan
Situational awareness training for receptionist and security staff	WPC	District SAVE will plan
Stop the Bleed training for staff	WPC	District SAVE will plan
Conduct camera audit	WPC	Tech dept will address, project started
Post room numbers on exterior of the buildings	EC	Building safety teams will address

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Establish a daily sign in/sign out log	WPC	Completed
Establish safe corners in each classroom	WPC	Completed
Store emergency medical supplies near AED	WPC	Completed
Consider adding security	WPC	District will assess need - determined not feasible
Invite first responders to participate in drills, teams and trainings	WPC	Building safety teams will address
Identify forms of communication other than the PA system	EC	District SAVE will discuss
Consider panic buttons	EC	District SAVE discussed and determined to not move forward
Consider the use of an anonymous communication app	WPC	Currently being considered
Close and lock doors at all times	WPC	Building safety teams will address ongoing
Consider an emergency generator for power outages	EC	F&O will assess need and feasibility with the Facilities Steering Forum
Add convex mirrors in stairwells	EC	F&O will assess need
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls, slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the

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		District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.
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Transportation Department

Transportation - Identified Risk	Selected Control(s)	Comments
No security vestibule	EC	New access control updates and badge swipes added
Emergency exit door should open freely	EC	Completed
Lock all doors	WPC	Building administration will address ongoing
Pothole Repair in parking area	EC	Completed
Solid doors with locks in office spaces rather than split doors	EC	F&O will assess and address as needed
Remove ladder leading to the roof	EC	Completed
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls, slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.

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FDR High School

FDR High School - Identified Risk	Selected Control(s)	Comments
No security vestibule	EC	Nearing completion
Needs fencing	EC	Discussed - not feasible at this time
Gates should be installed in fence openings that can be secured when not in use	EC	F&O will assess and address as needed
Access to the campus should be controlled and monitored in real time	WPC	Building safety teams will address
Speed limit signs should be installed	EC	Procured, pending instillation
No trespassing signs should be installed	EC	Completed
Adequate signage should be installed to direct visitors to the main office	EC	F&O will be determining the best locations for signage
Shrubs and foliage should be trimmed to allow for a good line of vision from windows	EC	Partially complete
Designate a helicopter landing zone	EC	Building safety teams will address
Provide copies of the emergency management plan to all staff	WPC	Completed
Conduct tabletop exercises annually	WPC	Building safety teams will address

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Train some staff in threat assessments and establish a standardized threat assessment policy	WPC	District SAVE will plan
Establish a threat assessment team	WPC	District SAVE will plan
Train staff in the National Incident Management System	WPC	District SAVE will plan
Train staff in active assailant/shooter response and mitigation	WPC	District SAVE will plan
Receptionists and front office workers should be trained in situational awareness	WPC	District SAVE will plan
Train some staff in Stop the Bleed, CPR and AED	WPC	District SAVE will plan
Address camera blind spots	EC	Audit in progress
Post emergency procedures on walls of each office and classroom	WPC	Building safety teams will address
Post classroom/office numbers on exterior windows	WPC	Completed
Establish safe corners in each classroom/office space	WPC	Building safety teams will address
Maintain a sign-in/sign-out log	WPC	Completed
Identify forms of communication other than the PA system and test annually	WPC	Completed
Consider adding a	WPC	Currently being considered

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communication app for emergencies		
Consider an anonymous communication app	WPC	Currently being considered
Close and lock doors at all times	WPC	Building safety teams will address ongoing
Have security staff as part of the safety team	WPC	Building safety teams will address
Consider adding fire sprinklers and a generator	EC	F&O has determined that this is not feasible
Add convex mirrors in stairwells	EC	F&O will assess need
Consider storing bottled water for emergencies	WPC	Building safety team will assess need
Add emergency strobe lights in the gymnasium and auditorium	EC	F&O will assess need
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls, slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.

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Haviland Middle School

Haviland Middle School - Identified Risk	Selected Control(s)	Comments
No security vestibule	EC	This project has been completed
Add fencing and gates	EC	F&O will assess need
Add speed limit signs	EC	Procured, pending instillation
Add no trespassing signs	EC	Completed
Add adequate signage directing visitors to the main office	EC	F&O will be determining the best locations for signage
Conduct table top exercises annually	WPC	Planning with safety team
Train receptionists and front office staff in situational awareness	WPC	Completed
Identify forms of communication other than the PA system and test annually	WPC	Work in Progress (testing 5/1)
Consider adding panic buttons	EC	Considered annually at SAVE meeting
Consider a communication app	WPC	Currently considering
Consider an anonymous reporting app	WPC	Currently considering
Close and lock classroom doors at all times	WPC	In progress. Stressing the importance this year w/ more of a requirement next

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		year
Consider adding fire sprinklers and a generator	EC	Discussed- determined not feasible
Store bottled water for emergencies	WPC	Building safety team will assess need
Add convex mirrors in stairwells	EC	F&O will assess need
Add emergency strobe lights to the gymnasium and auditorium	EC	F&O will assess need
Conduct camera audit and make needed repairs and address blind spots	WPC EC	-In Progress -Completed some repairs and others pending
Provide stronger lighting on the exterior of the building	EC	Completed
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls, slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.

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Netherwood Elementary School

Netherwood Elementary School - Identified Risk	Selected Control(s)	Comments
No security vestibule	EC	In Progress Capitol Project
Add fencing and gates	EC	F&O will assess need
Add speed limit signs	EC	Completed
Add no trespassing signs	EC	Already Complete
Add adequate signage directing visitors to the main office	EC	F&O will be determining the best locations for signage
Clearly mark crosswalks	EC	F&O will assess need
Designate a helicopter landing zone	EC	Building safety team will address
Train some staff in the National Incident Management System	WPC	District SAVE will plan
Train staff in active assailant/shooter response and mitigation	WPC	District SAVE will plan
Train receptionists and front office staff in situational awareness	WPC	District SAVE will plan
Train some staff in stop the bleed	WPC	District SAVE will plan
Conduct a camera audit to ensure adequate viewing	WPC	In progress

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Consider adding an SRO or security staff	WPC	District evaluates annually
Add sign-in/sign-out book	WPC	Completed
Identify other forms of communication other than the PA system and test annually	WPC	District SAVE will discuss
Consider adding a panic button	WPC	District SAVE evaluates annually
Consider adding a communication app	WPC	Currently considering
Consider an anonymous reporting app	WPC	Currently considering
Close and lock classroom doors at all times	WPC	Building safety team will address
Consider adding sprinklers and a generator	EC	F&O will assess need
Add adequate lighting	EC	Assessed
Store bottled water for emergencies	WPC	Building safety team will assess need
Add convex mirrors in stairwells	EC	F&O will assess need
Add emergency strobe lights to the gymnasium	EC	F&O will assess need
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls,

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		slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.
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Workplace Violence Prevention Program

North Park Elementary School

North Park Elementary School - Identified Risk	Selected Control(s)	Comments
No security vestibule	EC	Capital project in progress
No fencing or gates	EC	F&O will assess need
Add speed limit signs	EC	F&O will be determining the best locations for signage
Add no trespassing signs	EC	F&O will be determining the best locations for signage
Need adequate signage that direct visitors to the main office	EC	F&O will be determining the best locations for signage
Conduct table top exercises annually	WPC	Building safety teams will plan
Train some staff in the National Incident Management System	WPC	District SAVE will plan
Train staff in active assailant/shooter response and mitigation	WPC	District SAVE will plan
Train receptionists and front office staff in situational awareness	WPC	District SAVE will plan
Train some staff in stop the bleed	WPC	District SAVE will plan
Add cameras to address blind spots, in particular on the k-2	EC	Tech dept will assess

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playground area		
Post classroom numbers on exterior windows	EC	Building safety teams will assess
Store medical supplies with AED	WPC	Building safety teams will assess
Consider SRO or security staff	WPC	Assessed annually
Add sign-in/sign-out book	WPC	District will consider
Consider adding panic buttons	EC	Considered annually at SAVE meeting
Find adequate ways to communicate other than using the PA system	WPC	F&O will assess
Consider communication app	WPC	Currently considering
Consider anonymous communication app	WPC	Currently considering
Close and lock doors at all times	WPC	Building safety teams will address
Security staff should be included on safety teams	WPC	Building safety teams will address
Consider sprinkler systems and generators	EC	F&O will assess
Store bottled water for emergencies	WPC	Building safety team will assess need
Add convex mirrors to	EC	F&O will assess need

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stairwells		
Add emergency strobe light to gymnasium	EC	F&O will assess need
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls, slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.

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Ralph R. Smith Elementary School

Ralph R. Smith School - Identified Risk	Selected Control(s)	Comments
No security vestibule	EC	Completed
Add fencing and gates	EC	F&O will assess need
Add speed limit signs	EC	F&O will be determining the best locations for signage
Add no trespassing signs	EC	F&O will be determining the best locations for signage
Add adequate signs directing visitors to the main office	EC	F&O will be determining the best locations for signage
Designate a helicopter landing zone	EC	Building safety team will assess need
Train some staff in the National Incident Management System	WPC	District SAVE will plan
Train staff in active assailant/shooter response and mitigation	WPC	Building safety team will assess need
Train receptionists and front office workers in situational awareness	WPC	Building safety team will assess need
Train some employees in stop the bleed	WPC	Building safety team will assess need
Conduct camera audit	WPC	Tech dept will assess

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Consider adding an SRO or security staff	WPC	District evaluates annually
Use a sign-in/sign-out book	WPC	District will consider
Have first responders participate in drills and trainings	WPC	Building safety team will address
Have police walk through building	WPC	Building safety team will address
Find adequate ways to communicate other than using the PA system and test annually	WPC	F&O will assess
Consider panic buttons	EC	Considered annually at SAVE meeting
Consider use of a communication app	WPC	Currently considering
Consider use of anonymous reporting app	WPC	Currently considering
Staff must wear IDs and they must be visible at all times	WPC	Building safety team will address
Consider fire sprinklers and a generator	EC	F&O will assess need
Install convex mirrors in stairwells	EC	F&O will assess need
Store bottled water for emergencies	WPC	Building safety teams will assess need

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Close and lock classroom doors at all times	WPC	Building safety teams will address
Add adequate lighting on the exterior of the building	EC	F&O will assess need
Add emergency strobe light in gymnasium and auditorium	EC	F&O will assess need
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls, slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.

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Violet Avenue Elementary School

Violet Avenue Elementary School - Identified Risk	Selected Control(s)	Comments
No security vestibule	EC	Completed
Add fencing and gates	EC	F&O will assess need
Access to the campus should be controlled and monitored in real time	EC	Building Safety teams will evaluate
Add no trespassing signs	EC	F&O will be determining the best locations for signage
Add adequate signage that directs visitors to the main office	EC	F&O will be determining the best locations for signage
Designate a helicopter landing zone	EC	Building safety teams will evaluate
Designate a command post to work from	WPC	Building Safety team will evaluate
Provide the emergency management plan to all staff	WPC	Building Safety team will address
Conduct table top exercises annually	WPC	Building safety teams will address
Train some staff in threat assessment	WPC	District SAVE will plan
Train some staff in the National Incident Management System	WPC	District SAVE will plan

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Train all staff in active assailant/shooter response and mitigation	WPC	District SAVE will plan
Train receptionists and front office staff in situational awareness	WPC	District SAVE will plan
Address camera blind spots	EC	Tech dept will assess
Post emergency procedures on all classroom and office walls	WPC	Building safety teams will address
Establish safe corners in each classroom	WPC	Building safety teams will address
Consider adding an SRO or security staff	WPC	District evaluates annually
Establish a sign-in/sign-out book	WPC	District will evaluate
Invite police to participate in threat assessment meetings and safety meetings	WPC	Building safety teams will address
Identify forms of communication other than the PA system and test annually	WPC	F&O will assess need
Consider panic buttons	EC	Considered annually at SAVE meeting
Consider adding a communication app for emergencies	EC	Currently considering
Consider anonymous	EC	Currently considering

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communication app		
Provide training to security staff and clearly define roles and responsibilities	WPC	Security staff trained on SCD and have job descriptions
Have security staff as part of the safety team	WPC	Building safety teams will address
Consider adding fire sprinklers and a generator	EC	F&O will assess need
Consider storing bottled water for emergencies	WPC	Building safety teams will assess need
Add convex mirrors in stairwells	EC	F&O will assess need
Add emergency strobe lights in the gymnasium	EC	F&O will assess need
Reduce incidents of staff being injured	EC and WPC	This is ongoing work that can be addressed by all buildings by limiting dangerous conditions that lead to falls, slips or tripping as well as misuse of equipment or lifting objects incorrectly. In addition, the District is addressing student behaviors leading to injury through our MTSS Framework. The District also offers TCIS and Safety Care training to enhance de-escalation skills.

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ATTACHMENT 3

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 describing the goals and objectives of their workplace violence prevention program and the notification policies employees should follow in the event of a workplace violence incident. The policy statement should describe how employees can participate in the workplace violence program 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 evaluate their workplace to determine what factors exist that might place employees at risk of occupational assaults or homicides. The risk evaluation includes an examination of any records of workplace violence incidents over the previous year; an assessment of any relevant policies, work practices, and work procedures that may impact the risk of workplace violence; and an evaluation of the physical workplace environment.
- C. **Develop a workplace violence prevention program.** Employers must develop and implement a workplace violence prevention program, with input from employees through an authorized employee representative. The program must include: the 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 that may occur; a written outline or lesson plan for employee trainings on workplace violence risk; 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 that were identified in the risk evaluation and implemented control measures

III. A copy of the *written workplace violence prevention program can be found on our website.*

IV. Privacy Concerns

- A. 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.

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ATTACHMENT 4

Workplace Violence Incident Report

Date of Incident: _____

Name of Person Completing this Report: _____

Workplace location where 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: Employees who are victims of workplace violence can independently and voluntarily request that their name not be entered on the report.

Received by: _____ Date: _____