

*District-wide
School Safety Plan*

Preface

This District-wide School Safety Plan was developed by the District Safety Team in compliance with the New York State *Project SAVE* laws of 2000. In conjunction with the building level *School Emergency Response Plans* and the district’s *Code of Conduct*, this plan is designed to prevent or minimize the effects of serious, violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of an incident. This plan will be reviewed and updated as needed annually and will be filed with the Commissioner of Education. The plan is available to the public.

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Vital Information about Local Educational Agencies

Appendix A: Emergency Management Plan: Quick Reference Guide (separate document)

Appendix B: Emergency Closings bulletin (attached document)

Appendix C: Building Level Emergency Response Plans (separate documents, one for each building)

Appendix D: Workplace Violence Prevention Program (attached document)

A. Sites of Potential Emergency

The district is prepared to respond to emergencies at all of its building and ground locations, listed below. A separate building emergency plan exists for each school building which houses students.

School Buildings

Irondequoit High School
260 Cooper Road
Rochester, NY 14617

Dake Junior High School
350 Cooper Road
Rochester, NY 14617

Iroquois Middle School
150 Colebrook Drive
Rochester, NY 14617

Rogers-Southlawn Schools
219 Northfield Road
Rochester, NY 14617

Briarwood School
215 Briarwood Drive
Rochester, NY 14617

Brookview School
300 Brookview Drive
Rochester, NY 14617

Colebrook School
210 Colebrook Drive
Rochester, NY 14617

Listwood School
325 List Avenue
Rochester, NY 14617

Seneca School
4143 St. Paul Blvd.
Rochester, NY 14617

Other District Sites

Evans & McGraw Learning Center
45 Cooper Road
Rochester, NY 14617

Department of Environmental Services
(North Site)
720 Washington Avenue
Rochester, NY 14617

District Office
321 List Avenue
Rochester, NY 14617

Sproule Field House
221 Cooper Road
Rochester, NY 14617

Helmer Nature Center
154 Pinegrove Avenue
Rochester, NY 14617

B. Emergency Responses

1. Emergency Management Plan: Quick Reference Guide

In the event of an emergency of any type, district officials will follow the procedures outlined in the *Emergency Management Plan: Quick Reference Guide*. The *Guide* is a separate document: *Appendix A*.

The *Emergency Management Plan: Quick Reference Guide*:

Provides procedural protocols for evacuation and lockdown as well as for hazards stemming from accidents, severe weather, threats or acts of violence including bomb threats, hostage-taking, intrusion, and kidnapping

The building principal will be responsible for ensuring that each staff member in the building has access to and is familiar with the guide. Training will occur annually at least by the first faculty meeting in September.

2. Emergency Closings

The district's annually updated *Emergency Closings* bulletin is attached to this plan as *Appendix B*.

The procedures contained in this bulletin guide district and building-level responses if the need presents itself to close schools or send students home for any reason.

3. School Emergency Response Plans

Each district school maintains a *Building Level Emergency Response Plan* which includes both the *Emergency Management Plan: Quick Reference Guide* and the *Emergency Closings* bulletin as appendices. Also, each *Building Level Emergency Response Plan* designates the sites and procedures for sheltering students from that building as needed during an emergency.

4. Policies Regarding Threats or Acts of Violence

Threats and acts of violence, including bullying and hazing, are expressly prohibited by Board of Education policy, the district's *Code of Conduct* and by law. Procedures for responding to a range of threats or acts of violence are outlined in the *Emergency Management Plan: Quick Reference Guide (Appendix A)*.

In the event of a serious, credible threat or of an act of violence, the primary consideration shall be to protect life and limb. Students or staff who become aware of a serious, credible threat or an act of violence shall report it to a building administrator as soon as possible. Building administrators will take such steps as are necessary and prudent to protect life and limb of students, staff, and others. They will also notify the Superintendent as soon as possible and will notify the police as the situation warrants.

Once any danger to persons and property has passed, building and/or central administrators will take such follow-up steps as the district *Code of Conduct* prescribes for trespassers, visitors, staff, or students.

5. Coordination of Outside Assistance

In the event that an emergency situation requires responses that exceed local capacity, the Superintendent (or designee) will contact designated town, county, and state officials

responsible for the implementation of New York State's disaster response protocol under Article 2-B of the Executive Law. The Superintendent (or designee) will provide for coordination of district resources and responses with those of outside agencies that are involved.

C. Emergency Preparedness/Prevention

1. Building Security

- *Visitors:* Pursuant to the district's *Code of Conduct*, visitors to any school building shall go directly to the main office to conduct their business and to secure a badge to go to any other part of the building. As visitors sign in to receive their badge, the sign-in sheet will indicate the following: in case of emergency or suspicious activity contact the nearest staff member immediately.
- All staff members, including paraprofessionals serving as hall monitors, are responsible for reporting the presence of unauthorized persons (or persons suspected to be unauthorized) to the building administration (during regular school hours) or to the Executive Director of Operations and Security Services (after regular school hours).
- At IHS, district personnel is stationed at major entrances to sign visitors in and out.
- Building administrators (or other staff members) may contact district security personnel by available means (two-way radio, phone, cell phone, etc.) whenever security related issues or incidents arise.
- Building administrators (or other staff members) may contact law enforcement through 911 in the event an issue or incident arises that requires their assistance.
- *Locks:* Executive Director of Operations and Security Services will oversee the administration of locks and keys throughout the district.
- All unoccupied areas, including classrooms, laboratories, offices, custodial closets, storage rooms, etc. shall be locked at all times. Buildings will be locked when they are not officially open. District security personnel will assure that facilities are locked when buildings are not officially open and will periodically check to assure they remain locked.

2. Security Personnel: Hiring and Training

Security personnel: In addition to the Chief Emergency Officer, the West Irondequoit Central School District's security staff includes the following Monroe County Civil Service titles: four (4) 10-Month Security Workers, three (3) 12-Month Security Workers, and four (4) part-time Security Workers. Off-duty law enforcement officers will sometimes augment our existing staff as contract security guards for large events via a private security services provider. The designated security services provider will be decided by request for proposal (RFP). All security personnel are supervised by the Executive Director of Operations and Security Services.

In accordance with the provisions of the New York State Security Guard Act, all security personnel have been subject to a background check and have had their fingerprints submitted to the New York State Division of Criminal Justice Services for processing. The minimum training required for all security personnel will be an 8-hour pre-assignment training course, a 16-hour in-service training course, and an 8-hour annual training course. All members of the security staff will attend these training courses in addition to various seminars and courses designed to improve their knowledge of the position and overall performance.

All other district employees: All district and school staff must receive annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire. The Department will require schools to certify that all school staff received this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.

3. Dissemination of Informative Materials Regarding Early Detection of Potentially Violent Behaviors

General Materials: Superintendent (or designee) (at the district level) and the building principal (at the building level) will oversee the dissemination of informative materials regarding early detection of potentially violent behaviors to appropriate persons. Upon determination that the dissemination would be in the best interest of safety, the Superintendent (or designee) or principal will determine which materials shall be disseminated and with whom they will be shared (administrators, teachers, other staff members, parents, students, or others deemed appropriate). This provision applies to materials of a general nature only, not to materials or information that refers to specific individuals.

Also, there must be a designation of a Chief Emergency Officer who is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the district-level safety plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of building-level emergency response plans. The building-level emergency response plan shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.

Specific Materials: At the building level, the principal will oversee the use of information regarding early detection of potentially violent behaviors that relates to specific individuals. At the discretion of the principal, on a case-by-case basis, such information may be shared with other administrators, teachers, counselors, other staff members, PST teams, parents, students, or others deemed appropriate. Extreme caution shall be taken to protect any confidentiality associated with such information and to assure that it is interpreted in proper perspective and applied only in professionally responsible ways.

4. Prevention/Intervention Strategies: Student-Staff Communication

Pursuant to the district's *Code of Conduct*, the Board of Education and district staff shall seek to establish and maintain an atmosphere based on mutual respect, self-restraint, responsibility, and civility. Such qualities may be promoted explicitly to students through programs that target them as objectives. In addition, these qualities should be implicitly infused in all contexts and interpersonal transactions (formal and informal) among students, staff, parents, visitors, and others involved with the West Irondequoit schools.

Formal Programs

Formal programs aimed at promoting trust, honesty, responsibility, safety, and open communication will exist in all district buildings. Such programs may vary from building to building and from level to level. Each school may adopt programs tailored around its needs and the needs of its students. Likewise, each school should eliminate any programs that are not meeting those needs.

- District-wide- Safe School Helpline

Programs may include, but are not limited to:

- Group counseling around specific topics
- DARE programs, through collaboration with the Irondequoit Police Department
- Student leadership and service programs
- Natural Helpers or similar programs
- Chemical Health and Wellness activities such as Red Ribbon Week
- Respect and Responsibility lessons, focusing on such topics as the following (developed by the Iroquois Respect and Responsibility Committee):
 - Teamwork and Friendship
 - Courage, Loyalty, and Honesty
 - Reporting Potential Dangers
 - Empathy and Teasing
 - Positive Attitudes
 - Uniqueness and Acceptance

- Disciplinary policies, designed to promote responsible behavior and communicate its value as well as to discourage dangerous, destructive, and irresponsible behavior
- Curricular Programs: In addition to the core subjects of English, Social Studies, Math, Science, and World Languages, the wide range of curricular offerings in such areas as art, music, drama, business, technology, health and physical education will help students find, explore, and develop their interests and talents, thereby providing healthy channels for youthful energy and enhancing individual self-esteem and positive connection to the school community.
- Co-curricular programs: The district's full range of student clubs, organizations, and activities as well as its extensive athletic programs reach out to student interests and talents, and thereby promote mutual respect, responsible development and positive attitudes toward self and school.
- Student leadership organizations and representative functions, including:
 - Student Councils
 - Student representative to the Board of Education
 - Student representatives to the PTSA
 - Student representatives on school planning teams
 - Student advisory groups which meet with the principal

- Formal student-to-student mentoring programs
- Student-principal discussion groups
- Pupil Personal Services Teams: Building level teams of designated professional staff members who meet regularly to discuss and take action on identified student needs, both academic and personal

Informal Transactions

In addition to formal programs, extensive channels of communication invite students and staff into trusting, secure, and responsible transactions. A goal of each school building shall be that every student will have one or more staff members with whom he/she is encouraged to share thoughts, fears, concerns for self or others and warnings of danger, as well as personal joys, triumphs, and celebrations.

Such channels are central to the roles of guidance counselors, youth counselor, school psychologists, school social workers, and school nurses, but extend as well to teachers, administrators, paraprofessionals, coaches, school-related personnel, co-curricular advisors, and—the district’s most important partners—parents.

Summary

In addition to nurturing the positive educational and personal development of district students, the programs and relationships described above are intended to help students overcome insecurities and instabilities that may lead to incidents of violence and destructiveness and to minimize the occurrence of such incidents.

5. Student/Staff Multi-hazard Training and Drills

The district's *Emergency Management Plan: Quick Reference Guide* provides basic guidelines for responding to different types of emergencies. District and building level administrators are responsible for knowing all pertinent procedures to be followed in emergency situations, for communicating and coordinating roles and responses with one another and with outside agencies (police, fire, etc.), and for preparing staff and students to respond quickly and safely to emergencies.

District and building level administrators, along with police and fire officials, will review respective emergency roles and assure clarity of understanding. Such reviews may be part of collaborations under the *Building Level Emergency Response Plans* established for each school building.

Building administrators will instruct students and staff in the following:

- Procedures to follow in emergencies or drills
- The seriousness with which emergencies/drills must be regarded
- How communications will occur once a drill or emergency is under way

In conjunction with the *Building Level Emergency Response Plans*, components of this plan will be tested via the following amended protocols for the various drills:

1. Fire drill requirements will also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.
2. Twelve drills will be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be fire drills.
3. There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year. However, the date of completion has been changed from December 1 to December 31 of each school year.

6. Workplace Violence Prevention Program

The West Irondequoit Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property 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 as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

The *Workplace Violence Prevention Program* is designed to identify the workplace violence hazards to which our employees could be exposed. Other tools that are utilized during this process include establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations.

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. The District has identified response personnel that includes a member of management and an employee representative. If appropriate, the District will provide counseling services or referrals for employees. All District personnel is responsible for notifying the contact person designated in the *Workplace Violence Prevention Plan* of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. The *Workplace Violence Prevention Program* is attached to this plan as *Appendix D*.

7. Annual Review

The District Safety Team will review this District Safety Plan annually, and if appropriate will recommend revisions to the Board of Education aimed at improving its effectiveness and functionality. Reviews may include “tabletop” exercises, the results of regular fire drills, and the results of any other drills or actual events.

D. Other Local Educational Agencies

1. Communication

In the event of a disaster, the Superintendent (or designee) will, as soon as practical, contact and notify:

- The Superintendent of the East Irondequoit School District
- The principal of St. Kateri School
- Appropriate government officials/staff

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Workplace Violence Prevention

The West Irondequoit Central School District (WICSD) is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property will be thoroughly investigated, and appropriate action will be taken, including summoning criminal justice authorities when warranted. All incidents of violence or threatening behavior will be responded to immediately upon notification. All employees are responsible for helping to create an environment of mutual respect for each other as well as students and their families; following all policies, procedures and program requirements; and for assisting in maintaining a safe and secure work environment. The goal of this policy is to promote the safety and wellbeing of all people in our workplace.

WICSD has identified response personnel that includes a member of management and an employee representative. If appropriate, the WICSD will provide counseling services or referrals for employees.

All WICSD personnel is 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 Contact Person:

***Name: Dr. Timothy Terranova
Title: Deputy Superintendent
Phone: (585) 336-2995***

I. DEFINITIONS

- A. Imminent Danger: Any conditions or practices which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately, or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided for by this Plan.
- B. Serious Physical Harm: Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ, or a sexual offense as defined in Article 130 of the Penal Law.
- C. Workplace Violence: 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, including but 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 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. POLICY

- A. The West Irondequoit Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property 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 program requirements, and for assisting in maintaining a safe and secure work environment.
- B. Employees will not be discriminated against for bringing forth a safety concern, for “filing” a complaint, or for participating in or causing any proceeding or inspection relating to this program.

III. RISK EVALUATION AND DETERMINATION

A. The Chief Emergency Officer or designee, in consultation with the District Safety Team, will assess the work environment for actual or potential risk factors to which employees may be exposed. This process will include the following steps.

1. Administrative Review and Record Examination

a. Annual review of the following sources of information:

- i. District-wide School Safety Plan;
- ii. Relevant policies, work practices, and work procedures that may impact the risk of workplace violence;
- iii. Physical Workplace Evaluations;
- iv. Employee accident and illness information;
- v. Recommendations of law enforcement, employees, or consultants;
- vi. Employee survey, if any;
- vii. Workplace Violence Incident Reports; Employee Reports Of Workplace Violence Prevention Concerns;
- viii. Records of post-incident responses;
- ix. Review of records of actions taken to deter violence, including work practice controls, and other corrective steps; and,
- x. Notes of safety meetings and training records.

2. Physical Workplace Evaluation

a. The Chief Emergency Officer or designee will conduct a physical workplace evaluation at each worksite to identify actual or potential risks. Subsequent evaluations will be conducted at the direction of the Director of Environmental and Security Services.

b. The physical workplace evaluation will include identification and review of the following factors:

- i. Working in public settings;
- ii. Working late night or early morning hours;
- iii. Exchanging, money with the public;
- iv. Working alone or in small numbers;
- v. Working in a location with uncontrolled public access to the workplace; and,
- vi. Areas of previous security problems.

c. A Workplace Security Checklist will be utilized in conducting this evaluation; see Attachment 1.

3. Employee Survey

- a. The Chief Emergency Officer may have an employee survey conducted as part of the workplace evaluation process; *see* Attachment 2. If conducted, the results of the survey will be included in the annual review.
- B. The Chief Emergency Officer will maintain records of the evaluation, including a list of risk factors identified, documentation of steps taken to remediate identified risks, and documentation of the annual review.
- C. The Chief Emergency Officer will make the records and documentation completed pursuant to this section available for employee review upon request, except to the extent otherwise prohibited by any law, regulation, or policy.

IV. RECORDKEEPING, RECORDING, AND REVIEW OF WORKPLACE VIOLENCE INCIDENTS

A. Workplace Violence Incident Reports

1. Employees who become aware of any Workplace Violence Incident as defined above occurring on a District worksite will file a Workplace Violence Incident Report, Part A; *see* Attachment 3. The employee will forward the completed report to his/her supervisor and the Executive Director of Operations and Security Services.
 - a. **Note:** If the employee believes it is not appropriate for his/her supervisor, and/or the Chief Emergency Officer, to have access, i.e., the supervisor or Chief Emergency Officer are involved in the threat situation, the employee may forward the report to the Deputy Superintendent (or designee). The Deputy Superintendent (or designee) will take such steps as are required to deal with the situation.
 - b. If the Workplace Violence Incident may also constitute an offense under the law, the employee should also report it to the appropriate law enforcement agency.
2. If any of the following circumstances are present, the Workplace Violence Incident Report will be considered a "Privacy Concern Case," and the name of the involved employee(s) will not be included in the report:
 - a. An injury or illness to an intimate body part or the reproductive system;
 - b. An injury or illness resulting from a sexual assault;
 - c. Mental illness;
 - d. HIV infection;
 - e. Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and,
 - f. Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the Report.
3. Upon receipt of a Workplace Incident Report, the Chief Emergency Officer

should take such actions as are required to deal with a particular situation. The Chief Emergency Officer will document the actions taken on the Workplace Violence Incident Report, Part B; *see* Attachment

4. The Chief Emergency Officer will maintain the Incident Reports on file, and make them available for review as part of the annual review; *see* § III(A)(1) above.
5. In the following circumstances, the District Safety Team will conduct a review within 30 days of Workplace Violence Incidents meeting any of the following criteria:
 - a. The incident resulted in serious physical harm, or involved an imminent danger of serious physical injury;
 - b. A repeat incident within a short time period involving the same persons, locations, or circumstances; or,
 - c. The Chief Emergency Officer deems it appropriate to conduct an immediate review, rather than waiting for the next annual review cycle.
6. The review of Workplace Violence Incidents, whether conducted as part of the annual review, or otherwise, will include the following:
 - a. facts and circumstances of the incident;
 - b. any factors causing or contributing to the incident;
 - c. whether the incident is part of any pattern or trend;
 - d. effectiveness of the response to the incident, and existing control measures; and,
 - e. any changes in policies, procedures, or physical improvements, undertaken to reduce similar risks in the future.

B. Employee Reporting Of Workplace Violence Prevention Concerns

1. Any employee or his or her authorized employee representative who believes that a serious violation of the employer's workplace violence protection program exists, or that a workplace violence imminent danger exists, shall bring such matter to the attention of a supervisor in the form of a written notice, and shall afford the employer a reasonable opportunity to correct such activity, policy or practice. Employees will utilize the Workplace Violence Prevention Concern Report for this written notice; *see* Attachment 5.
2. The supervisor receiving this report will review it and forward to the Chief Emergency Officer for review and follow-up action. The Chief Emergency Officer will document the review, and any follow-up action was taken on the Workplace Violence Prevention Concern report, Part B; *see* Attachment 6. This documentation will be maintained by the Chief Emergency Officer, and made available for review as part of the annual review; *see* § III(A)(1) above.
3. **NOTE: *In the event, the employee believes an imminent danger exists, written notice is not required. In cases of imminent danger, the employee must immediately inform a supervisor and/or the Chief Emergency Officer of the circumstances. The supervisor or Chief Emergency Officer receiving such notice will assess the situation, and take such steps as are appropriate to deal with the situation.***

V. POST-INCIDENT RESPONSE

- A. Specific procedures to deal with the aftermath of a violent incident will be dictated by the facts and circumstances of each incident. The following procedures may be used as a guideline, as applicable to each situation.
 1. Assure that employees receive prompt and appropriate medical care. This includes, but is not limited to, providing or arranging for transportation to the appropriate medical care facility.
 2. Report the incident to appropriate law enforcement or other authorities, as required by law and regulation.
 3. Secure the premises to safeguard evidence, and reduce distractions during the post-incident response.
 4. Cooperate with responding or investigating law enforcement authorities.
 5. Arrange for post-incident counseling for employees as needed.
 6. Document and review the incident as set forth in § IV above.

VI. EMPLOYEE TRAINING

- A. The District will conduct training for employees on the prevention of workplace

violence, and in dealing with workplace violence, as determined by the Chief Emergency Officer.

- B. The Chief Emergency Officer will maintain records of the training, including date(s), employees attending, instructor(s), topic(s), and lesson plans.

Attachments

1. Workplace Security Checklist
2. Employee Survey
3. Workplace Violence Incident Report, Part A
4. Workplace Violence Incident Report, Part B
5. Workplace Violence Prevention Concern Report, Part A
6. Workplace Violence Prevention Concern Report, Part B

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Workplace Security Checklist

Facility: _____
Address/Work Location: _____
Assessment Done By: _____
Date(s) of Assessment: _____

A. Security Control Plan

- 1. Has a security control plan been developed? YES NO
- 2. If yes, is it writing? YES NO
- 3. If yes, does it include:
 - a. A policy statement? YES NO
 - b. Evaluation of work areas? YES NO
 - c. Identification of engineering controls? YES NO
 - d. Identification of work practice controls? .. YES NO
 - e. Training? YES NO
 - f. Evacuation and floor plan? YES NO
- 4. Is the security control plan accessible to all employees? ... YES NO
- 5. Is the security control plan reviewed and updated when a task has been added, or annually? YES NO
- 6. Has the security plan been coordinated with the local law enforcement agency? YES NO

B. Policy Statement

- 1. Is the workplace violence statement clearly written? YES NO

C. Work Area Evaluation

- 1. Are all areas being evaluated? YES NO
 - a. If no, which ones are not? Explain:

D. Control Measures

1. Engineering Controls

If appropriate, have the following engineering controls been implemented:

- a. Door control(s) YES NO
- b. Panic buttons YES NO
- c. Door detectors YES NO
- d. Closed circuit YES NO
- e. Stationary metal detector YES NO
- f. Hand-held metal detector YES NO
- g. Sound detection YES NO
- h. Intrusion panel YES NO
- i. Monitors YES NO
- j. Video tape/digital recorder YES NO
- k. Switcher YES NO
- l. Other (note if "YES") _____ YES NO
- m. Have structural modifications (e.g., Plexiglass, partitions, etc.) been implemented? YES NO

If "NO", which ones are not? Explain:

2. Work Practice Controls

- a. Desk(s) clear of objects YES NO
- b. Unobstructed office exits YES NO
- c. Bare cubicles available YES NO
- d. Reception area available YES NO
- e. Visitor sign-in/out YES NO
- f. Visitors escorted YES NO
- g. Counter top to separate visitors from work area YES NO
- h. One visitor entrance used YES NO
- i. Separate interview/meeting areas for visitors YES NO
- j. ID badges used YES NO
- k. Emergency phone numbers posted YES NO
- l. Internal phone system YES NO

If yes, indicate:

Does the internal phone system use 120 VAC building lines? YES NO

Does the internal phone system use phone lines? YES NO

- m. Internal procedures for conflict/problem resolution YES NO
- n. Other (explain below if yes) YES NO

Explain:

3. Security Controls

- a. Are there security guards at this facility YES NO
- (if yes, answer the following questions)

How many _____

At entrance(s) YES NO

Building patrol YES NO

Are they from a contracted security agency..... YES NO

If no, has consideration been given to the local

law enforcement response capabilities YES NO

E. Workplace Violence Prevention Training

- 1. Has training been provided? YES NO
- 2. If yes, has it been provided
 - Prior to initial assignment..... YES NO
 - Annually thereafter..... YES NO
- 3. If training provided, does it include:
 - a. Components of security control plan..... YES NO
 - b. Engineering controls instituted at workplace..... YES NO
 - c. Work practice controls instituted at workplace ... YES NO
 - d. Techniques to use in potentially violent situations YES NO
 - e. How to anticipated/read behavior YES NO
 - f. Workplace Violence Prevention Program YES NO
 - g. Post-incident procedures YES NO
 - h. Periodic refresher for on-site procedures YES NO
 - i. Substance abuse/paraphernalia recognition YES NO
 - j. Opportunity for Q&A with instructor..... YES NO
 - k. Other (explain below)..... YES NO

- 4. Are training records kept? YES NO

F. Floor Plan & Evacuation Plan

- 1. Are emergency evacuation plans current? YES NO
- 2. Are floor plans posted showing exists, entrances, location of security equipment, first equipment, etc.? YES NO
- 3. Are emergency evacuation drills conducted at least annually? YES NO

**WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
Workplace Violence Prevention Plan**

Employee Survey

Facility: _____

Address/Work Location: _____

Name (optional): _____

Contact Number (optional) _____

Date Survey Completed: _____

The West Irondequoit Central School District is committed to taking reasonable steps to provide a safe workplace for all employees. This survey is part of our ongoing efforts to assess and improve safety in the workplace. Please assist us by checking the appropriate box for each statement below, as follows: "T" for "TRUE;" "F" for "FALSE;" or, "?" for "DON'T KNOW." Thank you for your honest assessment.

* * *

A. Management Commitment and Employee Involvement

1. Managers, supervisors, and/or employees do not accept violence/threats as "part of the job." T F ?
2. Employees communicate information about potential violence to appropriate staff. T F ?
3. Management communicates information to employees about workplace violence incidents T F ?
4. Employees feel they are treated with dignity and respect by other employees and management. T F ?
5. Employees are basically satisfied with their jobs. T F ?
6. Employees are basically satisfied with management..... T F ?
7. Employees are basically satisfied with the District (e.g., mission, vision, goals). T F ?
8. Employees generally feel "safe" when they are at work... T F ?
9. Employees are familiar with the District's Workplace Violence Prevention Policy and Plan. T F ?

B. Potential Risk Factors

- 10. Employees do not work in high-crime areas..... T F ?
- 11. Employee do not work with drugs..... T F ?
- 12. Employees do not work with cash. T F ?
- 13. Employees do not work with other persons (e.g., students, other employees, etc.) who have a history of violent behavior or behavior disorders. T F ?
- 14. Employees do not work alone or in isolated areas..... T F ?

C. Hazard Prevention and Control

- 15. The facility has adequate lighting to, from, and within the worksite..... T F ?
- 16. The employee parking area is safe and secure when arriving, leaving, and during shift changes. T F ?
- 17. Access and freedom of movement in the workplace are restricted to those persons who have a legitimate reason for being there. T F ?
- 18. Alarm systems, such as panic alarm buttons, silent alarms, or personal electronic alarm systems, are being used for prompt security assistance..... T F ?
- 19. There is a security escort service after hours. T F ?
- 20. After hours, the building is locked down, with only one access point. ... T F ?
- 21. Visitors are signed in and out. T F ?
- 22. Exits are accessible, clear of obstructions, and clearly marked. T F ?
- 23. Employees are able to locate emergency equipment, such as fire alarm boxes, first aid kits, or emergency generator outlets. T F ?
- 24. Emergency equipment is accessible and free from obstruction. T F ?
- 25. Employees are able to locate cellular phones, power-failure phones, and/or radios, for emergency communication.... T F ?
- 26. Employees know the proper procedures for bomb threats..... T F ?
- 27. The Employee Emergency Callback List is up-to-date and available.... T F ?
- 28. Employees respect the privacy of students and their families... T F ?
- 29. Employees use the “buddy system” to work together if problems arise. T F ?
- 30. Employees have cellular phones or other communication devices to enable them request aid regardless of location. T F ?

- 31. Staffing levels are appropriate for departmental functions. T F ?
- 32. Reference manuals are up-to-date and available to employees. T F ?
- 33. There is a grievance policy available to employees..... T F ?
- 34. There is a District Safety Committee available as a resource to staff for any safety or hazard concerns.. T F ?

D. Training

- 35. Employees have received training on the District’s workplace violence prevention program. T F ?
- 36. Employees know how to ask for assistance by phone, or by alerting other staff. T F ?
- 37. Employees have been trained to recognize and handle threatening, aggressive, or violent behavior... T F ?
- 38. Employees have been trained in verbal de-escalation techniques..... T F ?
- 39. Employees have been trained in self-defense/restraint procedures..... T F ?

E. Incidents and Reporting

40. This unit/workplace site has not experience violent behavior, assaults, threats from strangers. T F ?

41. This unit/workplace site has not experience violent behavior, assaults, threats from students. T F ?

42. This unit/workplace site has not experience violent behavior, assaults, threats from other employees.... T F ?

43. This unit/workplace has not experienced domestic violence issues..... T F ?

44. Employees are required to report incidents or threats of violence, regardless of injury or severity... T F ?

45. Medical and psychological counseling services were offered to employees who have been assaulted or threatened..... T F ?

46. I have the following workplace violence concern:

47. I want to be contacted to discuss a workplace violence concern. *YES NO

****Note: Name and contact number required if "YES."***

**3. Work Place Violence
Incident Report, Part A**

1. Date of report _____

2. Date of incident: _____

3. Time of incident: _____

4. Case number (Assigned by Director) _____

5. Privacy Concern Case: Yes _____ No _____

If "YES", please indicate the reason for the privacy concern:

6. Employee Name: _____

7. Title: _____

8. Workplace location: _____

9. Incident description (please include a summary of the incident, names of involved employees, extent of any injuries, and the names and contact information for any witnesses):

10. Name of person making the report: _____

11. Signature and date: _____

**When the report is complete, forward copy to your supervisor and the
Executive Director of Operations and Security Services.**

**4. Work Place Violence
Incident Report, Part B**

- 1. Date of report _____
- 2. Case Number: _____
- 3. Name of employee filing the report: _____
- 4. Title: _____
- 5. Workplace location: _____
- 6. Explanation of concern:

- 7. Name of person making the report (if other than the concerned party):

- 8. Signature and date: _____

**When the report is complete, forward copy to your supervisor and the
Executive Director of Operations and Security Services.**

**5. Work Place Violence Prevention
Concern Report, Part A**

To be completed by the Executive Director of Operations and Security Services or designee.

1. Date of original report (Part A): _____

2. Date of Part B: _____

3. Date of Incident: _____

4. Case Number: _____

5. Privacy concern case: YES___ NO___

a. If yes, please indicate the reason for the privacy concern:

6. Please provide information on the preventative action(s) that the employer has taken, or is considering, as a result of the incident to prevent further, similar occurrences:

7. Name of person making the report (unless this is a PRIVACY CONCERN CASE): _____

8. Title: _____

9. Signature and date: _____

**6. Work Place Violence Prevention
Concern Report, Part B**

To be completed by Executive Director of Operations and Security Services or
designee

1: Date of original report: _____

2. Date that Part B was completed: _____

3. Case Number: _____

4. Provide information on preventative action(s) that the employer has taken, or is
considering, as a result of the workplace violence prevention concern:

5. Name of person completing the report: _____

6: Title: _____

7. Signature and date: _____