Workplace Violence Prevention Program (WVPP) Overview

Berlin 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.

Berlin Central School District 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 District 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. Berlin Central School District 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 Berlin Central School District commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible. All Berlin Central School District employees are required to comply with this program. In addition, visitors to 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 Berlin Central School District 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 Berlin Central School, District 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:

    o alone or in small groups;

    o late at night or early in the morning

    o in a setting where previous security problems have occurred

    o at a mobile workplace assignment

    o 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. Berlin Central School District 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. Berlin Central School District 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, Berlin Central School District 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 Questar III 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 Berlin Central School District policies already address prevention or mitigation of violence in school settings. These include but are not limited to:

https://berlincentral.org/wp-content/uploads/2023/08/BCSD-District-Wide-Safety-Plan-23-24-board-approved.pdf

In addition, the SCHOOL DISTRICT Staff handbook , Berlin Central School District 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 Berlin Central School District for reporting workplace violence. This includes the WPVP incident report form

   - https://berlincentral.org/wp-content/uploads/2024/04/Berlin-CSD-WPV-INCIDENT-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 Berlin Central School District WVPP Incident report form.

   - https://berlincentral.org/wp-content/uploads/2024/04/Berlin-CSD-WPV-INCIDENT-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, Berlin Central School District will conduct a thorough and impartial investigation. The goal is to gather information to determine the appropriate course of action.

Communication:

- Berlin Central School District 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.

VIII.   Support Services:

Employee Assistance Program (EAP):

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

Security Measures:

- If necessary, Berlin Central School District will implement additional security measures to ensure the safety of employees.

IX.   Training:

Workplace Violence Prevention Training:

- Berlin Central School District 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.

X.   Regular Updates:

- Policies and procedures related to workplace violence will be reviewed regularly and updated as needed. By following these reporting guidelines, Berlin Central School District 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.

Berlin Central School District 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

Berlin 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, 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	Maureen Long	Name	Mary O'Neil
Title	Interim Superintendent	Title	Interim School Business Official
Department	Superintendent's Office	Department	Business Office
Phone	518-658-1500	Phone	518-658-1500
Location	District Office	Location	District Office

Approved by Board of Education 2/1/2024

APPENDIX 2

APPENDIX 2

Questar III BOCES Site Risk Assessment

District: Berlin Central School District   **Date of Survey: 02/14/2024**

Facility Name: Berlin Elementary School   **Facility Address: 53 School St. Berlin, NY 12022**

School District Representatives:

Name	Title	Signature
Tom Olsen	Director of PPS	
Maureen Long	Interim Superintendent	
Tracy Kent	Elementary Principal/BAA President	

Authorized Employee Representatives:

Name	Title	Signature
Daryl Maxon	Building Maintenance	

Questar III BOCES Representatives:

Name	Title	Signature
Tim Levan	Sr Health & Safety 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, Arrival/Dismissal Staff, School Nurse, Teachers.
2. Employee work early morning or late-night hours	Yes	Custodial Staff, Teachers.
3. Employees work alone or in small numbers for assigned shift	Yes	Secretery and Custodial.
4. Employees exchange money as part of job duties	Yes	Cafeteria – limited. For Fundraising events.
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 *Persistently Dangerous School* 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	

Security

1. Does the facility use School Resource Officers? If yes, # SROs per facility	Yes	One shared SRO between Elementary and MS/HS.
2. Is there school district security staff present at this location? If yes, list # present per shift	No	
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?	No	
5. Do security/law enforcement personnel patrol the facility and grounds?	Yes	SRO does and patrols do.
6. Does school policy require I.D. badges to be worn by all school staff?	No	
7. Does school policy require I.D. badges to be worn by all students?	No	
8. Does the facility have access control?	Yes	
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?	Yes	
12. Is facility equipped with lockdown buttons?	Yes	

13. Is there a visitor management policy?	Yes	Sign in and the Raptor System is used.	
14. Are visitors required to wear visitor I.D. badges?	Yes		
15. Is each occupied room equipped with a telephone or radio to call for help when needed?	Yes	Telephones – Yes. Radios – Some.	
16. Do all school personnel receive de-escalation training?	No	Select Staff.	

B. Parking Lots

1. Are parking areas protected with security/ law enforcement personnel?	No		
2. Are parking areas patrolled by security/law enforcement personnel?	Yes	SRO, occasionally.	
3. Are parking areas equipped with security cameras?	Yes		
4. Are parking areas equipped with working lights?	Yes	Additional lighting is needed. It is limited around the school.	

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

1. Do office areas have controlled access from public entrance?	N/A		
2. Is office area equipped with panic alarm?	N/A		
3. Are offices equipped with telephones to call 911?	N/A		

4. Are telephones or radios used to communicate with facility personnel and outside classes?	N/A	
5. Are office doors equipped with door locks to prevent unauthorized access?	N/A	
6. Do front office employees receive De-escalation training?	N/A	
7. For superintendent hearings, are staff and the SRO/security notified of time and date?	N/A	

D. Classrooms

1. Are evacuation maps posted in each classroom?	Yes	
2. Are classroom doors equipped with locks to restrict access?	Yes	Key locks.
3. Are classrooms equipped with telephones?	Yes	
4. Are classroom personnel equipped with radios?	Yes	Some.
5. Are classroom personnel exposed to violent behavior from students?	Yes	Some.
6. Do classroom personnel receive De-escalation training?	Yes	Some, select staff and the response team.
7. Are classroom personnel informed of students with behavioral issues prior to student placement in classroom?	Yes	
8. Have classroom personnel been provided with training on working with students with behavioral issues?	Yes	
9. Are instructional personnel provided with necessary personal protective equipment	Yes	As needed/requested.

for students with known aggressive behavior?(Biting, scratching, kicking etc.)		
10. Can windows be locked to prevent uncontrolled access?	Yes	
11. Are windows openings limited by stops to prevent full operation?	No	
12. Are items that can be used as potential weapons by students limited?	Yes	

E. Cafeteria

1. Is kitchen access restricted to authorized personnel only?	Yes	
2. Does cafeteria personnel exchange money with students and staff?	Yes	Limited.
3. Is cafeteria equipped with security cameras?	Yes	Cafeteria is.
4. Is cafeteria space(s) locked when not in use?	No	The kitchen is secured when not in use. The cafeteria is used all day and for aftercare.
5. Is cafeteria staff provided with telephones and/or radios for emergency communication?	Yes	Monitors have radios and phones.
6. Are evacuation maps posted at all exits?	Yes	

F. Auditorium

1. Are all entrances kept locked when not in use?	No	

2. Is auditorium, stage, backstage equipped with security cameras?	No		
3. Is auditorium, stage, backstage equipped with security lighting?	Yes		
4. Is the backstage restricted to authorized personnel?	No		
5. Are catwalks, light towers, etc. restricted to authorized personnel only?	N/A		
6. Is security/law enforcement present during events?	No		
7. Are evacuation maps posted at all exits?	Yes		

G. 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?	No		
4. Is gymnasium equipped with security cameras?	No		

H. Athletic Fields

1. Is security/law enforcement present during events?	No		
2. Are athletic fields protected from unauthorized entry with fences?	No	Not secure fences.	

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?	No		
5. Are athletic fields equipped with security cameras?	No		

I. Playgrounds			
1. Are assigned employees provided with radios?	Yes		
2. Is the playground area fenced and has appropriate signage?	No	Not fenced. Signage – yes.	
3. Is the fencing lockable?	No	Some.	
4. Are assigned staff trained in playground supervision?	No		
5. Is the playground equipped with security cameras?	Yes	They could be clearer.	

J. Bus Garage & Buses			
1. Is transportation in-district or contracted?	Yes	In-District.	
2. Are buses stored in a secure location?	N/A		
3. Are bus keys secured when not in use?	N/A		
4. Are all buses equipped with radios?	N/A		
5. Are all buses equipped with security cameras?	N/A		

6. Is somebody available to respond to all radio calls from drivers that are on road?	N/A	
7. Are I.D.s required by students getting on busses?	N/A	
8. Do all bus runs have two employees on board for each run?	N/A	
9. Is bus garage equipped with security cameras?	N/A	
10. Is bus garage locked when vacant?	N/A	
11. Is the bus garage perimeter fenced?	N/A	

K. Field Trips

1. Do school personnel have a copy of emergency contact names and numbers for administration?	Yes	
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	

L. 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?	No	Daytime Custodian has radio.

M. Staff Meetings & Conferences

1. Are security/law enforcement personnel present during these events?	No	
2. Is there attendance/accountability for conference visitors?	Yes	The Raptor System is used.
3. Are emergency protocols reviewed with conference attendees and presenters?	Yes	

N. After-Hour Events (extra-curricular activities, board meetings, teacher conferences, community events, etc.)

1. Are security/law enforcement personnel present during these events?	No	
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	

Assessment completed by:

Name: Kerrie Marble	Title: School Security Specialist
Signature:	Date: 02/14/2024

Appendix A - Previously Noted Incidents

Date	Area of Impact	Description of Event with Corrective Action Taken
		Vandalism to outside property has occurred after hours in the past.

Appendix B – Additional Comments / Notations

***Some doors are missing cores.
Doors must be locked with keys.
***More keys are needed for those teachers that do NOT have keys. The vendor has not provided all the keys. (Kelly Brothers)
There are some safety issues with the calm room. Outlets, heaters, and temperature control are all accessible to a student that may be using the room. The bathroom door located off the calm room poses the danger of a student locking themselves in the bathroom. A camera is also needed for this room.
Additional cameras are needed, including the playground.
No alarm on the building after hours.
Lockboxes are needed for law enforcement and first responders.
Additional parking lot lighting is needed around the building.

APPENDIX 2

Questar III BOCES Site Risk Assessment

District: Berlin Central School District

Date of Survey: 02/14/2024

Facility Name: Berlin Middle/High School 12040

Facility Address: 17400 NY-22 Cherry Plain, NY

School District Representatives:

Name	Title	Signature
Maureen Long	Interim Superintendent	
David Bernsley	Principal	
Deputy Alexandra DaLessio	School Resource Officer	
Tom Olsen	Director of PPS	

Authorized Employee Representatives:

Name	Title	Signature
Daryl Maxon	Building Maintenance	

Questar III BOCES Representatives:

Name	Title	Signature
Tim Levan	Sr Health & Safety 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, Teachers, Coaches, Admin-in-Charge.
2. Employee work early morning or late-night hours	Yes	Custodial Staff, Kitchen Staff, Teachers, and Coaches.
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 and Teachers during fundraising events.
5. Have there been previous reported security incidents?	Yes	
6. Is the facility in an area with a high crime rate?*	No	
7. Is the facility designated as a *Persistently Dangerous School* by NYSED?(https://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/CriteriaforDesignatingPersistentlyDangerousSchoolusingSV.html)	No	
8. Employees work with known volatile persons	Yes	
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 SRO covers the elementary and the MS/HS buildings.	
2. Is there school district security staff present at this location? If yes, list # present per shift	No		
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?	No		
5. Do security/law enforcement personnel patrol the facility and grounds?	Yes	As needed/requested.	
6. Does school policy require I.D. badges to be worn by all school staff?	No		
7. Does school policy require I.D. badges to be worn by all students?	No		
8. Does the facility have access control?	Yes		
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?	Yes		
12. Is facility equipped with lockdown buttons?	Yes		

13. Is there a visitor management policy?	Yes	Sign in and the Raptor System is used.
14. Are visitors required to wear visitor I.D. badges?	Yes	
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	Select staff receives it.

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	Review camera.
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?	Yes		

E. Classrooms

1. Are evacuation maps posted in each classroom?	Yes	They need to be updated.
2. Are classroom doors equipped with locks to restrict access?	No	****Cores are needed. ****
3. Are classrooms equipped with telephones?	Yes	
4. Are classroom personnel equipped with radios?	No	
5. Are classroom personnel exposed to violent behavior from students?	Yes	
6. Do classroom personnel receive De-escalation training?	Yes	Some.
7. Are classroom personnel informed of students with behavioral issues prior to student placement in classroom?	Yes	
8. Have classroom personnel been provided with training on working with students with behavioral issues?	Yes	Select staff has – Special Ed has received the training.
9. Are instructional personnel provided with necessary personal protective equipment	Yes	As requested.

for students with known aggressive behavior?(Biting, scratching, kicking etc.)		
10. Can windows be locked to prevent uncontrolled access?	Yes	
11. Are windows openings limited by stops to prevent full operation?	No	
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	
3. Is cafeteria equipped with security cameras?	Yes	
4. Is cafeteria space(s) locked when not in use?	No	The Kitchen is locked.
5. Is cafeteria staff provided with telephones and/or radios for emergency communication?	Yes	Monitors have phones and radios, as does, the kitchen staff.
6. Are evacuation maps posted at all exits?	Yes	

G. Auditorium		
1. Are all entrances kept locked when not in use?	No	Hardware issue.
2. Is auditorium, stage, backstage equipped with security cameras?	Yes	The Auditorium is. Backstage is not.
3. Is auditorium, stage, backstage equipped with security lighting?	Yes	

4. Is the backstage restricted to authorized personnel?	Yes		
5. Are catwalks, light towers, etc. restricted to authorized personnel only?	N/A		
6. Is security/law enforcement present during events?	No		
7. Are evacuation maps posted at all exits?	Yes		

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?	Yes	
3. Is security/law enforcement present during events?	No	
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?	Yes	Some fields have fences.
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?	No	
5. Are athletic fields equipped with security cameras?	No	

J. Playgrounds

1. Are assigned employees provided with radios?	N/A	
2. Is the playground area fenced and has appropriate signage?	N/A	
3. Is the fencing lockable?	N/A	
4. Are assigned staff trained in playground supervision?	N/A	
5. Is the playground equipped with security cameras?	N/A	

K. Bus Garage & Buses

1. Is transportation in-district or contracted?	Yes	In-District.
2. Are buses stored in a secure location?	N/A	
3. Are bus keys secured when not in use?	N/A	
4. Are all buses equipped with radios?	N/A	
5. Are all buses equipped with security cameras?	N/A	
6. Is somebody available to respond to all radio calls from drivers that are on road?	N/A	
7. Are I.D.s required by students getting on busses?	N/A	
8. Do all bus runs have two employees on board for each run?	N/A	

9. Is bus garage equipped with security cameras?	N/A	
10. Is bus garage locked when vacant?	N/A	
11. Is the bus garage perimeter fenced?	N/A	

L. Field Trips

1. Do school personnel have a copy of emergency contact names and numbers for administration?	Yes	
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?	N/A	

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	The daytime custodian has a radio.

N. Staff Meetings & Conferences

1. Are security/law enforcement personnel present during these events?	No	
2. Is there attendance/accountability for conference visitors?	Yes	Sign in and the Raptor System is used.

3. Are emergency protocols reviewed with conference attendees and presenters?	Yes	
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	
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	

Assessment completed by:

Name: Kerrie Marble	Title: School Security Specialist
Signature:	Date: 02/14/2024

Appendix A - Previously Noted Incidents

Date	Area of Impact	Description of Event with Corrective Action Taken
9/2023		An issue with a violent student.
01/27/2024		There were parents fighting with students during a basketball game.

Appendix B – Additional Comments / Notations

Review alarm system.
Would like additional security staff and trained security in the building.
****Door cores and keys need to be addressed ASAP.
The PA system and the areas it covers needs to be addressed to include the entire school.
The cell phone system is a major concern with lack of coverage.
Windows need to be numbered for law enforcement and first responders.
Parking spaces being numbered for students and staff.
All doors need roll down shades for lockdowns and possible incidents.
Review access into building after hours and on weekends.

APPENDIX 2

Questar III BOCES Site Risk Assessment

District: Berlin Central School District   **Date of Survey: 02/14/2024**

Facility Name: Berlin Transportation Department   **Facility Address: 7 School Bus Lane Berlin, NY**
12022

School District Representatives:

Name	Title	Signature
Jeanette Alderman	Transportation Supervisor	
Maureen Long	Interim Superintendent	

Authorized Employee Representatives:

Name	Title	Signature
Daryl Maxon	Building Maintenance	

Questar III BOCES Representatives:

Name	Title	Signature
Tim Levan	Sr Health & Safety 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	Bus Drivers daily and for athletic events and field trips.
2. Employee work early morning or late-night hours	Yes	5:30am-12pm.
3. Employees work alone or in small numbers for assigned shift	Yes	
4. Employees exchange money as part of job duties	No	
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 *Persistently Dangerous School* 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	N/A	
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	No	SRO is not at this building. Is called as needed.
2. Is there school district security staff present at this location? If yes, list # present per shift	No	
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?	No	
5. Do security/law enforcement personnel patrol the facility and grounds?	No	
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	
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?	No	
13. Is there a visitor management policy?	No	
14. Are visitors required to wear visitor I.D. badges?	No	
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?	Yes	

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?	N/A	

2. Is office area equipped with panic alarm?	N/A	
3. Are offices equipped with telephones to call 911?	N/A	
4. Are telephones or radios used to communicate with facility personnel and outside classes?	N/A	
5. Are office doors equipped with door locks to prevent unauthorized access?	N/A	
6. Do front office employees receive De-escalation training?	N/A	
7. For superintendent hearings, are staff and the SRO/security notified of time and date?	N/A	

E. Classrooms

1. Are evacuation maps posted in each classroom?	N/A	
2. Are classroom doors equipped with locks to restrict access?	N/A	
3. Are classrooms equipped with telephones?	N/A	
4. Are classroom personnel equipped with radios?	N/A	
5. Are classroom personnel exposed to violent behavior from students?	N/A	
6. Do classroom personnel receive De-escalation training?	N/A	
7. Are classroom personnel informed of students with behavioral issues prior to student placement in classroom?	N/A	

8. Have classroom personnel been provided with training on working with students with behavioral issues?	N/A	
9. Are instructional personnel provided with necessary personal protective equipment for students with known aggressive behavior?(Biting, scratching, kicking etc.)	N/A	
10. Can windows be locked to prevent uncontrolled access?	N/A	
11. Are windows openings limited by stops to prevent full operation?	N/A	
12. Are items that can be used as potential weapons by students limited?	N/A	

F. Cafeteria

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

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?	N/A	
2. Are locker rooms locked or monitored to prevent unauthorized entry?	N/A	
3. Is security/law enforcement present during events?	N/A	
4. Is gymnasium equipped with security cameras?	N/A	

I. Athletic Fields

1. Is security/law enforcement present during events?	N/A	

2. Are athletic fields protected from unauthorized entry with fences?	N/A		
3. Are athletic fields equipped with security/event lighting?	N/A		
4. Does school policy require I.D. badges to be worn by all school staff at sporting events?	N/A		
5. Are athletic fields equipped with security cameras?	N/A		

J. Playgrounds

1. Are assigned employees provided with radios?	N/A	
2. Is the playground area fenced and has appropriate signage?	N/A	
3. Is the fencing lockable?	N/A	
4. Are assigned staff trained in playground supervision?	N/A	
5. Is the playground equipped with security cameras?	N/A	

K. Bus Garage & Buses

1. Is transportation in-district or contracted?	Yes	In-District.
2. Are buses stored in a secure location?	No	Some cameras on exterior of the building but the bus area is not fenced.
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?	Yes	
8. Do all bus runs have two employees on board for each run?	No	Most buses have two employees but not all.
9. Is bus garage equipped with security cameras?	Yes	
10. Is bus garage locked when vacant?	Yes	
11. Is the bus garage perimeter fenced?	No	

L. Field Trips

1. Do school personnel have a copy of emergency contact names and numbers for administration?	Yes	
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?	N/A	The schools take care of this.

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?	No	

N. Staff Meetings & Conferences		
1. Are security/law enforcement personnel present during these events?	N/A	
2. Is there attendance/accountability for conference visitors?	N/A	
3. Are emergency protocols reviewed with conference attendees and presenters?	N/A	

O. After-Hour Events (extra-curricular activities, board meetings, teacher conferences, community events, etc.)		
1. Are security/law enforcement personnel present during these events?	N/A	
2. Are metal detectors utilized for after hour activities such as conferences & meetings?	N/A	
3. Do school personnel have a copy of emergency contact names and numbers for administration?	N/A	
4. Does the event conform with the district facility use policy?	N/A	

Assessment completed by:

Name: Kerrie Marble	Title: School Security Specialist
Signature:	Date: 02/14/2024

Appendix A - Previously Noted Incidents

Date	Area of Impact	Description of Event with Corrective Action Taken

Appendix 2 – Additional Comments / Notations

Additional external cameras for the property would assist with vandalism and people trespassing. It is currently all open.
Fencing to secure all buses, paving and an area for bus wash is needed.

APPENDIX 3 Training Outline

Workplace Violence Prevention Training Outline

Every employer shall provide each employee with information and training on the risk of workplace violence in their workplace or workplaces at the time of the employee's initial assignment and at least annually thereafter.

Any substantial change to the workplace violence program must be communicated to employees.

Upon completion of the workplace violence prevention program all employees must be provided information and training on:
1) Requirements of the regulation (12NYCRR Part 800.6)
2) Risk factors specific to the workplace that were identified in the risk evaluation and determination (Step 2 of the How to Comply Guide)
3) Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as
    a. Incident alert and notification procedures
    b. Appropriate work practices
    c. Emergency procedures
    d. Use of security alarms and other devices
4) Procedures to report incidents of workplace violence
5) Location of the written workplace program and how to obtain a copy*

*This part of the training requirements only applies to employers with 20 or more full-time permanent employees.

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

WORKPLACE VIOLENCE REPORT FORM

Berlin
CENTRAL SCHOOL DISTRICT

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: _____

APPENDIX 5

District Locations	
Berlin Transportation Garage	School Bus Lane , Berlin, NY 12022
Berlin Elementary	School Street, Berlin, NY 12022
Berlin HS/ MS	17400 Route 22 Cherry Plain, NY 12040

APPENDIX 6

Create List by Facility Name – One list per building

Facility Name - Identified Risk	Selected Control(s)	Comments
Berlin CSD Transportation Facility		
Need for additional External Camera's	**TBD. Potential for safe school's bond act**	
No secure fencing around bus parking area	**TBD. Potential for capital project**	

Facility Name - Identified Risk	Selected Control(s)	Comments
Berlin Elementary		
Doors missing lock cores and keys	Cores and keys have been identified and order submitted	
Additional cameras are needed	Being considered through smart school's bond act	
No functioning security alarm in building	Will consult with Securatas	
Additional parking lot lighting needed	Identified in the BCS	
Exterior key boxes needed for Law enforcement	Meeting with Rensselaer County sheriffs dept.	
Calm room Safety issues	Will be addressed through the maintenance dept.	

Facility Name - Identified Risk	Selected Control(s)	Comments
Berlin MS/HS		
Door cores and keys missing	**Has been rectified**	
PA system coverage	**Being addressed through the smart school's bond act**	
Cell phone service issues	**Will be addressed through AT&T**	
Security alarm not functioning	**Will consult with Securatas**	
Number exterior room windows	**Will look into better alternative than paper**	

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	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	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	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
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:

- https://berlincentral.org/wp-content/uploads/2024/04/Workplace-Violence-Prevention-Program.pdf

Designated Workplace Violence Administrator/Officer Contact Information:

Primary Contact		Secondary Contact	
Name	Maureen Long	Name	Sherri Fisher
Title	Interim Superintendent	Title	Interim Business official
Department	Superintendent office	Department	Business office
Phone	518-658-1500	Phone	518-658-1500
Location	District Office	Location	District Office

Annual Program Review Record:

Date Reviewed	Stakeholders and authorized employee representatives
Changes/Additions:	Maureen Long
	David Bernsley
	Jeanette Alderman
	Daryl Maxon
	Tom Olsen
	Tracy Kent
	Cyril Grant
	Deanna Baker

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:	