

Wappingers Central School District
25 Corporate Park Drive
PO Box 396
Hopewell Junction, NY 12533

Workplace Violence Prevention Program

Program Review:

Once a year the Wappingers Central School District, with the participation of authorized employee representatives (AER's), will review the workplace violence prevention program. The sign off sheet below indicates who conducted the review and the date it occurred.

Name and Title of Management and authorized employee representative (where applicable)	DATE
Daren Lolkema - Assistant Superintendent	Winter/Spring 2024
Richard Zipp - Assistant Superintendent	Winter/Spring 2024
Renee Harris – Executive Director Human Resources	Winter/Spring 2024
Ronald Broas - Director of Facilities/Operations	Winter/Spring 2024
Crissy Tartaglione - Evans Elementary School	Winter/Spring 2024
David Kedzielawa - Principal John Jay High School	Winter/Spring 2024
Heather Dahl - School Psychologist John Jay High School	Winter/Spring 2024
Rena Finsmith - Special Education John Jay High School	Winter/Spring 2024
Rebecca O'Mara - Teacher Assistant John Jay High School	Winter/Spring 2024
Brenda Sleight - John Jay High School	Winter/Spring 2024
Eric Vaughn – School Security Officer John Jay High School	Winter/Spring 2024
Dianne Nurre - Teacher Myers Corners Elementary School	Winter/Spring 2024
Janet Trent – Myers Corners Elementary School	Winter/Spring 2024
Mary Fredrickson - Roy C. Ketcham Annex	Winter/Spring 2024
Sherri McNamara - WJH Transportation Garage	Winter/Spring 2024
Vincent Manzione - WJH Transportation Garage	Winter/Spring 2024
Arlene Donovan - Wappingers Junior High School	Winter/Spring 2024
Catherine O'Sullivan - School Nurse Wappingers JHS	Winter/Spring 2024
Alicia Schreibman - Van Wyck Transportation Garage	Winter/Spring 2024

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Access to this program:

To obtain a copy of this plan please contact:

Name: Mr. Richard Zipp

Title: Assistant Superintendent Student Support Services

Department: District Office

Phone: (845) 298-5000 Ext 40101

Location: 25 Corporate Park Drive Hopewell Junction, New York 12533

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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 found¹ 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 (AER's) 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 Wappingers Central School Districts 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 Wappingers 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 (AER).

The policy statement is posted at the Wappingers Central School District web page and is policy number 8130.2 and was approved by the Board Of Education Of The Wappingers Central School District on January 8, 2024.

The policy statement is included in **Attachment 1**.

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Workplace Risk Evaluation

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

A record examination: Wappingers 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: Wappingers 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: Wappingers 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 the Wappingers Central School District employees include, but are not limited to, the following:

- Working in public settings and/or public interfacing roles/positions
- Working late night or early morning hours
- Exchanging money with members of the public and/or other employees
- 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
- 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 Wappingers Central School District. As your employer, the Wappingers Central School District is responsible for addressing all risk factors that our employees are potentially exposed to.

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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.

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 include:

- 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 include:

- Increased staffing
- Employment of security personnel
- Implementing building access control procedures, i.e., requiring badges to enter
- Instituting communication procedures across buildings and/or classes to share information regarding agitated individuals

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- Providing information to employees on the social, emotional and behavioral development/functioning of individual students as appropriate i.e., functional behavioral assessments and behavior intervention plans
- Providing/increasing communication access across multiple buildings
- Training employees on de-escalation techniques and how to recognize precursors to aggressive actions/behaviors that could lead to acts of 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 include:

- Protective clothing and/or body guards/shields
- Arm, eye and face protection

Workplace Violence Prevention:

Prevention of violence in the workplace is the responsibility of the Wappingers 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 employee 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/employees and other individuals in the work place expressing hostility and/or verbal comments expressing hostility directed at co-workers, supervisors or others
- Making inappropriate reference to guns or expressing fascination with weapons

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- 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 from work
- Extreme or uncharacteristic changes in behavior or displays of emotional dysregulation
- 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 where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral.

Workplace issues that may trigger violence:

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

Employee issues include:

- A negative performance review and/or interaction
- 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/supervisor
- Personal stress outside the workplace
- Increased workload and/or pressure

Workplace issues include:

- A lack of employee training
- Insufficient supervision of employees
- Failing to address employee misconduct, or addressing it in inconsistent ways.
- A lack of employee support systems or support systems that are inadequate

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- Employer failure to address incidents as they occur

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/employee can intervene early to prevent a violent incident from occurring.

Reporting an incident:

At the core of this Workplace Violence Prevention Program is the Wappingers Central School Districts commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

Any Wappingers 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 (**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 (Executive Director Of Human Resources and Labor Relations and/or The Assistant Superintendent Of Student Support Services) using the Incident Report in **Attachment 4**.

If a pattern of workplace violence incidents develops that involve criminal conduct or serious injury, the Executive Director Of Human Resources and Labor Relations and/or The Assistant Superintendent Of Student Support Services will attempt to develop a protocol with law enforcement 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:

- 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.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations.
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. **Attachment 4** contains a sample incident report form.
- 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.
- 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 prepare an incident report.

In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the Wappingers Central School District, arrangements will be made through district management and/or employee unions. However, this is not a requirement of the workplace violence prevention law or regulation.

Employee Information and Training:

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to the Wappingers 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

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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. (A sample incident reporting form is attached as **Attachment 4** of this document.)

Program Review:

The Executive Director Of Human Resources & Labor Relations and The Assistant Superintendent Of Student Support Services, with the Authorized Employee Representative (AER's), will evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious workplace violence incident. For the 2024-2025 school year, the parties will meet on a quarterly basis. 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 investigate and 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 Wappingers 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.shnypeshlabor.ny.gov. An employee is NOT required to provide written notice to an employer if the employee believes themselves, 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.

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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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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 supervisor or other designated contact person 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.

Designated Contact Person for Complaints Against Employees

Name: Renee Harris

Title: Executive Director of Human Resources

Department: Office of Human Resources

Phone: 845-298-5000

E-mail: renee.harris@wcsdny.org

Designated Contact Person for Complaints Against Students

Name: Richard Zipp

Title: Assistant Superintendent for Student Support Services

Department: Office of Student Support Services

Phone: 845-298-5000

E-mail: richard.zipp@wcsdny.org

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

The District will work alongside employee representatives in developing and implementing Workplace Violence Prevention Program, which will comply with all legal requirements. Authorized employee representative(s) will be involved in:

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- 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.

Employee Notice and Training

As required by law, all employees will participate in 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; 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.

Cross-ref:

5300, Code of Conduct

8130, School Safety Plans and Teams

Ref:

Labor Law §27-b

12 NYCRR §800.6

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ATTACHMENT 2

Risk Assessment/Risk Factors and Control Measures

Initial Workplace Violence Prevention Risk Assessment Locations

<u>Location</u>	<u>Risk Assessment Team Members</u>
Brinckerhoff	<ul style="list-style-type: none"> • Building Principal: Domonique Cooper • Head Custodian: Chris Vanburen • Member of Building Safety Team: Bridget Lander • WPV Committee Member: Rebecca O'Mara • WPV Committee Member: Rena Finsmith • WPV Committee Member: Brenda Sleight • Assessment Completed: Tuesday, 3/12/24 - 10:30AM
District Office	<ul style="list-style-type: none"> • WPV Committee Member: Daren Lolkema • WPV Committee Member: Renee Harris • WPV Committee Member: Sharon McDonough • Assessment Completed: Tuesday, 3/19/24 - 8:00AM
James S. Evans	<ul style="list-style-type: none"> • Building Principal: Lauren Hernandez • Head Custodian: Mike Rabe • SRO: Sgt Gonzalez • Member of Building Safety Team: Kelly Betterton • WPV Committee Member: Renee Harris • WPV Committee Member: Crissy Tartaglione • Assessment Completed: Tuesday, 3/05/24 - 1:00PM
Fishkill Elementary	<ul style="list-style-type: none"> • Building Principal: Dr. Andy McNally • Head Custodian: • Member of Building Safety Team: • WPV Committee Member: WPV Team • WPV Committee Member: WPV Team • Assessment Completed: Tuesday, 2/27/24 - 10:00AM
Fishkill Plains	<ul style="list-style-type: none"> • Building Principal: Amy Fazio • Head Custodian: Ray Stroms • Member of Building Safety Team: Glen Jensen

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	<ul style="list-style-type: none"> • WPV Committee Member: Heather Dahl • WPV Committee Member: Daren Lolkema • WPV Committee Member: Brenda Sleight • Assessment Completed: Tuesday, 3/05/24 - 12:00PM
Fishkill Plains Garage	<ul style="list-style-type: none"> • Transportation Supervisor: Nancy Pickering • Shop Foreman: • WPV Committee Member: Vincent Manzione • WPV Committee Member: Alicia Schreibman • WPV Committee Member: Sherri McNamara • Assessment Completed: Tuesday, 2/27/24 - 12:50PM
Gayhead	<ul style="list-style-type: none"> • Building Principal: Mr. Jim Daley • Head Custodian: Juan Uribe • Member of Building Safety Team: Jen Moyles • WPV Committee Member: David Kedzielawa • WPV Committee Member: Rena Finsmith • WPV Committee Member: Eric Vaughn • Assessment Completed: Thursday, 3/07/24 - 10:30AM
Kinry Road	<ul style="list-style-type: none"> • Building Principal: Adam Gerson • Head Custodian: Chris Moniz • Member of Building Safety Team: Nancy Weinrich • WPV Committee Member: Dianne Nurre • WPV Committee Member: Crissy Tartaglione • Assessment Completed: Tuesday, 3/12/24 - 9:00AM
Myers Corners	<ul style="list-style-type: none"> • Building Principal: Sydnie Goldstein • Head Custodian: Dennis Mattice • Member of Building Safety Team: Olivia Christian • WPV Committee Member: Dianne Nurre • WPV Committee Member: Heather Dahl • WPV Committee Member: Janet Trent • Assessment Completed: Friday, 3/08/24 - 12:30PM
Oak Grove	<ul style="list-style-type: none"> • Building Principal: Angie Rooney • Head Custodian: • Member of Building Safety Team: • WPV Committee Member: Richard Zipp • WPV Committee Member: Renee Harris • Assessment Completed: Thursday, 3/14/24 - 9:30AM
Sheafe Road	<ul style="list-style-type: none"> • Building Principal: William Rund • Head Custodian: Joe Thompson

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	<ul style="list-style-type: none"> • Member of Building Safety Team: Monique Mallozzi • WPV Committee Member: Richard Zipp • WPV Committee Member: Renee Harris • Assessment Completed: Monday, 3/12 - 2:00PM
Vassar Road	<ul style="list-style-type: none"> • Building Principal: Richard Dominic • Head Custodian: • Member of Building Safety Team: Therese Coyne • WPV Committee Member: Dianne Nurre • WPV Committee Member: Crissy Tartaglione • Assessment Completed: Friday, 3/15/24 - 8:45AM
Van Wyck	<ul style="list-style-type: none"> • Building Principal: William Castro • Head Custodian: Dominick Vacarelli. • Member of Building Safety Team: Mike Siena • School Resources Officer (SRO): Dennis Mullany • WPV Committee Member: Renee Harris • WPV Committee Member: Richard Zipp • Assessment Completed: Wednesday, 3/13/24 - 9:00AM
Van Wyck Garage	<ul style="list-style-type: none"> • Transportation Supervisor: Cathy Trapaso • WPV Committee Member: Vincent Manzione • WPV Committee Member: Alicia Schreibman • WPV Committee Member: Sherri McNamara • Assessment Completed: Tuesday, 2/27/24 - 1:30PM
Wappingers Jr. High	<ul style="list-style-type: none"> • Building Principal: Terrence Thompson • Head Custodian: • Member of Building Safety Team: • School Resources Officer (SRO) • WPV Committee Member: Arlene Donovan • WPV Committee Member: Catherine O'Sullivan • WPV Committee Member: Mary Fredrickson • Assessment Completed: Monday, 3/04/24 – 2:30PM
Wappingers Jr. High Garage & Compound	<ul style="list-style-type: none"> • Transportation Supervisor: Andy Rivera • Shop Foreman: • WPV Committee Member: Vincent Manzione • WPV Committee Member: Alicia Schreibman • WPV Committee Member: Sherri McNamara • Assessment Completed: 3/21/24 – 2:30PM
Orchard View	<ul style="list-style-type: none"> • Building Principal: Laura DiStefano • Custodian:

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	<ul style="list-style-type: none"> • Member of Building Safety Team: • School Resources Officer (SRO): Bruce White • WPV Committee Member: Daren Lolkema • WPV Committee Member: Renee Harris • WPV Committee Member: Sharon McDonough • Assessment Completed: Tuesday, 3/19/24 - 8:00 a.m.
Roy C. Ketcham	<ul style="list-style-type: none"> • Building Principal: David Seipp • Head Custodian: • Member of Building Safety Team: Ray Koretsky • School Resources Officer (SRO): • WPV Committee Member: Mary Fredrickson • WPV Committee Member: Richard Zipp • WPV Committee Member: Daren Lolkema • Assessment Completed: Friday, 3/08/24 – 1:00pm
RCK Annex	<ul style="list-style-type: none"> • Director of Facilities: Ron Broas • Food Service Director: Matt Flusser • WPV Committee Member: Mary Fredrickson • WPV Committee Member: Renee Harris • Assessment Completed: Friday, 3/15/24 - 11:00 a.m.
John Jay	<ul style="list-style-type: none"> • Building Principal: David Kedzielawa • Head Custodian: • Member of Building Safety Team: • School Resources Officer (SRO): Bruce White • WPV Committee Member: Rena Finsmith/Heather Dahl • WPV Committee Member: Rebecca O'Mara • WPV Committee Member: Brenda Sleight • Assessment Completed: Friday, 3/08/24 - 10:00 a.m.

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:

Workplace Violence Prevention Risk Assessment:

Location:
Person(s) Conducting the Evaluation:
Date of Assessment:
This section requires the participation of the authorized employee representative(s).

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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 Section 1-3 and your working knowledge of the building describe in Section 4 the building i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security. Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	N/A	Notes/Comments
1. Security Feature				
Is the Greeter Area in the lobby best positioned to address / screen visitors?				
Are physical Locks adequate on all points of egress?				
Do all Staff know where to find shelter in an emergency?				
Do workers have access to a telephone with an outside line?				
Do all staff have the ability to lock an office or classroom door?				
Are all Exits clearly marked, and are they accessible?				
Are there any unusually isolated locations in the building that staff must access as part of their job responsibilities?				
Door Control(s) i.e. locks, remote buzzer, panic bars				
Door Detector(s) door alarm				
Adequate lighting in and around the workplace				
Are parking lots well lit?				
Panic Button(s)				
Is there adequate security camera coverage at this location?				
Landscaping to provide unobstructed view of the workplace				
Limiting the posting of signs on windows				
Have workers been instructed to report suspicious persons or activities?				
Are workers trained in emergency response procedures for situations that may occur on the premises?				
Are workers trained in conflict resolution and in nonviolent response to threatening situations?				
Other:				

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2. Factors That Might Place Employees at Risk				
Work late night or early morning hours				
Work alone or in small numbers				
Work in a location with uncontrolled public access				
Areas of previous security concerns				
Are there procedures in place to assure the safety of workers who open and close the work location?				
Any other factors that might place employees at risk				
3. Security Guards				
Are security guards present at the location				
Are guards posted at entrance(s)				
Do they patrol the building				
Are they provided with communication? If yes, indicate what type in notes				
Any other relevant information				
4. Description of the Building: Using the information from Sections 1-3 and your working knowledge of the building described in Section 4 the building (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).				
5. Specific Hazards: Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.				

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 work locations:

Location	Identified Risk	Selected Control(s)	Comments
Brinckerhoff	<ul style="list-style-type: none"> No fencing for the playground, any one can be lingering near playground. Camera needed on playground 	<ul style="list-style-type: none"> Consider fencing in playground: Gym Lobby 	Complete - Gym lobby doors now

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	<ul style="list-style-type: none"> • More walkie talkies needed / training • Door badge reader at gym lobby (this is completed). • More training for stop the bleed / cpr /and narcan • More Cameras 	<p>Doors now have badge access:</p> <ul style="list-style-type: none"> • Add additional camera's to playground and "dead zones" in school building. • Review "walkie-talkies" and address as appropriate: • Provide STB/CPR & Narcan training. 	<p>have badge access:</p>
District Office	<ul style="list-style-type: none"> • Reconfigure Main lobby / greeter area to remove the vestibule as a welcome area • Secure all corridor office doors with badge entry devices. 	<ul style="list-style-type: none"> • Design changes to main lobby • Badge entry for all doors. 	
James S. Evans	<ul style="list-style-type: none"> • Need more camera coverage inside school building • Greeters view is obstructed by panel in vestibule. • Gated entrance on the back of the building is missing a piece of the fence. • Door cannot be kept unlocked between the faculty room and the art room, and this is a concern. 	<ul style="list-style-type: none"> • Additional camera coverage for "dead zones" • Open up greeter's view • Fix gate at rear of building • Fix door between faculty room and art room. 	
Fishkill Elementary	<ul style="list-style-type: none"> • Additional cameras to cover blind spots • Lighting needed for new section of parking lot in the back. 	<ul style="list-style-type: none"> • Additional cameras to address dead 	

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	<ul style="list-style-type: none"> • Access near playground, only a couple of keys could be used, may want another badge reader on a door in the back? • Would like a different lock on the fire doors in the tower...They want a crash bar on the smoke doors in the tower to secure the door and still allow for fire egress. • Basement / music room area needs hallway camera. • Camera blocked by shed, • Needs additional fencing, especially near businesses. • Pre-K courtyard is isolated and hard to view. • Clarity of cameras not ideal for distance. • Felt that cell and Wi-Fi service in the building is poor. • Windows in cafeteria should be tinted? 	<p>zones both inside/outside</p> <ul style="list-style-type: none"> • Add lights to new parking lot • Badge reader for playground doors • Address locks on doors in tower • Address security in UPK court yard • Improve cell/Wi-Fi service: address café windows and access to outside. 	
<p>Fishkill Plains</p>	<ul style="list-style-type: none"> • A number of interior classroom doors get stuck and are hard to close during warm humid weather. The building would like this to be addressed. • Some exterior doors need to be pulled multiple times in order to get them to latch properly. • The school would like a handful of dummy keys that do not necessarily open any doors, but they can be used to lock any door for staff shelter. • Can the building consider the use of 1 way reflective window tint for exterior windows (ie: Classrooms)? This will help 	<ul style="list-style-type: none"> • Additional keys to support locking of doors during emergency • Consider tinting windows for safety • Additional outside lighting • Alarm boiler room door • Additional camera's near playground area 	<p>All doors in FP will be replaced this summer as part of an HVAC project.</p>

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	<p>keep classrooms cooler and also provide privacy screening.</p> <ul style="list-style-type: none"> • The Art Room has large windows (interior) around the classroom door. They are asking to replace the glass with a decorative wood panel. • Review Exterior lighting in the front of the building, some parts of the parking lot gets rather dark for evening events. • Can we get an alarm on the Boiler Room Door? • Additional Cameras are needed for the playground areas. • Second shift employees need training for emergency response protocols. • Need additional lighting for the courtyard in the back. • In the Primary playground a door put in the fence so in an Emergency the students can get out of eye sight and safely exit to the nearby bus garage • Consider removal of storm door installed on the interior of the kitchen • Consider giving coaches or other after school activity supervisors a time specific key card, or keypad entry code so exterior doors do not have to be left in the unlocked position. • Kitchen staff need to have a plan for communicating with administration in an emergency. 	<ul style="list-style-type: none"> • Additional staff training in emergency response • Add fencing for student safety • Keyless locks or additional sets of keys. 	
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Fishkill Plains Garage	<ul style="list-style-type: none"> • Gates do not lock on the compound. • Loft above the breakroom for storage, light switch at the bottom of the stairs but not up top. Stairs only way up and down. 	<ul style="list-style-type: none"> • Fix gates to lock • Add light to loft breakroom 	
Gayhead	<ul style="list-style-type: none"> • Exterior cameras on the playground...3 of them • 15 more walkies • Need parking lot lights everywhere • Adjust camera views inside • No gate on the back-access road for the school. Wide open for all traffic. • Exterior door off loading dock doesn't close all the way. 	<ul style="list-style-type: none"> • Add exterior camera's • Additional walkie-talkies • Parking lot lights • Add gate at rear of school to support safe building access • Fix door off loading dock 	
Kinry Road	<ul style="list-style-type: none"> • Boiler Room would like a phone in this area. • Would like a camera outside kitchen, and in stairwells. • Peep hole from Kitchen to outside, so they can see through door. • Blind spots outside on playgrounds • Right corner of building, 90 degree corner pocket with no view in those pockets. • Path between Vassar and Kinry, is an area of concern. 	<ul style="list-style-type: none"> • Consider phone in boiler room • Additional camera's • Improved visibility between kitchen and outside • Additional camera's for "dead zones" 	
Myers Corners	<ul style="list-style-type: none"> • Boiler room needs phone. • Bathroom window first floor intermediate wing, kids like to open them up, some students 	<ul style="list-style-type: none"> • Additional phones 	

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	<p>used it to elope. Need coverage for cameras in the back of the building. Need something to secure the window, too easy to use to gain access to the school from this window.</p> <ul style="list-style-type: none"> • Parent pickup drop off loop is a hazard, some people linger too long, too close to the classrooms, need window tint on those windows. • Back of building need fence by the old basketball courts. To open, too easy to access the campus from that side. Need a fence at that location. • Cameras in stairwells • Stairwell by elevator has a pocket that is hard to see • Need more interior cameras upstairs to cover blind spots. • Kitchen, in the AM deliveries come up through the back, too many deliveries, hard to see, staff want radio to call for assistance as needed. • Front of building, you cannot see the playgrounds at all. • More cameras needed on the front of the school. • Behind cafeteria 1 there is a hallway for lunch lines and pickup, need camera for that hallway • Behind cafe 2 there is an L shaped hallway need camera • Front entrance way camera towards the gym 	<ul style="list-style-type: none"> • Consider adjustments to bathroom window • Address parent pick up and “visual” access to students • Additional fencing • Additional cameras to address “dead zones” • Address delivery’s to school via back entrance 	
<p>Oak Grove</p>	<ul style="list-style-type: none"> • Staff parking lot very dark 	<ul style="list-style-type: none"> • Lights on parking lot 	

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	<ul style="list-style-type: none"> • Intermediate playground close to neighbors and there is a hole in the fence • More cameras for blind spots kindergarten wing and library area 	<ul style="list-style-type: none"> • Address fence between neighbor and playground • Additional cameras to address “dead zones” 	
Sheafe Road	<ul style="list-style-type: none"> • Cameras needed for blind spots • Some doors are hard to close. • Parent pickup location could be reviewed to improve the system? • Hill in backyard is hard to traverse, and can be hazardous. Would like stairs. 	<ul style="list-style-type: none"> • Additional camera’s for “dead zones” • Address doors that don’t close properly • Parent pick up to be reviewed for improvements • Address hill in back of school for safety 	
Vassar Road	<ul style="list-style-type: none"> • Radios are good, but would like some backups. • Spots in cafeteria have blind spot • Need phone in boiler room. • Front exterior camera coverage needs to be improved. • PNW BOCES still needs to send color coded maps 	<ul style="list-style-type: none"> • Additional walkie-talkies • Additional cameras to address “dead zones” • Phone in boiler room • Follow up with PNW BOCES 	

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<p>Van Wyck</p>	<ul style="list-style-type: none"> • The main hallway lighting is dim • 6th grade hallway camera needs to be renamed • Putting alarms on the doors in the back of the building. • Connecting outside rear door to camera system when opened • Interior camera blind spots • Stairwell cameras are needed • Nook by social worker is dark and not camera • No light by room 227 • Lights outside the Gym is too dim • Bullet proof glass in the back entrance by elevator. • Cameras by old mods are needing to be repositioned • 	<ul style="list-style-type: none"> • Address lighting issue across building • Additional cameras to address “dead zones” • Alarm doors at back of building • Change out glass near elevator • Fencing for bus lot 	
<p>Van Wyck Garage</p>	<ul style="list-style-type: none"> • Reflective tape on concrete light pole bases need to be replaced for visibility • Need fencing for employee and bus lot • Compound door is double locked on weekend and it prevents the badge to work at that time. 	<ul style="list-style-type: none"> • Replace reflective tape to aid in increased visibility • Fencing for bus lot • Address compound door for safe and easy access 	
<p>Wappingers Jr. High</p>	<ul style="list-style-type: none"> • Auditorium doors do not lock • PA system does not work in the auditorium • Light booth needs light in the auditorium • Exit door by 152 does not close without being forced • Need working radios / etiquette • Parking lot lights needed 	<ul style="list-style-type: none"> • Fix auditorium doors • Fix PA system in auditorium • Fix exit door 152 	

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	<ul style="list-style-type: none"> • Cut overhanging limb on roadway and property • Stair cases are dark • Bell tower, 101, portico, 130 stairs, custodian door and low level is too dim • Need cameras on stairs • Need cameras outside for parking and fields • Cameras for gym and cafe • Cameras for entrance and exit on both sides of the campus • Doors left unlocked after school and no one is watching. • Ladies bathroom for public use should be on first floor, make men room unisex for all to use. 	<ul style="list-style-type: none"> • Additional walkie-talkies • Parking lot lights • Additional cameras to address “dead zones” • Unlocked doors after school hours – key less badge for appropriate community usage? • Address rest room usage for adults 	
Wappingers Jr. High Compound	<ul style="list-style-type: none"> • Outside lighting needs to be improved • No security on outside entrances • Need cameras in the parking lot • Storage closet in utility closet has no inside lock • Would like badge entry and cameras 	<ul style="list-style-type: none"> • Improve outside lighting • Security camera’s on outside entrances • Consider badge entry 	
Wappingers Jr. High Garage	<ul style="list-style-type: none"> • Outside lighting needs to be improved • No security on outside entrances • Need cameras in the parking lot • Would like badge entry and cameras 	<ul style="list-style-type: none"> • Improve outside lights • Security camera’s on outside entrances • Consider badge entry 	

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		<ul style="list-style-type: none"> • Additional camera's 	
Orchard View AHS	<ul style="list-style-type: none"> • Additional Camera in Cafeteria • Additional exterior cameras • Reconfigure main office so that office staff can have a full view of the main entrance door. 	<ul style="list-style-type: none"> • Additional camera's • Consider reconfigure main office 	
Roy C. Ketcham	<ul style="list-style-type: none"> • Additional Cameras needed throughout • Update gate for the courtyard for security and fire egress • Gym lobby needs to be secured, reviewed door that was removed by nurse's office. • Alarms on certain exit doors. • Badges for after school activities. • Keys need to be reviewed as they cannot open doors like bathrooms for safety reasons. • Need burglar alarms 	<ul style="list-style-type: none"> • Additional cameras to address "dead zones" • Address broken gate at interior courtyard • Gym lobby doors reinstated • Alarms on exit doors • Badges for access afterschool • Review building keys to ensure safety protocols are met • Alarm building? 	
RCK Annex	<ul style="list-style-type: none"> • No security on outside entrances • Would like badge entry and cameras • Intercom for visitors for continuing education. • Intercom at loading dock • Carpenter external door is always propped open • Garage side entrance is always unlocked • F&O parking lot has poor lighting • Additional lighting by the warehouse entrance 	<ul style="list-style-type: none"> • Security camera's outside entrances • Badge entry • Intercom system • Review safety protocols • Additional lighting in parking areas • Alarms on doors • Improved signage 	

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	<ul style="list-style-type: none"> • Need alarms on certain doors • Need another time clock • New door from food service entrance at the warehouse • Bigger sign to identify the food service entrance • Make sure entrance to food service is not a parking spot 		
<p>John Jay</p>	<ul style="list-style-type: none"> • Need burglar alarm • Lighting needs improvement in parking lots • Lighting on Nicks way insufficient • Lighting behind the bleachers is a problem, too dark • Lighting on the score board would be helpful • Cameras in stairwells, the kitchen, first floor cameras need to be improved, tech wing bling spots, stage left and right no cameras, soccer field and baseball field, patriots way drop off loop, need something up high at the drop off location on patriots way. • Security booth camera needs to be added. • Fencing around tech alley. • Tech classes use outdoor spaces and there should be fenced in space behind tech alley • Back of bleachers needs fencing to stop them from running around under the bleachers. • Need more radios • Improve wireless communication to security booth and baseball field 	<ul style="list-style-type: none"> • Building alarm system • Improved outside lighting • Additional cameras to address “dead zones” • Additional fences around school grounds • Additional walkie-talkies • Improved access to building via understructure • Fix front door vestibule • Bigger security booth in front of school • Eye wash in kitchen • Review building safety plans and processes • Speed bumps to slow the speed of traffic inside traffic area 	

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	<ul style="list-style-type: none"> • Request for radios to talk to transportation. • Revisit paved road around the building to improve access. • Front door vestibule not latching • Tech wing door frame by student lot, frame needs to be replaced • Swap keypads on door access • Eye wash for the kitchen • Security booth is getting too small, bigger booth that fits the pad? • Rear kitchen door security, ice machine out back, stays propped • Maybe move ice machine to trainer's office • Revisit decommissioned oil tank removal, it is a blind spot, can we remove it? • Speed humps would help and still be ok to plow 		
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ATTACHMENT 3

Sample Workplace Violence Prevention Training Outline

Information and training for all employees:

- I. Overview of Requirements of the Workplace Violence Regulations
 - A. **Develop a written policy statement.** Employers must develop a written policy statement 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.

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- 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. Other policies in place that may be relevant:

- 1. Code Of Conduct
- 2. Non-Discrimination & Equal Opportunity
- 3. Discrimination & Harassment of Employees
- 4. School Safety Plan & Teams
- 5. Public Use Of School Facilities
- 6. Visitors To Schools

III Risk factors specific to the workplace that were identified in the risk evaluation

- a. See Risk factors and Control Measures in Attachment 2
- b. Measures that employees can take to protect themselves from the identified risks such as:
 - i.* Follow incident alert and notification procedures
 - ii.* Appropriate work practices - Including following rules for entry into buildings and using of badges, and parent pick up
 - iii.* Review and follow emergency procedures
 - iv.* Use of security alarms and other devices
 - v.* Be aware of surroundings, especially in areas where public can access
 - vi.* Avoid poorly lit areas at

IV. The written workplace violence prevention program shall be available at The Office of Human Resources & Labor Relations and The Office of Student Support Services.

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V: Privacy Concerns:

Sensitive information: NOTE: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but is 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

Note: Employees/students who are victims of workplace violence can independently and voluntarily request that their name not be entered on the report.

Workplace Violence Incident Report

Please use this form to immediately report an incident of Workplace Violence that occurred within the Wappingers Central School District. The original should be sent to Renee Harris, Director of Human Resources, with a copy to your supervisor and your union president.

Date of Incident: _____ Time of Incident: _____

Employee Name: _____ Title: _____

Incident Location: _____ Contact #: _____

Type of incident: Physical Abuse Verbal Abuse Threat Other: _____

Describe the incident: _____

(If additional space is needed, please continue the description on the back of this form)

Were there any injuries? Yes No

Extent of injuries: _____

Was medical treatment required? Yes No Hospitalization? Yes No

Name of perpetrator/assailant: _____

Was the perpetrator/assailant: Co-worker Relative/Spouse/Partner Student Parent Other

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Name(s) of witnesses: _____

Employee Signature: _____ Date: _____