

# **Plainedge Public Schools Union Free School District**



## **Workplace Violence Prevention Program June 2024**

**Program Review**

Once a year The Plainedge Union Free School District, with the participation of an authorized employee representatives, will review the workplace violence prevention program. The sign off sheet below indicates who conducted the review and the date it occurred.

<b>Name and Title of Management and authorized employee representative (where applicable)</b>	<b>DATE</b>
Joseph Samler- President of Custodial Education Local 8645	5/10/24
Mary Knight- Plainedge Educational Secretaries	5/10/24
Perry Fuchs- Plainedge Federation Of Teachers	5/10/24
Thomas DeRespino- Director Of Security	5/10/24
Brett Prochazka- Director Of Facilities	5/10/24
Guy Le Vaillant- Deputy Superintendent Plainedge School District	5/10/24
Lisa Samler- President of Plainedge Teacher Aids & Monitors Unit	5/10/24
Jennifer Smith- Nurses Unit Local 865	5/10/24
Danielle Filipe- Plainedge Cafeteria Employees Association	5/10/24

**Access to this program:  
To obtain a copy of this plan please  
contact:**

**Name: Dr. Guy J. Le Vaillant  
Title: Deputy Superintendent  
Department: Human Resources  
Phone: 516-992-7437  
Location: District**

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# ***Plainedge Union Free School District Workplace Violence Prevention Program***

## ***Introduction***

### **What is Workplace Violence**

Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

- 1) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- 2) Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- 3) Intentional and wrongful physical contact with a person without their consent that entails some injury.
- 4) Stalking an employee to cause fear or harm to the employee's physical safety and health when such stalking has arisen through and in the course of employment.

## ***What is the New York State Workplace Violence Prevention Law***

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations are enforced by NYSDOL and can be found at: <https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf>. Effective January 4, 2024, all public school districts, New York City public schools, Boards of Cooperative Education Services (BOCES) and County Vocational Education & Extension Boards are covered by this law.

## ***What is the Purpose of this Program***

The purpose of this Workplace Violence Prevention Program 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 risk of workplace violence to employees and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is Plainedge Public School's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

## ***Policy Statement***

The Plainedge Union Free School District has developed and implemented a policy statement which describes the goals and objectives of our workplace violence prevention policy, the incident alert and notification policies employees should follow in the event of workplace violence, and describes how employees are able to participate in the implementation of our workplace violence prevention program through an authorized employee representative. The policy statement is posted (insert description of location where notices to employees are normally posted). The policy statement is included in Attachment 1.

# ***Plainedge Union Free School District Workplace Violence Prevention Program***

## **Workplace Risk Evaluation**

The Plainedge Union Free School District has conducted a workplace risk evaluation consisting of:

**A record examination:** The Plainedge Union Free School District has examined all records of workplace violence incidents in the past year to identify patterns in the type and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

**An assessment of administrative risk factors:** The Plainedge Union Free School District has assessed all relevant policies, practices, and procedures that may impact the risk of workplace violence.

**An evaluation of the physical environment:** The Plainedge Union Free School District has evaluated the physical work environment for factors which may place employees at risk of workplace violence with the participation of authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for Plainedge Public Schools employees include, but are not limited to, the following:

- Working in public settings
- Working late night or early morning hours
- Exchanging money with the public
- Working alone or in small numbers
- Working in a setting with uncontrolled access to the workplace
- Working in a setting where previous security problems have occurred
- Having a mobile workplace assignment
- Working with a population which might expose one to potentially violent persons (e.g. in health care, social service, public service or criminal justice settings)
- Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in Attachment 2, along with the methods and means by which each risk is being addressed by The Plainedge Union Free School District. As your employer, The Plainedge Union Free School District is responsible for addressing all risk factors that our 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.

# *Plainedge Union Free School District Workplace Violence Prevention Program*

## *Workplace Violence Control Measures and Prevention*

### **Hierarchy of Controls**

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards that an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors. Engineering controls are considered the most effective, followed by work practice controls, and then personal protective equipment.

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace.

Examples of engineering controls include:

- Increasing lighting in remote areas
- Designing secure building access
- Installing security hardware
- Eliminating isolated work areas
- Installing drop safes

Work practice controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices.

Examples of work practice controls include:

- Increasing staff
- Employing security personnel
- Implementing building access control procedures, for example, requiring badges to enter
- Instituting communication procedures across shifts or classes to share information regarding agitated clients or students
- Providing information to employees on the criminal history or violence of clients, inmates, or customers
- Reducing customer wait times
- Providing employees with personal alarms
- Providing cell phones to employees in the field
- Training employees on de-escalation and how to recognize precursors to violence

Personal Protective Equipment (PPE) is generally considered the least effective control measure but may be needed to enhance other control measures or minimize potential injury severity when other control measures fail.

Examples of personal protective equipment include:

- Ballistic or stab resistant body armor
- Riot gear including protective helmets and shields
- Eye and face protection

## *Workplace Violence Prevention*

Prevention of violence in the workplace is the responsibility of The Plainedge Union Free School District and everyone has a role to play in keeping the workplace safe from violence. The following section focuses on early warning signs of violent behavior and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized representatives should be familiar with the signs and issues described below to intervene early and reduce the likelihood of workplace violence.

# *Plainedge Union Free School District Workplace Violence Prevention Program*

## *Early Warning Signs of Potential Violence*

There is no single “profile” that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person’s potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees and/or verbal comments expressing hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or expressing fascination with weapons
- Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems
- Signs of abuse of drugs or alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against someone

These behaviors or situations should be reported to an employee’s supervisor and/or Human Resources. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral.

## *Workplace issues that may trigger violence*

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

Employee issues include:

- A negative performance review
- An unwelcome change in role due to performance or reorganization in the workplace
- An unwelcome change in work schedule
- Criticism of an employee’s performance
- A conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure

Note, a workplace issue that only an employee perceives can still be a trigger for workplace violence.

# ***Plainedge Union Free School District Workplace Violence Prevention Program***

## ***Recognizing the Signs and Intervening Early***

To help prevent a violent situation from occurring, management, employees, and authorized representatives should be trained to recognize the early warning signs (such as a change in a person's behavior before an episode of violence) and the issues or events that may trigger violence. With this knowledge, an employer can intervene early to prevent a violent incident from occurring.

## ***Reporting an Incident***

At the core of this Workplace Violence Prevention Program is The Plainedge Union Free School District's commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

Any Plainedge Union Free School District employee who becomes aware of a physical assault, threatening behavior, or verbal abuse at the workplace must immediately report the facts and circumstances of the violent incident to their supervisor and/or the contact person identified in the Policy Statement (Attachment 1). In the event that an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety or the safety of others or where a serious injury has occurred, the employee will immediately call 911 to obtain law enforcement and/or medical assistance and notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Deputy Superintendent using the Incident Report in Attachment 4.

If a pattern of workplace violence incidents develops that involve criminal conduct or serious injury, The Plainedge Union Free School District will attempt to develop a protocol with the District Attorney or Police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

## ***Post-Incident Response***

Management has developed procedures to respond to incidents of workplace violence. These include the following as appropriate:

- Assure that injured employees receive prompt and appropriate medical care. (This includes, but is not limited to, providing transportation of any injured persons to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations.
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. (See Attachment 4).
- Address the need for appropriate treatment for employees who were victims of workplace violence. In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.
- Management will investigate any reported workplace violence incident thoroughly.

All employees should be trained to inform management about any incidents that occur and how prepare an incident report. [Insert any other training employees will receive on the post-incident response.]

[Optional if employer would like to include: In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the Plainedge Union Free School District workplace, arrangements will be made through management, employee unions, or the Deputy Superintendent. However, this is not a requirement of the workplace violence prevention law or regulation.]

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

# *Plainedge Union Free School District Workplace Violence Prevention Program*

## *Employee Information and Training*

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to The Plainedge Union Free School District's workplace violence prevention program, a newly identified risk factor, or a control measure addition. Required training topics are listed in the Training Outline in Attachment 4.

## *Record keeping Requirements*

All workplace violence incidents and threats will be documented in a workplace violence incident report. Workplace violence incidents that cause a work-related death or an injury that meets the recording criteria of the Public Employee Safety and Health Bureau (PESH) log of injuries and illnesses should be recorded on both the PESH log and the workplace violence incidents report. For more on the PESH log of injuries and illness, the PESH website linked here: <https://dol.ny.gov/public-employee-safety-health>

Workplace violence incident reports will provide a written description when an incident occurs so that management can evaluate why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of such incidents from happening again. The Workplace Violence Incidents Report also creates a historical record. The Workplace Violence Incident Report(s) will be reviewed at least once a year to determine if and how the workplace violence prevention program should be updated. (A sample incident reporting form is attached as Attachment 4 of this document.)

## *Program Review*

The Deputy Superintendent, with the Authorized Employee Representative, will evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious workplace violence incident. The review will focus on: determining trends in workplace violence incidents; addressing the root cause of incidents; evaluating the effectiveness of the control measures in place; and determining if any changes need to be made to control measures. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. The cover sheet of this program will be updated with the names and titles of those who perform the review and the date of completion.

If an employee or authorized representative submits a written notice of concern regarding a violation of the employer's workplace violence prevention program or imminent danger in the workplace, the employer must be afforded a reasonable opportunity to address the reported issue. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the The Plainedge Union Free School District workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by filing a complaint with the Public Employee Safety and Health (PESH) bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here:

<https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> or by calling 1-844-SAFE-NYS.

The completed and signed complaint form can be emailed to [ask.shnypesh@labor.ny.gov](mailto:ask.shnypesh@labor.ny.gov), or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing [ask.shnypeshlabor.ny.gov](mailto:ask.shnypeshlabor.ny.gov). An employee is NOT required to provide written notice to an employer if the employee believes themselves, another employee, or patient is in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor would not result in corrective action. In such an instance, an employee can reach out directly to PESH.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here: [https://dol.ny.gov/system/files/documents/2023/11/p206\\_12-10-20.pdf](https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf)

***Plainedge Union Free School District***  
***Workplace Violence Prevention Program***

***Attachment 1- Workplace Violence Prevention Policy Statement***

**PLAINEDGE UNION FREE SCHOOL DISTRICT**  
**WORKPLACE VIOLENCE PREVENTION**

**Policy 9130**

The School District is committed to the safety and security of its employees, students, visitors, contractors, and members of the surrounding communities. All employees are responsible for fostering an environment of mutual respect for each other as well as students, visitors, contractors and members of the community, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment. To proactively address the potential for workplace violence, the School District has developed a Workplace Violence Prevention Program (WVPP) and will not tolerate any act of, or threats of, workplace violence.

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 School District's employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving notifying law enforcement authorities when warranted.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on School District property will be removed from the School District's premises, as quickly as possible. Any individual found to be in violation of this policy will receive appropriate disciplinary action up to and including termination. Any disciplinary action will be in accordance with applicable laws, rules, regulations and collective bargaining agreements. Any employee of an outside contractor found to be in violation of this policy may result in suspension and/or termination of any business relationship (including existing contracts) and criminal prosecution of those involved.

The School District recognizes that its employees play an important role in identifying and reporting acts, or threats of, workplace violence. Therefore, information pertaining to the identification and reporting of workplace violence will be disseminated to the School District's employees.

To address the potential for workplace violence and to comply with the requirements of the New York State Workplace Violence Prevention Law, the School District's WVPP will include, but not be limited to:

1. **Risk Evaluation:** The School District will perform a risk evaluation of its facilities to determine the presence of factors or situations that might place employees at risk from occupational assaults and/or other forms of workplace violence. The results of this evaluation will be incorporated into the School District's written WVPP and reviewed annually by the School District's administrative staff.
2. **Written Workplace Violence Prevention Program (WVPP):** The School District has developed a written Workplace Violence Prevention Program (WVPP). The WVPP will be distributed to all employees. In addition, a copy of the WVPP will be maintained in the office of the Superintendent of Schools.
3. **Training and Information:** The School District will provide training and information to employees, at the time of initial hiring and annually thereafter, of the New York State Workplace Violence Prevention Law, the workplace risk factors identified in the School District's Risk Evaluation, and the location and availability of the School District's WVPP.
4. **Review:** The Superintendent of Schools or designee will review workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and review the effectiveness of the mitigating actions taken.

***Plainedge Union Free School District***  
***Workplace Violence Prevention Program***  
***Attachment 2 - Risk Factors and Control Measures***

Risks identified in our workplace risk evaluation, and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

Identified Risk	Mitigation Plan
1. The training process for new employees could be enhanced to ensure they feel fully equipped to navigate various situations effectively.	Enhancing our comprehensive onboarding programs that provide ample support and resources for new employees to confidently handle a range of situations.
2. Walking to the parking lot can feel a bit unsettling, particularly during the darker evenings of winter.	Facilities will review all parking lot lighting and make any recommendations as needed.
3. Leaving doors ajar might inadvertently allow unidentified individuals to access the building.	No doors should be left ajar, all unidentified individuals need to be met by a staff member. Always wear your badge to identify yourself.
4. Some after-school staff members may benefit from additional guidance on how to effectively manage lockdown situations if they were to arise.	Principals and the aftercare coordinators will provide instructions/ training on how to handle before care, aftercare, and recess protocol. This information will also be reinforced during the Superintendent’s Conference Day
5. Contractors visiting during summer hours.	Facilities and operations will make sure contractors are identifiable and belong in the building
6. Camera Blind spots	We have recently upgraded our video surveillance system to a new product called Genetec. We are replacing old cameras with new products that have great night vision and visibility. By the end of next year, we should have many of our older cameras replaced.
7. Some staff members don’t wear their ID badge all the time	Building administration will continue to address this concern and reinforce the importance of wearing your ID card to identify yourself as a staff member- this is for the safety of all so security is aware you are an approved staff member to be in the building.
8. Delivery representatives knock on the side door at JHW and wait for someone	We can create a sign that outlines where deliveries should be dropped off. No one should be walking in without being escorted. Facilities could provide a list of who is coming throughout the day so we can expect visitors.

***Plainedge Union Free School District  
Workplace Violence Prevention Program  
Attachment 3- Workplace Violence Prevention Training Outline***

**Information and training for all employees can be found here: [click to view](#)**



# Attachment 4 – Workplace Violence Incident Report

## PLAINEDGE UNION FREE SCHOOL DISTRICT WORKPLACE VIOLENCE INCIDENT REPORT FORM

2024

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The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

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

### Instructions

This report will be completed by the Workplace Violence Prevention Coordinator following a report of workplace violence. It will be maintained for use in the annual Workplace Violence Prevention Program review and update.

### Information about the Alleged Victim

*(The person alleged to have been injured by the workplace violence.)*

Name: \_\_\_\_\_

*If this is a privacy concern case, "Privacy Concern Case" should be entered above in the Name section. The District treats incidents involving the following injuries or illnesses as privacy concern cases: (1) an injury or illness to an intimate body part or the reproductive system; (2) an injury or illness resulting from a sexual assault; (3) mental illness; (4) HIV infection; (5) 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 (6) other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Report.*

Job title: \_\_\_\_\_

Work address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email: \_\_\_\_\_



**PLAINEDGE UNION FREE SCHOOL DISTRICT**  
**WORKPLACE VIOLENCE INCIDENT REPORT FORM**

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**Information about the Alleged Perpetrator**

*(The person alleged to have committed the workplace violence.)*

Name: \_\_\_\_\_

Alleged perpetrator's relationship to the District:

- |  |                                    |   |
|--|------------------------------------|---|
| <input type="checkbox"/> Student               | <input type="checkbox"/> Employee  | <input type="checkbox"/> Job applicant                              |
| <input type="checkbox"/> Parent/legal guardian | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Contractor/subcontractor/vendor/consultant |
| <input type="checkbox"/> Student teacher       | <input type="checkbox"/> Intern    | <input type="checkbox"/> Other _____                                |

Primary building or location: \_\_\_\_\_

Further details including, if applicable, grade or title: \_\_\_\_\_

Alleged perpetrator's contact information:

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Information about the Alleged Incident**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Provide a detailed description of the alleged incident, including events leading up to the incident and how the incident ended:

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**PLAINEDGE UNION FREE SCHOOL DISTRICT  
WORKPLACE VIOLENCE INCIDENT REPORT FORM**



*Describe the nature and extent of any injuries arising from the incident, including the name of the individual(s) injured:*

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**Information about Witnesses**

If possible, please list the names and known contact information for any witnesses, individuals who may have information related to this report, or individuals you have discussed the alleged incident(s) with:

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**District Response**

Detail the actions that the District has taken in response to this incident of workplace violence:

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Detail the actions that the District has taken or is considering as a result of the incident to prevent similar occurrences from happening in the future:

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Completed by: \_\_\_\_\_  
(name and title)

Completed on: \_\_\_\_\_  
(Date)