



Cairo-Durham Central School District Home of the Mustangs

Workplace Violence Prevention Program (WVPP) Overview

CAIRO-DURHAM CSD 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.

CAIRO-DURHAM CSD 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 students within our BOCES programs 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. CAIRO-DURHAM CSD will annually evaluate the physical and environmental threats that employees face, along with reviewing the WVPP Program.

I. Definition of Workplace Violence

The term “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 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 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 CAIRO-DURHAM CSD commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible. All CAIRO-DURHAM CSD 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

A policy statement which indicates the CAIRO-DURHAM CSD workplace violence prevention policy, goals and objectives; incident alert and notification policies; and provides for full employee participation through an authorized employee representative has been developed, implemented and posted where notices to employees are normally posted. The policy statement is included in **Appendix 1**.

III. Application of the Program

The CAIRO-DURHAM CSD 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
 - Working with a population which might expose one to potentially violent persons (adult education program in jails)

Risk factors identified during the examination, assessment and evaluation are listed in **Appendix 2** along with the methods and means by which each risk is being addressed. CAIRO-DURHAM CSD 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. CAIRO-DURHAM CSD 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, including neurodivergent students. To achieve this delicate balance, CAIRO-DURHAM CSD is committed to taking proactive steps

towards prevention. These plans will be developed collaboratively with educators, parents, and relevant specialists to address individualized requirements and potential triggers.

The WVPP Committee, in conjunction with the Health and Safety Office, 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 (possible capital project).

Administrative controls eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). Many of the CAIRO-DURHAM CSD policies already address prevention or mitigation of violence in school settings. These include but are not limited to:

<https://go.boarddocs.com/ny/cadu/Board.nsf/Public#> Select policies- Policy # 6190

In addition, the CAIRO-DURHAM CSD Staff handbook , CAIRO-DURHAM CSD 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.
- Take steps to ensure your safety and the safety of others, such as moving to a secure location.
- 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 or program manager as soon as possible.
- Use the designated reporting channels established by CAIRO-DURHAM CSD for reporting workplace violence. This includes the WPVP incident report form (https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2363/cdcsd/4190538/Cairo-Durham_CSD_Workplace_Violence_Report_Form.pdf).

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, including the date, time, location, individuals involved, and a description of the events in the CAIRO-DURHAM CSD WVPV Incident report form (https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2363/cdcsd/4190538/Cairo-Durham_CSD_Workplace_Violence_Report_Form.pdf).

- 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 or manager first and complete the Workplace Violence Reporting Form.

Human Resources Department:

- If the incident involves a supervisor or the employee is uncomfortable reporting to their supervisor, they may report directly to the Human Resources department.

VII. Follow-Up Actions:

Investigation:

- Once a report is received, CAIRO-DURHAM CSD will conduct a thorough and impartial investigation. The goal is to gather information to determine the appropriate course of action.

Communication:

- CAIRO-DURHAM CSD will communicate with the involved parties as appropriate and provide updates on the status of the investigation.

Resolution:

- Based on the findings of the investigation, appropriate actions will be taken to address workplace violence and prevent its recurrence.

Security Measures:

- If necessary, CAIRO-DURHAM CSD will implement additional security measures to ensure the safety of employees.

VIII. Training:

Workplace Violence Prevention Training:

- CAIRO-DURHAM CSD will provide training to employees on recognizing, preventing, and reporting workplace violence.
- Continual training for school staff is an integral component of our commitment to preventing 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, CAIRO-DURHAM CSD employees can contribute to maintaining a safe and respectful workplace for all. Remember, the commitment to reporting ensures a swift and appropriate response to workplace violence incidents.

CAIRO-DURHAM CSD is committed to the ongoing development of training that will seek to educate, inform, and support our employees and students through this workplace violence prevention program.

APPENDIX 1

Workplace Violence Prevention Policy Statement

Cairo Durham CSD is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; 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.

Acts of violence against the District/BOCES employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- 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.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Workplace Violence Administrator/Officer Contact

Primary Contact		Secondary Contact	
Name	Amanda McCabe	Name	Michael Wetherbee
Title	District Treasurer	Title	Superintendent
Department	HR	Department	Superintendent's Office
Phone	518-622-8534 Ext. 23070	Phone	518-622-8534 Ext. 25010
Location	District Office	Location	District Office

Adopted: 2/1/24

APPENDIX 2

APPENDIX 2

Questar III BOCES Site Risk Assessment

District: Cairo-Durham Central School District

Date of Survey: 01/25/2024

Facility Name: Cairo-Durham Elementary

Facility Address: 424 Main St Cairo, NY 12413

School District Representatives:

Name	Title	Signature
Rachel Harvey	AP Elementary	
Patrick Whitt	Director of Facilities	
Michael Wetherbee	Superintendent	

Authorized Employee Representatives:

Name	Title	Signature
Allison Manoli	Cairo-Durham TA President	
Janet McKeon	CSEA President	

Questar III BOCES Representatives:

Name	Title	Signature
Michael Otton	Health and Safety Specialist	
Douglas Colwell	School Security Specialist	
Kerrie Marble	School Security Specialist	

AREAS ASSESSED	Yes, No, N/A	Comment (if not applicable, indicate with an N/A)
A. General		
1. Employees work in public facing setting	Yes	Front office Staff, admin, and staff working drop off and dismissal.
2. Employee work early morning or late-night hours	Yes	Custodial Staff
3. Employees work alone or in small numbers for assigned shift	Yes	Custodial Staff
4. Employees exchange money as part of job duties	Yes	Cafeteria Staff
5. Have there been previous reported security incidents?	No	
6. Is the facility in an area with a high crime rate?*	No	
7. Is the facility designated as a <i>Persistently Dangerous School</i> by NYSED? (https://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/CriteriaforDesignatingPersistentlyDangerousSchoolusingSV.html)	No	
8. Employees work with known volatile persons	No	

9. Does facility have posted evacuation plan/map	Yes	
10. Does facility conduct routine evacuation/fire drills	Yes	
11. Are electric panels locked to prevent unauthorized access	Yes	
12. Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits?	Yes	
B. Security		
1. Does the facility use School Resource Officers? If yes, # SROs per facility	Yes	One (1) SRO per school.
2. Is there school district security staff present at this location? If yes, list # present per shift	No	Just SRO.
3. Does the facility have contracted security staff present at this location? If yes, list # present per shift	No	
4. Is security/law enforcement posted at entrances?	Yes	At arrival and dismissal.
5. Do security/law enforcement personnel patrol the facility and grounds?	Yes	
6. Does school policy require I.D. badges to be worn by all school staff?	Yes	

7. Does school policy require I.D. badges to be worn by all students?	No	
8. Does the facility have access control?	Yes	Swiping to get in and single point of entry. Locked vestibules.
9. Is the facility equipped with metal detectors?	No	
10. Is the facility equipped with security cameras?	Yes	
11. Is facility equipped with panic buttons?	No	
12. Is facility equipped with lockdown buttons?	Yes	
13. Is there a visitor management policy?	Yes	
14. Are visitors required to wear visitor I.D. badges?	Yes	Raptor system.
15. Is each occupied room equipped with a telephone or radio to call for help when needed?	Yes	
16. Do all school personnel receive de-escalation training?	No	Only select staff.
C. Parking Lots		
1. Are parking areas protected with security/ law enforcement personnel?	No	
2. Are parking areas patrolled by security/law enforcement personnel?	No	

3. Are parking areas equipped with security cameras?	Yes	
4. Are parking areas equipped with working lights?	Yes	
D. Offices (District and Building) -District Offices located in the Junior/ Senior High Building.		
1. Do office areas have controlled access from public entrance?	Yes	
2. Is office area equipped with panic alarm?	No	
3. Are offices equipped with telephones to call 911?	Yes	
4. Are telephones or radios used to communicate with facility personnel and outside classes?	Yes	
5. Are office doors equipped with door locks to prevent unauthorized access?	Yes	
6. Do front office employees receive De-escalation training?	No	
7. For superintendent hearings, are staff and the SRO/security notified of time and date?	No	As needed.
E. Classrooms		
1. Are evacuation maps posted in each classroom?	Yes	

2. Are classroom doors equipped with locks to restrict access?	Yes	
3. Are classrooms equipped with telephones?	Yes	
4. Are classroom personnel equipped with radios?	Yes	Yes telephones. Radios as needed.
5. Are classroom personnel exposed to violent behavior from students?	Yes	
6. Do classroom personnel receive De-escalation training?	No	
7. Are classroom personnel informed of students with behavioral issues prior to student placement in classroom?	Yes	When known.
8. Have classroom personnel been provided with training on working with students with behavioral issues?	Yes	As needed.
9. Are instructional personnel provided with necessary personal protective equipment for students with known aggressive behavior?(Biting, scratching, kicking etc.)	No	Upon request.
10. Can windows be locked to prevent uncontrolled access?	Yes	
11. Are windows openings limited by stops to prevent full operation?	Yes	Rescue windows are no stop.
12. Are items that can be used as potential weapons by students limited?	Yes	

F. Cafeteria		
1. Is kitchen access restricted to authorized personnel only?	Yes	
2. Does cafeteria personnel exchange money with students and staff?	Yes	Limited cash transactions for snacks only and when staff pays with cash.
3. Is cafeteria equipped with security cameras?	Yes	
4. Is cafeteria space(s) locked when not in use?	No	Only during lockdowns.
5. Is cafeteria staff provided with telephones and/or radios for emergency communication?	Yes	
6. Are evacuation maps posted at all exits?	Yes	
G. Auditorium		
1. Are all entrances kept locked when not in use?	N/A	
2. Is auditorium, stage, backstage equipped with security cameras?	N/A	
3. Is auditorium, stage, backstage equipped with security lighting?	N/A	

4. Is the backstage restricted to authorized personnel?	N/A	
5. Are catwalks, light towers, etc. restricted to authorized personnel only?	N/A	
6. Is security/law enforcement present during events?	N/A	
7. Are evacuation maps posted at all exits?	N/A	
H. Gymnasium		
1. Does gymnasium have exterior lighting around all entrances and exits if applicable?	Yes	
2. Are locker rooms locked or monitored to prevent unauthorized entry?	N/A	
3. Is security/law enforcement present during events?	Yes	During the day SRO is present. As needed for after hour events.
4. Is gymnasium equipped with security cameras?	Yes	
I. Athletic Fields		
1. Is security/law enforcement present during events?	No	
2. Are athletic fields protected from unauthorized entry with fences?	No	

3. Are athletic fields equipped with security/event lighting?	No	
4. Does school policy require I.D. badges to be worn by all school staff at sporting events?	Yes	Staff in Supervisory capacity wear specific-colored shirts to signify School Staff In Charge during event.
5. Are athletic fields equipped with security cameras?	No	

J. Playgrounds

1. Are assigned employees provided with radios?	Yes	
2. Is the playground area fenced and has appropriate signage?	No	
3. Is the fencing lockable?	No	
4. Are assigned staff trained in playground supervision?	No	
5. Is the playground equipped with security cameras?	Yes	

K. Bus Garage & Buses

1. Is transportation in-district or contracted?	Yes	In District.
2. Are buses stored in a secure location?	No	Buses are parked in fenced areas. No bus garage.
3. Are bus keys secured when not in use?	Yes	

4. Are all buses equipped with radios?	Yes	
5. Are all buses equipped with security cameras?	Yes	
6. Is somebody available to respond to all radio calls from drivers that are on road?	Yes	
7. Are I.D.s required by students getting on busses?	No	
8. Do all bus runs have two employees on board for each run?	No	
9. Is bus garage equipped with security cameras?	Yes	
10. Is bus garage locked when vacant?	N/A	No Bus Garage. Fenced area is locked at elementary.
11. Is the bus garage perimeter fenced?	Yes	At elementary school but other locations – no.

L. Field Trips

1. Do school personnel have a copy of emergency contact names and numbers for administration?	No	
2. Does school personnel verify attendance of each student at beginning and end of trip?	Yes	
3. Are volunteer chaperones vetted prior to participation on trips?	Yes	

M. Building & Grounds Dept.

1. Are custodial rooms, maintenance areas, outbuildings and sheds, locked when not in use?	Yes	
2. Is equipment locked up when not in use?	Yes	
3. Are employees provided with radios?	Yes	
N. Staff Meetings & Conferences		
1. Are security/law enforcement personnel present during these events?	No	
2. Is there attendance/accountability for conference visitors?	Yes	Same sign in as visitors.
3. Are emergency protocols reviewed with conference attendees and presenters?	No	
O. After-Hour Events (extra-curricular activities, board meetings, teacher conferences, community events, etc.)		
1. Are security/law enforcement personnel present during these events?	No	Only if needed.
2. Are metal detectors utilized for after hour activities such as conferences & meetings?	No	
3. Do school personnel have a copy of emergency contact names and numbers for administration?	Yes	
4. Does the event conform with the district facility use policy?	Yes	Community use form.

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Assessment completed by:

Name: Kerrie Marble	Title: School Security Specialist
Signature:	Date: 02/01/2024

Appendix A - Previously Noted Incidents

Date	Area of Impact	Description of Event with Corrective Action Taken

Appendix B – Additional Comments / Notations

School is unlocked during events in the evenings for parents, students, visitors to come and go and is secured after the event has ended.

APPENDIX 2

Questar III BOCES Site Risk Assessment

District: Cairo-Durham Central School District

Date of Survey: 01/25/2024

Facility Name: Cairo-Durham Middle and High School **Facility Address:** 1301 NY-145 Cairo, NY 12413

School District Representatives:

Name	Title	Signature
Michael Wetherbee	Superintendent	
Patrick Whitt	Director of Facilities	
Danielle Czech	CDMS Principal CDAA Representative	

Authorized Employee Representatives:

Name	Title	Signature
Allison Manoli	CDTA President	
Susan Bright	Building Representative	
Janet McKeon	CSEA President	

Questar III BOCES Representatives:

Name	Title	Signature
Michael Otton	Health and Safety	
Dough Colwell	School Security Specialist	

Kerrie Marble	School Security Specialist	

AREAS ASSESSED	Yes, No, N/A	Comment (if not applicable, indicate with an N/A)
P. General		
13. Employees work in public facing setting	Yes	Front Office Staff, Administration, Library and Fitness Staff (before and after school)
14. Employee work early morning or late-night hours	Yes	Janitorial and Fitness Staff Member (early and late)
15. Employees work alone or in small numbers for assigned shift	Yes	Janitorial and Fitness Staff Member (early and late)
16. Employees exchange money as part of job duties	Yes	Cafeteria Staff and Extra Curricular Club Advisors
17. Have there been previous reported security incidents?	Yes	Parent to Staff problems and Students to Staff incidents
18. Is the facility in an area with a high crime rate?*	No	
19. Is the facility designated as a <i>Persistently Dangerous School</i> by NYSED? (https://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/CriteriaforDesignatingPersistentlyDangerousSchoolusingSV.html)	No	

20. Employees work with known volatile persons	No	
21. Does facility have posted evacuation plan/map	Yes	
22. Does facility conduct routine evacuation/fire drills	Yes	
23. Are electric panels locked to prevent unauthorized access	Yes	
24. Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits?	Yes	
Q. Security		
17. Does the facility use School Resource Officers? If yes, # SROs per facility	Yes	One (1) SRO
18. Is there school district security staff present at this location? If yes, list # present per shift	Yes	At evening events only.
19. Does the facility have contracted security staff present at this location? If yes, list # present per shift	Yes	
20. Is security/law enforcement posted at entrances?	Yes	At arrival and dismissal only.
21. Do security/law enforcement personnel patrol the facility and grounds?	Yes	The SRO does.

22. Does school policy require I.D. badges to be worn by all school staff?	Yes	
23. Does school policy require I.D. badges to be worn by all students?	No	
24. Does the facility have access control?	Yes	The vestibule and single point of entry.
25. Is the facility equipped with metal detectors?	No	
26. Is the facility equipped with security cameras?	Yes	
27. Is facility equipped with panic buttons?	No	
28. Is facility equipped with lockdown buttons?	Yes	
29. Is there a visitor management policy?	Yes	The Raptor system.
30. Are visitors required to wear visitor I.D. badges?	Yes	
31. Is each occupied room equipped with a telephone or radio to call for help when needed?	Yes	Telephone only.
32. Do all school personnel receive de-escalation training?	No	Only select staff.
R. Parking Lots		
5. Are parking areas protected with security/ law enforcement personnel?	No	

6. Are parking areas patrolled by security/law enforcement personnel?	No	
7. Are parking areas equipped with security cameras?	Yes	
8. Are parking areas equipped with working lights?	Yes	

S. Offices (District and Building) -District Offices located in the Junior/ Senior High Building.

8. Do office areas have controlled access from public entrance?	Yes	
9. Is office area equipped with panic alarm?	No	
10. Are offices equipped with telephones to call 911?	Yes	
11. Are telephones or radios used to communicate with facility personnel and outside classes?	Yes	
12. Are office doors equipped with door locks to prevent unauthorized access?	Yes	
13. Do front office employees receive De-escalation training?	No	Only select staff.
14. For superintendent hearings, are staff and the SRO/security notified of time and date?	No	As needed.

T. Classrooms

13. Are evacuation maps posted in each classroom?	Yes	
14. Are classroom doors equipped with locks to restrict access?	Yes	
15. Are classrooms equipped with telephones?	Yes	
16. Are classroom personnel equipped with radios?	No	Not all. As needed.
17. Are classroom personnel exposed to violent behavior from students?	Yes	
18. Do classroom personnel receive De-escalation training?	No	Select Staff. As needed.
19. Are classroom personnel informed of students with behavioral issues prior to student placement in classroom?	No	Only when information is passed along from another school or elementary and is usually via word of mouth.
20. Have classroom personnel been provided with training on working with students with behavioral issues?	Yes	Optional training provided. As needed.
21. Are instructional personnel provided with necessary personal protective equipment for students with known aggressive behavior?(Biting, scratching, kicking etc.)	No	
22. Can windows be locked to prevent uncontrolled access?	Yes	
23. Are windows openings limited by stops to prevent full operation?	No	
24. Are items that can be used as potential weapons by students limited?	Yes	

U. Cafeteria		
7. Is kitchen access restricted to authorized personnel only?	No	
8. Does cafeteria personnel exchange money with students and staff?	Yes	Cafeteria staff for snacks as free lunch meals area provided and teachers using cash.
9. Is cafeteria equipped with security cameras?	Yes	The Kitchen is not equipped with cameras.
10. Is cafeteria space(s) locked when not in use?	Yes	
11. Is cafeteria staff provided with telephones and/or radios for emergency communication?	Yes	
12. Are evacuation maps posted at all exits?	Yes	
V. Auditorium		
8. Are all entrances kept locked when not in use?	Yes	
9. Is auditorium, stage, backstage equipped with security cameras?	No	
10. Is auditorium, stage, backstage equipped with security lighting?	Yes	

11. Is the backstage restricted to authorized personnel?	No	
12. Are catwalks, light towers, etc. restricted to authorized personnel only?	Yes	
13. Is security/law enforcement present during events?	Yes	As needed.
14. Are evacuation maps posted at all exits?	Yes	
W. Gymnasium		
5. Does gymnasium have exterior lighting around all entrances and exits if applicable?	Yes	
6. Are locker rooms locked or monitored to prevent unauthorized entry?	Yes	
7. Is security/law enforcement present during events?	Yes	As needed for athletics and larger events.
8. Is gymnasium equipped with security cameras?	Yes	
X. Athletic Fields		
6. Is security/law enforcement present during events?	Yes	As needed for larger events.
7. Are athletic fields protected from unauthorized entry with fences?	No	

8. Are athletic fields equipped with security/event lighting?	Yes	Some
9. Does school policy require I.D. badges to be worn by all school staff at sporting events?	Yes	Staff in Supervisory capacity wear specific-colored shirts to signify school staff in charge during event.
10. Are athletic fields equipped with security cameras?	No	

Y. Playgrounds

6. Are assigned employees provided with radios?	N/A	
7. Is the playground area fenced and has appropriate signage?	N/A	
8. Is the fencing lockable?	N/A	
9. Are assigned staff trained in playground supervision?	N/A	
10. Is the playground equipped with security cameras?	N/A	

Z. Bus Garage & Buses

12. Is transportation in-district or contracted?	Yes	In District.
13. Are buses stored in a secure location?	No	Only elementary buses are fenced in.
14. Are bus keys secured when not in use?	Yes	

15. Are all buses equipped with radios?	Yes	
16. Are all buses equipped with security cameras?	Yes	
17. Is somebody available to respond to all radio calls from drivers that are on road?	Yes	
18. Are I.D.s required by students getting on busses?	No	
19. Do all bus runs have two employees on board for each run?	No	
20. Is bus garage equipped with security cameras?	N/A	No Bus Garage
21. Is bus garage locked when vacant?	N/A	
22. Is the bus garage perimeter fenced?	N/A	
AA. Field Trips		
4. Do school personnel have a copy of emergency contact names and numbers for administration?	Yes	
5. Does school personnel verify attendance of each student at beginning and end of trip?	Yes	
6. Are volunteer chaperones vetted prior to participation on trips?	Yes	
BB. Building & Grounds Dept.		

4. Are custodial rooms, maintenance areas, outbuildings and sheds, locked when not in use?	Yes	
5. Is equipment locked up when not in use?	Yes	
6. Are employees provided with radios?	Yes	
CC. Staff Meetings & Conferences		
4. Are security/law enforcement personnel present during these events?	No	
5. Is there attendance/accountability for conference visitors?	Yes	Raptor sign in process.
6. Are emergency protocols reviewed with conference attendees and presenters?	No	
DD. After-Hour Events (extra-curricular activities, board meetings, teacher conferences, community events, etc.)		
5. Are security/law enforcement personnel present during these events?	Yes	As needed.
6. Are metal detectors utilized for after hour activities such as conferences & meetings?	No	
7. Do school personnel have a copy of emergency contact names and numbers for administration?	Yes	
8. Does the event conform with the district facility use policy?	Yes	

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Assessment completed by:

Name: Kerrie Marble	Title: School Security Specialist
Signature:	Date: 01/25/2024

Appendix A - Previously Noted Incidents

Date	Area of Impact	Description of Event with Corrective Action Taken

Appendix B – Additional Comments / Notations

APPENDIX 3 Training Outline

Workplace Violence Prevention Training Outline

Information and training for all employees:

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

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

A.

Biting	Push into bite; do not pull away
Kicking/Hitting/Assault	If trained-TCIS protective strategy, Step back, move away, create a barrier

Kicking/Hitting/Assault	If trained-TCIS protective strategy, Step back, move away, create a barrier
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Threats - Physical	Step back, move away, create a barrier
Threats - Verbal	Step back, move away, create a barrier De-escalation

Unsafe/Violent Student Behavior - Staff	Step back, move away, create a barrier De-escalation
Unsafe/Violent Student Behavior - Student	De-escalation Step back, move away, create a barrier

B. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:

- i. Incident alert and notification procedures
- ii. Appropriate work practices
- iii. Emergency procedures
- iv. Use of security alarms and other devices
- v. Other existing policies, procedures and work practices relevant to WPV
- vi. Procedures to report incidents of workplace violence

III. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing).

IV. Privacy Concerns

A. How will sensitive information be handled?

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

APPENDIX 4



Cairo-Durham Central School District

Home of the Mustangs

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.

VICTIM INFORMATION

Name: _____
Last First M.I.

(Note: If the case is a "privacy concern case," remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name.)

Phone: _____ Email: _____

Work Location: _____ Title: _____

INCIDENT INFORMATION

Date of Incident: _____ Time of Incident: _____ AM PM

Workplace Location Where Incident Occurred:

Incident Type: Physical Abuse Verbal Abuse Other _____

Name of Assailant(s)/Antagonist(s) (If employee, indicate name/title/work location; if student, use initials or student ID#.):

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:

WITNESS INFORMATION

Witnesses to Incident:

Name: _____ Contact Information: _____
Name: _____ Contact Information: _____
Name: _____ Contact Information: _____

ADDITIONAL INFORMATION

Report Completed by: _____ Title: _____

Name (Print) Are you the Victim? Yes No Signature: _____

Date: ____/____/____ Date Incident was Reported: ____/____/____
Time Incident was Reported: _____ AM PM

Supervisor Notified: Yes No Date: ____/____/____ Time: _____ AM PM
Supervisor's Name: _____ Title _____

Other Person Notified: Yes No Date: ____/____/____ Time: _____ AM PM
Name: _____ Title _____

Additional Relevant Information:

Reviewed by District Workplace Violence Administrator

Name _____

Date: _____

District Locations	
Cairo Elementary	424 Main Street, Cairo, NY 12413
Cairo Middle/High School	1301 Rt. 145, Cairo, NY 12413

APPENDIX 6

Cairo Durham Elementary School

Facility Name - Identified Risk	Selected Control(s)	Comments
Biting	Push into bite; do not pull away	
Kicking/Hitting/Assault	If trained-TCIS protective strategy, Step back, move away, create a barrier	

Cairo Durham Middle/High School

Facility Name - Identified Risk	Selected Control(s)	Comments
Kicking/Hitting/Assault	If trained-TCIS protective strategy, Step back, move away, create a barrier	
Threats - Physical	Step back, move away, create a barrier	
Threats - Verbal	Step back, move away, create a barrier De-escalation	

Facility Name - Identified Risk	Selected Control(s)	Comments
Unsafe/Violent Student Behavior - Staff	Step back, move away, create a barrier De-escalation	
Unsafe/Violent Student Behavior - Student	De-escalation Step back, move away, create a barrier	

APPENDIX 7

Risks	Reactive Strategies	Preventative Strategies
Biting	Push into bite; do not pull away	Proximity De-escalation Training for staff Learning opportunities for students as well
Kicking/Hitting/Assault	If trained-TCIS protective strategy, Step back, move away, create a barrier	
Choking	If trained-TCIS protective strategy, move hand away	
Hair Pulling	If trained TCIS protective strategy	
Threats - Physical	Step back, move away, create a barrier	De-escalation Training for staff
Threats - Verbal	Step back, move away, create a barrier De-escalation	De-escalation Training for staff
Staff-to-Staff Threats/Conflict	De-escalation	Mediation Teaching self-care to minimize stress
Parents/Caregivers Making Threats	De-escalation	Threat assessment protocol
Frontline 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	De-escalation Step back, move away, create a barrier	Array of student supports Cameras don't see everything
Home Visits	Call support as needed (911, Supervisor, DSS)	Let someone know where you are
On-Campus Threats	Follow threat assessment protocols Call 911 if imminent	Inform central office of potential issues brewing Train staff and scholars for incidents
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, Behavioral specialist

Confrontational Staff/Staff-to-Staff Interaction	De-escalate Take a break	Create opportunities for community building through staff meetings, De-escalation training for staff
Students Under the Influence	Nurse Parent/guardian contact	Training and awareness Restorative Collaboration with medical and mental health agencies
Staff Mental Health Issues	MCAT 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
Student-to-Staff Physical Aggression	De-escalation Step back, move away, create a barrier	Training - TCIS, PBIS, Behavioral specialist
Student-to-Student Physical Aggression	De-escalation Step back, move away, create a barrier	Training - TCIS, PBIS, Behavioral specialist

APPENDIX 8

Workplace Violence Program 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**.

Designated Workplace Violence Administrator/Officer Contact Information:

Primary Contact		Secondary Contact	
Name	Amanda McCabe	Name	Michael Wetherbee
Title	District Treasurer	Title	Superintendent
Department	HR	Department	Superintendent's Office
Phone	518-622-8534 Ext. 23070	Phone	518-622-8534 Ext. 25010
Location	District Office	Location	District Office

Annual Program Review Record:

Date Reviewed	Stakeholders and authorized employee representatives
Changes/Additions:	

Date Reviewed	Stakeholders and authorized employee representatives
Changes/Additions:	

Date Reviewed	Stakeholders and authorized employee representatives

Date Reviewed	Stakeholders and authorized employee representatives

Date Reviewed	Stakeholders and authorized employee representatives
Changes/Additions:	

Date Reviewed	Stakeholders and authorized employee representatives
Changes/Additions:	