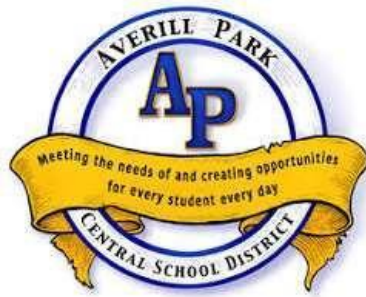# Averill Park Central School District

Workplace Violence Prevention Plan

Workplace Violence Prevention Program (WVPP) Overview

Averill Park Central School District is committed to creating and sustaining a safe learning environment for every staff member, student and visitor within our catchment area. To accomplish this, we must have systems and structures in place to both prevent and respond to violence. This required program is intended to assist employees in recognizing, reporting, and responding to incidents of workplace violence. Prompt and accurate reporting is crucial to maintaining a safe and healthy work environment for everyone.

On September 6, 2023, NYS Governor Kathy Hochul signed the Workplace Violence Prevention (WVP) Act. This was a modification of the original law, signed into law on June 7, 2006. This legislation requires public employers to perform a risk evaluation of their workplaces and develop and implement programs to prevent and minimize workplace assaults and homicides. Schools and BOCES were previously exempt from this law because of the school safety plan requirements outlined in Commissioner Regulation 155. Public schools and BOCES need to fully comply with this new requirement by May 3, 2024.

Averill Park Central Schools created a WVPP Committee that included its union leaders and administration to develop this program to meet the requirements of the law. It is recognized that this program does not change or undermine any rights of staff and students pursuant to the United States or New York State constitutions, federal law (including but not limited to the Individuals with Disabilities in Education Act, the Family Educational Rights and Privacy Act, and/or Section 504 of the Rehabilitation Act of 1973), New York State law (including but not limited to the Dignity for All Students Act and Section 3214 of the New York State Education Law), and/or any regulations or guidance put forth by the Commissioner of Education. Averill Park Central Schools will annually evaluate the physical and environmental threats that employees face, along with reviewing the WVPP Program.

I.   Definition of Workplace Violence
"Workplace violence" is defined as any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

II.   Purpose of this Program

The purpose of this Workplace Violence Prevention Program (WVPP) is to provide information to all employees 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 probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this WVP Program is the Averill Park Central Schools commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible. All Averill Park Central Schools employees are required to comply with this program. In addition, visitors of district-owned property and facilities are required to conduct themselves in a non-violent manner in conformity with the Code of Conduct Policy, and existing law. Employees who observe or experience visitors of District property engaging in violent behavior should follow the procedures for the reporting of such behavior in our policy.

III.   Policy Statement

The APCSD Board of Education adopted a policy statement on January 22nd, 2024, which indicates the Averill Park Central Schools workplace violence prevention policy, goals and objectives; incident alert and notification policies; and provides for full employee participation through an authorized employee representative has been developed, implemented and posted where notices to employees are normally posted. The policy statement is posted on the school website (Board Policies 8130.2)

IV. Application of the Program

The Averill Park Central Schools has conducted a workplace risk assessment consisting of:
- Examination of records of previous workplace violence incidents,
- Risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence;
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and
- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives.
- Facilitate appropriate responses to reported incidents of workplace violence;
- Assess the potential problem of workplace violence;
- Evaluate incidents to prevent future occurrences;
- Utilize prevention, intervention, and interviewing techniques in responding to workplace violence; and
- Develop workplace violence prevention tools (such as guidelines and reporting tools) to assist in recognizing and preventing workplace violence in the organization.

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 District employees include, but are not limited to, the following:

- Programs and offices which handle the exchange of cash
- Programs that serve challenging students
- Offices which handle issues which are stressful to faculty and staff, such as Human Resources;
- Staff working:
    - alone or in small groups;
    - late at night or early in the morning
    - in a setting where previous security problems have occurred
    - at a mobile workplace assignment
    - with a population which might expose one to potentially violent persons \

Risk factors identified during the examination, assessment and evaluation are listed in Appendix 3 along with the methods and means by which each risk is being addressed. Averill Park Central Schools is responsible for addressing all risk factors that their 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.

The application of this program will focus on proactively improving safety measures to mitigate workplace violence for employees. Averill Park Central Schools will ensure that the correct responsive measures are utilized based on the severity of the violation(s). We are committed to implementing training that will educate, prepare, and equip staff with the tools needed to identify workplace violence and respond promptly and equitably as the situation warrants.

It is also recognized that workplace violence toward staff may involve the students served. Identifying the unique challenges and needs of the various students our programs serve may involve the effective implementation of personalized plans for students with diverse needs. To achieve this delicate balance, Averill Park Central Schools is committed to taking proactive steps towards prevention.

The Averill Park School District will provide workplace violence prevention training sessions for employees based on the law and this program. Included in this training will be processes and protocols to report a workplace violence incident.

IV.   Control Methods
Hierarchy of Controls

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness:

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

Engineering controls eliminate or reduce the hazard through substitution or design (ie: capital project).

Administrative controls eliminate or reduce the hazard through organizational policies, procedures and work practices. Many of the Averill Park Central Schools policies already address prevention or mitigation of violence in school settings.

In addition, the Averill Park Central Schools Staff handbook, Averill Park Central Schools Bargaining Unit Agreements and Employee Assistance Resources found on our website provide additional employee-related policies and protocols related to workplace violence.

Personal Protective Equipment (PPE) is generally considered the least desirable form of control but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Staff working in the Special Education programs have access to various types of equipment that may be necessary to protect both staff and students. The student IEPs will determine which appropriate PPE is needed in conjunction with the program behavioral specialist. Items include gloves, Kevlar sleeves, face shields, shin guards, etc.

V.   Reporting Procedures

Immediate Threats:
- If there is an immediate threat to the safety of yourself or others, call 911.
- move to a secure location to ensure your safety and the safety of others
- Notify your supervisor once you are in a safe location.

Non-Emergency Incidents:
- For non-emergency incidents or concerns related to workplace violence, report the incident to your immediate supervisor as soon as possible.
- Use the designated WPV reporting Form (appendix 2) and reporting process.

Supervisor's Responsibility:
- Supervisors who receive a report of workplace violence must take immediate action to address the situation.
- Document the details of the incident shared with you and ask the staff member to complete the WVP Incident report form (Appendix 2).
- If the incident involves harassment, discrimination, or threats, the supervisor must involve the Human Resources department promptly.
- Human Resources will record the incident and conduct an investigation, maintaining confidentiality to the extent allowed by law.

VI.   Reporting Channels:

Direct Supervisor:
- Employees are encouraged to report incidents to their direct supervisor first and complete the Workplace Violence Reporting Form (Appendix 2).

Human Resources Department:
- Receives the Incident Reporting Form.
- Will conduct a thorough and impartial investigation with the goal to gather information to determine the appropriate course of action.
- Will communicate with the involved parties as appropriate and provide updates on the status of the investigation.
- Based on the findings of the investigation, appropriate actions will be taken to address workplace violence and prevent its recurrence.

VII.   Support Services:

Employee Assistance Program (EAP):

- Employees are encouraged to utilize the EAP for counseling and support services.

Security Measures:

- If necessary, Averill Park Central Schools will implement additional security measures to ensure the safety of employees.

VIII.   Training:

Workplace Violence Prevention Training:

- Averill Park Central Schools will provide continual training to employees on recognizing, preventing, and reporting workplace violence. This training will encompass strategies for de-escalation, conflict resolution, and fostering a positive, inclusive school and working culture. By equipping staff with the tools to recognize and respond to potential issues early on, we aim to create an environment where students and employees feel secure and supported.

IX.   Regular Updates:
- Policies and procedures related to workplace violence will be reviewed regularly and updated as needed. By following these reporting guidelines, Averill Park Central Schools employees can contribute to maintaining a safe and respectful workplace for all.

Appendix 1:

Site Risk Assessment

District: **Date of Survey:**

Facility Name: **Facility Address:**

School District Representatives:

Name	Title

Questar III BOCES Representatives:

Name	Title

AREAS ASSESSED	Yes, No, N/A	Comment
A. General		
1. Employees work in public facing setting		
2. Employee work early morning or late-night hours		
3. Employees work alone or in small numbers for assigned shift		
4. Employees exchange money as part of job duties		
5. Have there been previous reported security incidents?		
6. Is the facility in an area with a high crime rate?*		
7. Is the facility designated as a *Persistently Dangerous School* by NYSED?		

8. Employees work with known volatile persons		
9. Does facility have posted evacuation plan/map		
10. Does facility conduct routine evacuation/fire drills		
11. Are electric panels locked to prevent unauthorized access		
12. Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits?		
B. Security		
1. Does the facility use School Resource Officers? If yes, # SROs per facility		
2. Is there school district security staff present at this location? If yes, list # present per shift		
3. Does the facility have contracted security staff present at this location? If yes, list # present per shift		
4. Is security/law enforcement posted at entrances?		
5. Do security/law enforcement personnel patrol the facility and grounds?		
6. Does school policy require I.D. badges to be worn by all school staff?		
7. Does school policy require I.D. badges to be worn by all students?		
8. Does the facility have access control?		
9. Is the facility equipped with metal detectors?		
10. Is the facility equipped with security cameras?		
11. Is facility equipped with panic buttons?		
12. Is facility equipped with lockdown buttons?		
13. Is there a visitor management policy?		
14. Are visitors required to wear visitor I.D. badges?		

15. Is each occupied room equipped with a telephone or radio to call for help when needed?		
16. Do all school personnel receive de-escalation training?		

C. Parking Lots		
1. Are parking areas protected with security/ law enforcement personnel?		
2. Are parking areas patrolled by security/law enforcement personnel?		
3. Are parking areas equipped with security cameras?		
4. Are parking areas equipped with working lights?		

D. Offices (District and Building) *-District Offices located in the Junior/ Senior High Building.*		
1. Do office areas have controlled access from public entrance?		
2. Is office area equipped with panic alarm?		
3. Are offices equipped with telephones to call 911?		
4. Are telephones or radios used to communicate with facility personnel and outside classes?		
5. Are office doors equipped with door locks to prevent unauthorized access?		
6. Do front office employees receive De-escalation training?		
7. For superintendent hearings, are staff and the SRO/security notified of time and date?		

E. Classrooms		
1. Are evacuation maps posted in each classroom?		

Question		
2. Are classroom doors equipped with locks to restrict access?		
3. Are classrooms equipped with telephones?		
4. Are classroom personnel equipped with radios?		
5. Are classroom personnel exposed to violent behavior from students?		
6. Do classroom personnel receive De-escalation training?		
7. Are classroom personnel informed of students with behavioral issues prior to student placement in classroom?		
8. Have classroom personnel been provided with training on working with students with behavioral issues?		
9. Are instructional personnel provided with necessary personal protective equipment for students with known aggressive behavior?(Biting, scratching, kicking etc.)		
10. Can windows be locked to prevent uncontrolled access?		
11. Are windows openings limited by stops to prevent full operation?		
12. Are items that can be used as potential weapons by students limited?		

F. Cafeteria		
1. Is kitchen access restricted to authorized personnel only?		
2. Does cafeteria personnel exchange money with students and staff?		
3. Is cafeteria equipped with security cameras?		
4. Is cafeteria space(s) locked when not in use?		
5. Is cafeteria staff provided with telephones and/or radios for emergency communication?		
6. Are evacuation maps posted at all exits?		

Assessment completed by:

Name:	Title:
Signature:	Date:

Previously Noted Incident

Appendix 2

Workplace Violence Report Form

Workplace Violence is any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment.

Reporter/Person completing this report

Name: _____ Are you the victim? ☐ YES ☐ NO

Title: _____ Phone Number _____

To the best of your knowledge, was the supervisor contacted? ☐ YES ☐ NO

 Date Incident was reported: _____

Victim Information

Name: _____ Title (if known): _____

Date of Incident: _____ Time of Incident: _____AM/PM

Location where incident occurred _____

Incident Type: ☐ Physical Abuse   ☐ Verbal Abuse   ☐ Other _____

Name of Assailant(s): _____

_____

Witness(es) to the Incident: _____

_____

(Over)

Detailed description of the incident (attach a page if more space is needed):

Nature and extent of any injuries from the incident ☐ None

Any additional information:

Submit this form to the District Workplace Violence Coordinator at the HR office-District Office

Reviewed by District Workplace Violence Administrator:

Name _____   Date: _____

Appendix 3 - Identified Risks

APHS - Identified Risk	Selected Control(s)	Comments
Public Facing Facility with potentially aggressive/violent adults or students	Administrative & Personal Protective Equipment Control	Annual De-escalation Training Therapeutic Crisis Intervention for Schools (TCIS) Training Safety Training with Front Office Staff To access PPE, reach out to the building principal. Available upon request Behavior Intervention Plans Collaboration with School Resource Officer Front office Panic Buttons
Securing all building spaces	Engineering & Administrative Control	Secured Vestibule Locking large group spaces ie: Auditorium, Cafeteria, Kitchen, Gyms when not in use. Locking classroom spaces when no one is present
Field Trip Procedures	Administrative Control	Prior to any trip, if a parent is attending, process their identification through the Raptor Visitor Management System The lead chaperone/trip organizer and minimally 1 staff per bus will be provided with contract information of school administrators in case of emergency Signing out procedure if a student is not going to on the bus returning from the event Submit a list to the main office/athletic office of all students/staff on the buses attending an event
After Hours Events	Engineering & Administrative Control	Security Cameras active 24/7 On-Duty Custodian with a district radio Restrict hallway access Lighted parking areas

AMS- Identified Risk	Selected Control(s)	Comments
Public Facing Facility with potentially aggressive/violent adults or students	Administrative & Personal Protective Equipment Control	Annual De-escalation Training Therapeutic Crisis Intervention for Schools (TCIS) Training Safety Training with Front Office Staff To access PPE, reach out to the building principal. Available upon request Behavior Intervention Plans Collaboration with School Resource Officer Front office Panic Buttons
Securing all building spaces	Engineering & Administrative Control	Secured Vestibule Locking large group spaces ie: Auditorium, Cafeteria, Kitchen, Gyms when not in use. Locking classroom spaces when no one is present

AMS- Identified Risk	Selected Control(s)	Comments
Field Trip Procedures	Administrative Control Control	Prior to any trip, if a parent is attending, process their identification through the Raptor Visitor Management System The lead chaperone/trip organizer and minimally 1 staff per bus will be provided with contract information of school administrators in case of emergency Signing out procedure if a student is not going to on the bus returning from the event Submit a list to the main office/athletic office of all students/staff on the buses attending an event
After Hours Events	Engineering & Administrative Control	Security Cameras active 24/7 On-Duty Custodian with a district radio Restrict hallway access Signing in of parents during parent conferences events Signing in for Community Education Sessions

MHSL Elementary - Identified Risk	Selected Control(s)	Comments
Public Facing Facility with potentially aggressive/violent adults or students	Administrative & Personal Protective Equipment Control	Annual De-escalation Training Therapeutic Crisis Intervention for Schools (TCIS) Training eSafety Training with Front Office Staff To access PPE, reach out to the building principal. Available upon request Behavior Intervention Plans Collaboration with School Resource Officer Front office Panic Buttons
Securing all building spaces	Engineering & Administrative Control	Secured Vestibule by Summer 2025 Locking large group spaces ie: Cafeteria, Kitchen, Gym when not in use. Locking classroom spaces when no one is present
Field Trip Procedures	Administrative Control	Prior to any trip, if a parent is attending, process their identification through the Raptor Visitor Management System The lead chaperone/trip organizer and minimally 1 staff per bus will be provided with contract information of school administrators in case of emergency Signing out procedure if a student is not going to on the bus returning from the event Submit a list to the main office of all students/staff on the bus(s) attending an event
After Hours Events	Engineering & Administrative Control	Security Cameras active 24/7 On-Duty Custodian with a district radio Restrict hallway access Signing in of parents during parent conferences events

PES Elementary - Identified Risk	Selected Control(s)	Comments
Public Facing Facility with potentially aggressive/violent adults or students	Administrative & Personal Protective Equipment Control	Annual De-escalation Training Therapeutic Crisis Intervention for Schools (TCIS) Training Safety Training with Front Office Staff To access PPE, reach out to the building principal. Available upon request Behavior Intervention Plans Collaboration with School Resource Officer Front office Panic Buttons
Securing all building spaces	Engineering & Administrative Control	Secured Vestibule by Summer 2025 Locking large group spaces ie: Cafeteria, Kitchen, Gym when not in use. Locking classroom spaces when no one is present
Field Trip Procedures	Administrative Control	Prior to any trip, if a parent is attending, process their identification through the Raptor Visitor Management System The lead chaperone/trip organizer and minimally 1 staff per bus will be provided with contract information of school administrators in case of emergency Signing out procedure if a student is not going to on the bus returning from the event Submit a list to the main office of all students/staff on the bus(s) attending an event
Lighting	Engineering Control	Activate lighting units outside gym entrance towards the playground
After Hours Events	Engineering & Administrative Control	Security Cameras active 24/7 On-Duty Custodian with a district radio Restrict hallway access Signing in of parents during parent conferences events

WSL Elementary - Identified Risk	Selected Control(s)	Comments
Public Facing Facility with potentially aggressive/violent adults or students	Administrative & Personal Protective Equipment Control	Annual De-escalation Training Therapeutic Crisis Intervention for Schools (TCIS) Training Safety Training with Front Office Staff To access PPE, reach out to the building principal. Available upon request Behavior Intervention Plans Collaboration with School Resource Officer Front office Panic Buttons
Securing all building spaces	Engineering & Administrative Control	Secured Vestibule by Summer 2025 Locking large group spaces ie: Cafeteria, Kitchen, Gym when not in use. Locking classroom spaces when no one is present

WSL Elementary - Identified Risk	Selected Control(s)	Comments
Field Trip Procedures	Administrative Control	Prior to any trip, if a parent is attending, process their identification through the Raptor Visitor Management System The lead chaperone/trip organizer and minimally 1 staff per bus will be provided with contract information of school administrators in case of emergency Signing out procedure if a student is not going to on the bus returning from the event Submit a list to the main office of all students/staff on the bus(s) attending an event
After Hours Events	Engineering & Administrative Control	Security Cameras active 24/7 On-Duty Custodian with a district radio Restrict hallway access Signing in of parents during parent conferences events

APPENDIX 4- Preventative Strategies

Risks	Reactive Strategies	Preventative Strategies
Biting	Push into bite; do not pull away	Proximity De-escalation Training for staff
Kicking/Hitting/Assault	Step back, move away, create a barrier	
Choking	TCIS protective strategy, move hand away	
Hair Pulling	TCIS protective strategy	
Threats - Physical	Step back, move away, create a barrier Reduce the stressor	De-escalation Training for staff
Threats - Verbal	Step back, move away, create a barrier De-escalation- reduce the stressor	De-escalation Training for staff
Staff-to-Staff Threats/Conflict	De-escalation/Power Struggle "drop the rope"	Mediation Teaching self-care to minimize stress
Parents/Caregivers Making Threats	De-escalation- be an empathetic listener to reduce the stress	Threat assessment protocol
Front Office Employee	De-escalation	Training
Before and After Hours	Be aware of surroundings	Increase access to safe setting
Public Use of School	Pre-approved use only	Vetted and approved facility use requests
Unsafe/Violent Student Behavior - Staff	Step back, move away, create a barrier De-escalation	SEL education TCIS Restorative practices
Unsafe/Violent Student Behavior - Student	Step back, move away, create a barrier De-escalation	TCIS Restorative practices
Combative and Threatening Caregivers	De-escalate	Build and foster positive working relationships with families and caregivers
Student-to-Student Physical Aggression/Fight	Separate students De-escalate	Training - TCIS PBIS
Confrontational Physical Aggression	De-escalate	Create opportunities for community building De-escalation training for staff

Students Under the Influence	Alert Office who will work with the Nurse Parent/guardian contact	Training and awareness Restorative Collaboration with medical and mental health agencies
Staff Mental Health Issues	EAP Central office support Union support	Provide space and flexibility for self-care, EAP resources, collaboration with medical and mental health agencies
Student Mental Health Issues	Social worker/ psychologist support Call parents	Collaboration with families and medical and mental health agencies

Appendix 4- Maintenance and Review

Plan and Contact information:

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the district website. www.averillpark.k12.ny.us.

Designated Workplace Violence Coordinator Contact Information:

Primary Contact		Secondary Contact	
Name	Kim Nugent	Name	Carrie Nyc-Chevrier
Title	Director of Personnel & Development	Title	Asst. Superintendent for Business
Phone	518-674-7060 x 7235	Phone	518-674- 7060 x7239
Location	District Office	Location	District Office

Program Review Record:

Date Reviewed:	Members Present:	Update: