ALL LOCAL BOCES PROVIDE PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES AND YOU SHOULD CHECK WITH YOUR LOCAL BOCES TO SEE WHAT IS OFFERED. THESE OFFERINGS ARE NOT INTENDED TO TAKE THE PLACE OF SIMILAR OFFERINGS PROVIDED BY YOUR OWN BOCES.

Superintendents

James M. Ryan, Ed.D.
Assistant Superintendent

Lynn Allen, Ed.D.
Assistant Superintendent

Todd Currie
Assistant Superintendent

John McCarthy
Assistant Superintendent

Board Members

Richard Keeps
President

Catherine Liberte
Vice President

Aaron Feldman
Director

Tina Mackay
Director

Mary Cay Nilsen
Director

Michael Simpkins
Director

James M. Ryan, Ed.D.
District Superintendent

Frank Schnecker
Trustee

Richard Kreps
President

Catherine Lilburne
Vice President

Anita Feldman
Trustee

Michael Simpkins
Trustee

2019 - 2020 Programs & Services Catalog

www.PNWBOCES.org/Regional-Safety-Services
As school safety continues to evolve, so does Regional Safety Services (RSS) at PNW BOCES. Operating in the two distinct but connected arenas of health & safety and security & safety, RSS is a nexus of those avenues. We provide high quality emergency planning, authentic training, and immediate crisis response along with a robust consultant catalog to help districts respond to local, state and federal regulations.

Over the past two years, RSS has grown in both offered training opportunities and consultant services. We are striving to remain on the forefront of school safety to not only ensure our component districts are complying with all applicable regulations and incorporating best practices, but that we are developing “better practices.” We remain committed to supporting our region into the future.

Please feel free to contact me for more information or any questions.

www.pnwboces.org/Regional-Safety-Services

Follow us on twitter at:
@PNW_SAFETY

Frank Guglieri
REGIONAL SAFETY COORDINATOR
fguglieri@pnwboces.org

All local BOCES provide professional development and support services. Please check with your local BOCES to see what is offered. These programs and services are not intended to take the place of similar offerings provided by your own BOCES.
2020 CALENDAR OF EVENTS

JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY 30</td>
<td>Regional Safety Committee Meeting</td>
<td>Fox Meadow, Building 1</td>
<td>8:00am - 10:00am</td>
</tr>
<tr>
<td>JANUARY 30</td>
<td>Emergency Response Planning: Utility of the Protective Actions &amp; Increasing the Complexities of Drills - Lunch 'n Learn</td>
<td>Fox Meadow, Building 1</td>
<td>12:00pm - 3:00pm</td>
</tr>
</tbody>
</table>

FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEBRUARY 11</td>
<td>Tabletop - Death of a Member of the School Community - Lunch 'n Learn</td>
<td>Fox Meadow, Building 1</td>
<td>12:00pm - 3:00pm</td>
</tr>
<tr>
<td>FEBRUARY 27</td>
<td>Emergency Response Planning: Medical / Mental Health Team Dev. - Lunch 'n Learn</td>
<td>Fox Meadow, Building 1</td>
<td>12:00pm - 3:00pm</td>
</tr>
</tbody>
</table>

MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARCH 12</td>
<td>SNOW DAY for December’s Civilian Response to Active Shooter (CRASE) Training</td>
<td>Main Campus, School Services Building</td>
<td>8:00am - 3:00pm</td>
</tr>
<tr>
<td>MARCH 17</td>
<td>Tabletop - Food Poisoning - Lunch 'n Learn</td>
<td>Fox Meadow, Building 1</td>
<td>12:00pm - 3:00pm</td>
</tr>
<tr>
<td>MARCH 26</td>
<td>Regional Safety Committee Meeting</td>
<td>Fox Meadow, Building 1</td>
<td>8:00am - 10:00am</td>
</tr>
<tr>
<td>MARCH 26</td>
<td>Emergency Response Planning: Everyday Camy and Go-Bags - Lunch 'n Learn</td>
<td>Fox Meadow, Building 1</td>
<td>12:00pm - 3:00pm</td>
</tr>
</tbody>
</table>

APRIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRIL 2</td>
<td>Chemical Management &amp; Chemical Hygiene Officer Workshop</td>
<td>Main Campus, School Services Building</td>
<td>8:00am - 3:00pm</td>
</tr>
<tr>
<td>APRIL 16</td>
<td>Advanced Situational Awareness &amp; Crisis Communications - Lunch 'n Learn</td>
<td>Fox Meadow, Building 1</td>
<td>12:00pm - 3:00pm</td>
</tr>
<tr>
<td>APRIL 21</td>
<td>Advanced Threat Assessment Team Training</td>
<td>Main Campus, School Services Building</td>
<td>8:00am - 3:00pm</td>
</tr>
</tbody>
</table>

MAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAY 5</td>
<td>Tabletop - Scenarios for Threat Assessment Teams - Lunch 'n Learn</td>
<td>Fox Meadow, Building 1</td>
<td>12:00pm - 3:00pm</td>
</tr>
<tr>
<td>MAY 21</td>
<td>Reunification Workshop</td>
<td>Main Campus, School Services Building</td>
<td>8:00am - 3:00pm</td>
</tr>
<tr>
<td>MAY 28</td>
<td>Regional Safety Committee Meeting</td>
<td>Fox Meadow, Building 1</td>
<td>8:00am - 10:00am</td>
</tr>
<tr>
<td>MAY 28</td>
<td>Advanced Public Information Officer Training: Reunification (Part 2) - Lunch 'n Learn</td>
<td>Fox Meadow, Building 1</td>
<td>12:00pm - 3:00pm</td>
</tr>
</tbody>
</table>

Plan Your PROFESSIONAL LEARNING!

While we encourage all of our districts to use all of our services including our learning opportunities throughout the year, we know that it can be hard to choose.

To guide you in selecting the programs that are best for you, we have curated a sampling of some of the programs that will assist district staff from all levels to develop new skills to benefit them and their districts:

EMERGENCY RESPONSE TEAM MEMBERS
- Emergency Response Team Training
- Lunch 'n Learns
- Conferences and Workshops

CUSTODIAL AND MAINTENANCE STAFF
- OSHA/PESH Training
- Asbestos Awareness
- Chemical Management for Non-Science Staff

DIRECTORS OF FACILITIES
- Regional Safety Committee
- OSHA/PESH Documents/Training
- Consultant Services

CHEMICAL HYGIENE OFFICERS/SCIENCE STAFF
- Chemical Management Programming
- OSHA/PESH Training
- Consultant Services

MENTAL HEALTH PROFESSIONALS
- Regional Crisis Team
- Mental Health Team Training

ADMINISTRATORS
- Administrators Regional Crisis Team
- Lunch 'n Learns
- Conferences and Workshops

TO REQUEST/REGISTER FOR OUR PROGRAMMING

CONFERENCES, WORKSHOPS, LUNCH‘N LEARNS ON OUR CAMPUSES
My Learning Plan
www.pnwboces.org/catalog

ON SITE TRAINING/INSPECTIONS/AUDITS
Frank Guglielri
REGIONAL SAFETY COORDINATOR
f.guglielri@pnwboces.org

CONSULTANT SERVICES
Cynthia Braden
SENIOR OFFICE ASSISTANT
cbraden@pnwboces.org
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2019 CALENDAR OF EVENTS

SEPTEMBER

SEPTEMBER 19
  Reunification Workshop ..............................................
    Main Campus, School Services Building 8:00am – 2:00pm

SEPTEMBER 26
  Regional Safety Committee Meeting  ................................
    Fox Meadow, Building 1  8:00am – 10:00am

SEPTEMBER 26
  Everyday Incident Command System: Applying ICS to a Variety of Non-Emergency Situations - Lunch n’ Learn 12:00pm – 3:00pm

OCTOBER

OCTOBER 10
  Mental Health Team Training (Part 1) .................................
    Main Campus, School Services Building 8:00am – 3:00pm

OCTOBER 31
  Public Information Officer Training for Buildings/ District Emergency Response Teams (Part 1) - Lunch n’ Learn 12:00pm – 3:00pm

NOVEMBER

NOVEMBER 7
  Threat Assessment Team Training ....................................
    Main Campus, School Services Building 8:00am – 3:00pm

NOVEMBER 12
  Tabletop - Scenarios Requiring Reunification - Lunch n’ Learn 12:00pm – 3:00pm

NOVEMBER 18
  Advanced Mental Health Team Training (Part 2) ............
    Main Campus, School Services Building 12:30pm – 3:30pm

NOVEMBER 21
  Regional Safety Committee Meeting ................................
    Fox Meadow, Building 1  8:00am – 10:00am

NOVEMBER 21
  Emergency Response Planning for Persons with Special Needs - Lunch n’ Learn 12:00pm – 3:00pm

DECEMBER

DECEMBER 12
  Civilian Response to Active Shooter (C-RASE) Training  
    Main Campus, School Services Building 8:00am – 3:00pm
ADDITIONAL SERVICES

A consultant through Co-SER 698 provides these services. Cost estimates will be provided prior to service.

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>SERVICE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AED, Inc.</td>
<td>Provides service of AED equipment and CPR training</td>
</tr>
<tr>
<td>AF Investigations</td>
<td>Private Investigative Services</td>
</tr>
<tr>
<td>AllPro Cleaning and Restoration Services, Inc.</td>
<td>Emergency cleaning due to fire, water, and mold damage. This includes full-service property restoration and repair services.</td>
</tr>
<tr>
<td>Anonymous Alerts®</td>
<td>Patented anti-bullying and safety reporting app</td>
</tr>
<tr>
<td>Corporate Screening and Investigative Group, LLC</td>
<td>Private Investigative Services</td>
</tr>
<tr>
<td>CPRed</td>
<td>American Heart Association Provider of CPR training. Classes range from Friends and Family CPR to AHA Basic Life Support for Nurses</td>
</tr>
<tr>
<td>Facilities Inspection Services LLC</td>
<td>Fire inspections, preliminary fire inspections, fire safety training</td>
</tr>
<tr>
<td>Foley Security Solutions</td>
<td>Private investigative services, security staff training, parking lot traffic flow design, security for large events, incident reporting, and management of aggressive behavior</td>
</tr>
<tr>
<td>Fred S. Lane</td>
<td>Speaker and expert on the impact of emerging technologies on society, with an emphasis on personal and workplace privacy and cyber threats</td>
</tr>
<tr>
<td>Hang Up And Drive</td>
<td>Powerful program brought to your students, staff and parents about the dangers of distracted driving</td>
</tr>
<tr>
<td>Lighting Services, Inc.</td>
<td>Provides testing and inspection of emergency lighting systems and repairs</td>
</tr>
<tr>
<td>Louis Berger U.S., Inc.</td>
<td>Industrial Hygiene/Indoor Air Quality/ Environmental Testing Services</td>
</tr>
<tr>
<td>Miller Environmental Group, Inc.</td>
<td>Provides Environmental Management Services including but not limited to emergency response; waste disposal and handling; and chemical spill response</td>
</tr>
<tr>
<td>OmniWeather LLC</td>
<td>Severe Weather Alerts for either the entire year or for the snow season</td>
</tr>
<tr>
<td>Playground Medic</td>
<td>Performs inspections and audits on playground surfaces, equipment and design</td>
</tr>
<tr>
<td>Quality Environmental Solutions &amp; Technologies Inc. (QuES&amp;T)</td>
<td>Asbestos, lead and HAZMAT awareness training; field &amp; technical services air monitoring and CADD services; industrial hygiene, water and soil testing; and safety consulting including PPE reviews, ergonomics, fire and electrical safety, ADA compliance, and trenching and excavations</td>
</tr>
<tr>
<td>Rapid Responder® by Venuetize, LLC</td>
<td>An All-Hazards Emergency Preparedness and Crisis Management System that securely stores critical information for use by facility personnel and first responders</td>
</tr>
</tbody>
</table>
SAFETY AND SECURITY AUDIT

A complete safety and security audit is an essential tool in managing the overall safety program of a school district. The safety and security audit can be used to identify strengths and opportunities for security improvement. The audit can be developed to use a long-range security plan.

LEVEL I: Provides the district with informal safety walkthroughs of each district building.

LEVEL II: Provides the district with a comprehensive health, safety and security audit of district buildings. Prior to beginning the audit, our staff will meet with administrators to identify concerns and to define the parameters of the audit. After the audit is completed, the district will be provided with a final report with recommendations on actions that the district may take to strengthen its safety and security.

EMERGENCY PLANS SUPPORT

Under the SAVE legislation, all school districts are required to have comprehensive emergency plans. In 2015, NYS introduced a new template for Building Level Emergency Response Plans. In 2017, NYS introduced an online submissions system for Building Level Emergency Response Plans. The guidelines and current best practices for emergency response plans are evolving. Districts are required to review the plans annually.

LEVEL I: Supplies the district with a compliance audit of the District and School Emergency Plans. The department will provide a comprehensive checklist that the district can use to improve its plans. Also supplies the district with the Emergency Plan Template and an outline for complying with the most current Incident Command, National Incident Management, NYS Education Department, NYS Police guidelines, and current best practices in emergency planning.

LEVEL II: Provides a consultant/technician to work directly with the district in writing, modifying or updating existing emergency plans to meet the new guidance.

EMERGENCY PLANNING PREPARATION AND RESPONSE

EMERGENCY INCIDENT RESPONSE

LEVEL I: Supplies school districts with support during an emergency event.

LEVEL II: Provides school districts with support during a post-incident debrief.

POST-INCIDENT DEBRIEF

Depending on the events that occurred, it may be beneficial to have a neutral party facilitate the debrief session.

LEVEL I: Supplies school districts with one of our staff to facilitate or attend their post-incident debrief.

EMERGENCY PLANS SUPPORT

ANNUAL REVIEW OF BASIC EMERGENCY RESPONSE TRAINING

The training is mandated for all staff by September 15 of each school year. During this training, emergency response protocols based on current best practices, the SAVE legislation and documents from NYSED, NYS Police and local agencies will be discussed. This training will include any updates to these guidelines.

LEVEL I: Provides one session per year per district.

LEVEL II: Charges 0.5 days service per session for each session after the initial training each school year.

AUDIENCE: All district staff. The training can be tailored to a specific group.

TRAINING TIME: 1 hour

CONFERENCES, WORKSHOPS, LUNCH ‘N LEARNS

Every year we offer a variety of conferences, workshops and lunch ‘n learns on our PNW BOCES campuses. For a full listing, refer to our webpage: http://pnwboces.org/Regional-Safety-Services/Department-Home.aspx.

REGIONAL SAFETY COMMITTEE

The Regional Safety Committee meets bimonthly and is included as part of Level I Service. Meetings are designed to give participants the latest updates in safety and emergency news. Outside speakers are scheduled whenever practical. The meeting schedule is located on our webpage: http://www.pnwboces.org/safety/meetings.htm

REGIONAL CRISIS TEAM (RCT)

The Putnam|Northern Westchester BOCES Regional Crisis Team was established in 1999 after the tragic events at Columbine High School. This prompted area mental health professionals to take proactive measures to assist our component districts with additional assistance in the aftermath of a serious crisis situation related to a national disaster, school violence or death of a school community member. The RCT, as it is organized today, consists of volunteers from various school districts and other community mental health agencies in the region. They are available to provide onsite support (consultation, counseling, etc.) and follow-up (debriefing, assessment, etc.) services after the occurrence of a serious school crisis.

The RCT is activated when a school district contacts the RCT facilitator, Mr. Frank Guglielmi or Dr. Lynn Allen who will then:

- Collects factual information about the situation and determines what additional services are needed.
- Contacts RCT members to report or be on standby, as needed.
- Remains in contact with the school district throughout the duration of the crisis situation.
- Facilitates onsite debriefings with school districts as requested.

ADMINISTRATORS REGIONAL CRISIS TEAM (ARCT)

This organization serves as an arm of the PNW BOCES Regional Crisis Team (RCT) to share best practices in the areas of crisis prevention, intervention, and response as well as expand available support to school districts in the region during crisis situations.

The ARCT is an established network of district and building level administrators who volunteer to support other administrators before, during and after crisis situations by being available to provide:

- Onsite or on call assistance, guidance and support during a crisis situation.
- Onsite or on call opportunities to debrief and process the events of a crisis situation (administrator, a district administrative team, outside organizations, etc.).
- Crisis resources (sample letters, emails, guidance documents, etc.).
BOMB THREAT RESPONSE TRAINING

This training provides staff with a general understanding of various types of explosive devices, desensitizes them towards life-threatening communications, and then allows them to practice in order to have an appropriately controlled response to a threat.

**LEVEL I** Provides one session per year per district.

**LEVEL II** is charged 0.5 days service per session for each session after the initial training each school year.

**AUDIENCE:** All staff

**TRAINING TIME:** 2 hours

ACTIVE SHOOTER TRAINING

This powerful training provides participants with an opportunity to understand the ramifications of the choices that need to be made during an active shooter incident. Participants will be provided guidance for responding to an active shooter incident using current best practices, such as the ALERRT CRASE Model. This training is always presented in conjunction with local law enforcement.

**LEVEL I** Provides one session per school year per district.

**LEVEL II** is charged 0.5 days service per session for each session after the initial training each school year.

**AUDIENCE:** All district staff. The training can be tailored to a specific group.

**TRAINING TIME:** 2 to 4 hours

EMERGENCY RESPONSE TEAM TRAINING

Our department has developed a modular team-training program to assist all experience levels of emergency response teams to expand their knowledge and understanding of emergency response. The program includes ICS, Hazard Analysis, SHELL, Reunification, and Threat Assessment.

Teams will be given the opportunity to evaluate emergency response and to practice skills through discussion, role-playing activities and tabletop exercises.

**LEVEL I** Provides Basic ICS training (Module 1).

**LEVEL II** is charged 0.25 days service per session.

**AUDIENCE:** District Wide and Building Level Emergency Response Teams

**TRAINING TIME:** Varies

REUNIFICATION TRAINING AND PLANNING

This training assists districts in developing robust reunification plans. The process uses the framework from the I Love U Guys Foundation. It has been modified to meet the needs of NYS Schools. At the end of the program, districts will have developed plans and the materials needed to run a successful reunification.

**LEVEL II** is charged at a daily rate.

**AUDIENCE:** District Wide and Building Level Emergency Response Teams

**TRAINING TIME:** Varies
EMERGENCY PLANNING AND RESPONSE

THREAT ASSESSMENT TRAINING
This training prepares members of the district and building level threat assessment teams to perform threat assessments based upon FB and Secret Service research and current best practices. Participants will review case studies and “real world” scenarios.
Threat Assessment Refresher Training is offered to reinforce the principles learned during this training.
LEVEL II is charged 0.5 days service per session.
AUDIENCE: Threat Assessment Team Members (administrators, mental health professionals, school resource officers, and security personnel, etc.)
TRAINING TIME: 2 hours

DE-ESCALATION TRAINING
This training heightens awareness and prepares staff to manage visitors and others who may be agitated, aggressive, and emotionally upset. Staff will be given guidance about when to call for assistance. Role-playing will be used to allow staff to achieve a level of comfort with handling of difficult visitors, staff and students.
De-escalation Refresher Training is offered to reinforce the principles learned during this training.
LEVEL II is charged 0.5 days service per session.
AUDIENCE: Administrators, Secretaries, Door Monitors, Playground Aides, Teachers, Security Staff
TRAINING TIME: Varies

SITUATIONAL AWARENESS TRAINING/ADVANCED SITUATIONAL AWARENESS TRAINING
This training heightens staff awareness of the world around them both at school, in public places and on field trips. Participants learn how to identify possible threats to schools and/or students and how to avoid becoming a victim. Role-playing may be used to give participants a level of comfort with the principles taught in the class.
The advanced training includes pre-incident indicators, as well as specific behavioral domains for use in assessing the environment.
LEVEL II is charged 0.5 days service per session.
AUDIENCE: Administrators, Secretaries, Door Monitors, Playground Aides, Teachers, Security Staff
TRAINING TIME: 2 hours

GREETER/MONITOR TRAINING
This training is specifically designed to introduce greeters and door monitors to emergency response and to their role as the initial contact point into the school building. They are given the tools to understand the protocols that the district has developed to control entrance to the building: including customer service, buzzer training, visitor identification, sign in protocols, and visitor badges. In addition, the training introduces the topics of de-escalation and situational awareness.
Greeter Monitor Refresher Training is offered to reinforce the principles learned during this training.
LEVEL II is charged 0.5 days service per session.
AUDIENCE: Greeters, Door Monitors, Secretarial Staff
TRAINING TIME: 1.5 hours

CHEMICAL MANAGEMENT AND TRAINING SERVICES

CHEMICAL AWARENESS TRAINING FOR CUSTODIAL AND MAINTENANCE STAFF
This course has been modified to discuss the specific hazards and challenges facing custodial and maintenance staff. The NYSED chemical storage guidelines, NYS Green Clean and Pesticide Application regulations are introduced. Staff are given information that aids them in making decisions on safe storage and management of chemicals. The training includes a review of the GHS labeling guidelines as well as how to read an SDS and the meaning of the pictograms. This course should be repeated annually.
LEVEL I: Provides one session per school year per district.
LEVEL II: is charged 0.5 days service per session for each session after the initial training each school year.
AUDIENCE: Custodial and Maintenance Staff
TRAINING TIME: 0.5 to 1 hour

CHEMICAL MANAGEMENT IN SCHOOLS
This course will be tailored to meet the needs of the school district. It can either be offered in two parts or as a full day class.
Part One is an overview of some of the state and federal legislation covering a variety of chemicals and chemical products used in schools. It will include a discussion of OSHA’s Hazard Communication Standard, GHS, Green Clean legislation, pesticide use, and waste disposal.
Part Two will consist of a discussion on chemical management in the science and art departments. The course will focus on the OSHA Laboratory Standard as it relates to schools. The topics of a chemical management plan and the duties of the chemical hygiene officer will be discussed along with OSHA and EPA regulations regarding chemical use and disposal, and safety requirements of the school laboratory. Other topics to be covered are examples of school laboratory accidents, and their ramifications for the school districts involved.
LEVEL II is charged at 1-day service per session.
AUDIENCE: Science Staff and Chemical Hygiene Officers
TRAINING TIME: 3 hours each session

CHEMICAL AWARENESS TRAINING FOR CUSTODIAL AND MAINTENANCE STAFF
This training has been modified to discuss the specific hazards and challenges facing custodial and maintenance staff. The NYSED chemical storage guidelines, NYS Green Clean and Pesticide Application regulations are introduced. Staff are given information that aids them in making decisions on safe storage and management of chemicals. The training includes a review of the GHS labeling guidelines as well as how to read an SDS and the meaning of the pictograms. This course should be repeated annually.
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LEVEL II: is charged 0.5 days service per session for each session after the initial training each school year.
AUDIENCE: Custodial and Maintenance Staff
TRAINING TIME: 0.5 to 1 hour

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TRAINING TIME: 0.5 to 1 hour

CHEMICAL AWARENESS TRAINING FOR CUSTODIAL AND MAINTENANCE STAFF
This training has been modified to discuss the specific hazards and challenges facing custodial and maintenance staff. The NYSED chemical storage guidelines, NYS Green Clean and Pesticide Application regulations are introduced. Staff are given information that aids them in making decisions on safe storage and management of chemicals. The training includes a review of the GHS labeling guidelines as well as how to read an SDS and the meaning of the pictograms. This course should be repeated annually.
LEVEL I: Provides one session per school year per district.
LEVEL II: is charged 0.5 days service per session for each session after the initial training each school year.
AUDIENCE: Custodial and Maintenance Staff
TRAINING TIME: 0.5 to 1 hour

CHEMICAL AWARENESS TRAINING FOR CUSTODIAL AND MAINTENANCE STAFF
This training has been modified to discuss the specific hazards and challenges facing custodial and maintenance staff. The NYSED chemical storage guidelines, NYS Green Clean and Pesticide Application regulations are introduced. Staff are given information that aids them in making decisions on safe storage and management of chemicals. The training includes a review of the GHS labeling guidelines as well as how to read an SDS and the meaning of the pictograms. This course should be repeated annually.
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CHEMICAL AWARENESS TRAINING FOR CUSTODIAL AND MAINTENANCE STAFF
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AUDIENCE: Custodial and Maintenance Staff
TRAINING TIME: 0.5 to 1 hour

CHEMICAL AWARENESS TRAINING FOR CUSTODIAL AND MAINTENANCE STAFF
This training has been modified to discuss the specific hazards and challenges facing custodial and maintenance staff. The NYSED chemical storage guidelines, NYS Green Clean and Pesticide Application regulations are introduced. Staff are given information that aids them in making decisions on safe storage and management of chemicals. The training includes a review of the GHS labeling guidelines as well as how to read an SDS and the meaning of the pictograms. This course should be repeated annually.
LEVEL I: Provides one session per school year per district.
LEVEL II: is charged 0.5 days service per session for each session after the initial training each school year.
AUDIENCE: Custodial and Maintenance Staff
TRAINING TIME: 0.5 to 1 hour

INDOOR AIR QUALITY
According to the Environmental Protection Agency, Indoor Air Quality (IAQ) refers to the air quality within and around buildings and structures, especially as it relates to the health and comfort of building occupants. Sometimes building occupants’ concerns about air quality are best served by engaging an outside observer to investigate them.
LEVEL I: Provides the district with two consultations per school year on air quality complaints. Basic testing, inspection and guidance will be provided.
LEVEL II: Provides additional consultations or the services of an outside contractor who will charge based on a negotiated price.
SAFETY INSPECTION

LEVEL I: Provides districts with a checklist to enable them to perform a chemical safety inspection.

LEVEL II: Provides a consultant/technician to perform a safety inspection. The inspection will include a written report to identify any opportunities for improvement as it pertains to the chemical management practices of the district.

CHEMICAL HYGIENE PLAN

The OSHA Laboratory Standard requires that all facilities with a laboratory must have a Chemical Hygiene Plan in place that identifies the Chemical Hygiene Officer and provides for a chemical inventory, along with protocols and procedures, to ensure the safety of all occupants of the building, as it relates to the laboratory facility.

LEVEL I: Provides districts with a template for a Chemical Hygiene Plan.

LEVEL II: Provides a consultant/technician to work directly with the district to review and update an existing Chemical Hygiene Plan or to write a Chemical Hygiene Plan.

CHEMICAL INVENTORY

Under the OSHA Hazard Communication Standard, all hazardous chemicals used by an employer must be inventoried. NYS Green Clean legislation requires that all cleaning products must be inventoried, and under the OSHA Laboratory Standard, all laboratory chemicals must be inventoried. The easiest way to ensure compliance with all of the legislation regarding chemicals is to complete and maintain an inventory of all chemicals and chemical products within the school district. The Putnam|Northern Westchester BOCES Safety Department has the experience to assist with this process.

LEVEL I: Provides districts with a template for and guidance on conducting a chemical inventory.

LEVEL II: Provides a consultant/technician to work directly with district staff to perform a complete chemical inventory.

WASTE MANAGEMENT

NYS Department of Environmental Conservation has stringent requirements regarding waste management. Inappropriate storage or disposal of chemical waste can result in fines. The Putnam|Northern Westchester BOCES Safety Department is available to assist component school districts in managing their chemical waste.

LEVEL I: Provides districts with guidance on inventory and storage of their chemical waste.

LEVEL II: A safety technician will be provided to the district to assist with an inventory of the chemical waste and to give guidance as to its storage.

As part of CoSER 698.110 Consultant Services, districts may secure the services of a certified waste hauler. Cost estimates will be provided prior to service.

HAZARD COMMUNICATION TRAINING FOR SCIENCE STAFF

This training has been modified to discuss the specific hazards and challenges facing science staff. It is especially appropriate for teachers of chemistry and biology, as well as other disciplines that routinely use chemicals. The NYSED chemical storage guidelines and the NIOSH laboratory safety guide are introduced. Staff are given guidelines as well as how to read an SDS and the meaning of the pictograms. This course should be repeated annually.

LEVEL I: Provides one session per school year per district.

LEVEL II: Is charged 0.5 days service per year for each session after the initial training each school year.

AUDIENCE: Science Staff

TRAINING TIME: 0.5 to 1 hour

PLAYGROUND/CAFEeteria MONITOR AND AIDE TRAINING

This training is specifically designed to introduce playground/cafeeteria monitors and aides to emergency response and their role in maintaining order and protecting the students in their care. They are given the tools to understand the protocols that the district has developed for the cafeteria and the playground. In addition, the training introduces the topics of de-escalation, situational awareness, and bullying.

LEVEL I: Provided session per school year per district.

LEVEL II: Is charged 0.5 days service per session for each session after the initial training each school year.

AUDIENCE: Playground/Cafeteria Monitor and Aides

TRAINING TIME: 1.5 hours

TABLETOP EXERCISES

Tabletop exercises give an emergency response team the opportunity to practice the emergency response protocols as outlined in the Emergency Response Plans. Tabletop exercises are written specifically to meet an objective for the group requesting the exercise. The topic may be supplied by the requestor or may be determined by our department depending on the district/building administrator’s preference.

Topics may include but are not limited to: threats of violence, death, suicide, active shooter, intruder, bomb threat, chemical spill, weather emergency, or mass illness.

LEVEL I: Provides one session per school year per district.

LEVEL II: Is charged 0.5 days service per session for each session after the initial training each school year.

AUDIENCE: All staff

TRAINING TIME: 1-2 hours

STOP THE BLEED TRAINING

A formal presentation and hands-on practice of direct pressure application, wound packing and use of a tourniquet. This course was developed for a non-medical audience to address the needs of the immediate responder to control life-threatening bleeding until help arrives.

LEVEL I: Is charged 0.5 days service per session for each session after the initial training each school year.

AUDIENCE: All staff

TRAINING TIME: 1-2 hours

FIRE SAFETY TRAINING

Participants will be taught the general safety requirements within the NYSED School Fire Code. Topics will include rescue windows and means of egress, flammable materials storage and display, and basic steps that staff can take to make the school safer. A fire safety audit is recommended prior to the training.

LEVEL I: Provides one session per school year per district.

LEVEL II: Is charged 0.5 days service per session for each session after the initial training each school year.

AUDIENCE: All staff

TRAINING TIME: 0.5 to 1 hour

EMERGENCY PLANNING AND RESPONSE

GANG AWARENESS TRAINING

This course is designed to inform district administrators, building administrators, school staff, and students of the latest updates in gang activity. Participants will be given tools to help them to recognize signs of gang activity, and steps to take if they become aware of gangs in their schools and neighborhoods.

LEVEL I: Is charged 0.5 days service per session.

AUDIENCE: District and School Administrators, Staff

TRAINING TIME: 1 hour
EMERGENCY PLANNING AND RESPONSE

DRUG, ALCOHOL AND VAPING AWARENESS TRAINING
The participants will be given the latest information available on drug, alcohol and vape use in our schools. Updates will be provided on current trends. Participants will have the opportunity to view paraphernalia and examples of concealment methods. Examples will be given from the experiences of schools in the region.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Graduating Seniors

TRAINING TIME: 1 hour

END OF YEAR SAFETY PROGRAM FOR GRADUATING SENIORS
This powerful program is offered in either an assembly or a classroom setting. It is designed to give graduating seniors information to help them to prepare for their future endeavors by identifying current trends and destructive behaviors. The program has been well received by students, teachers and parents/guardians.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Graduating Seniors

TRAINING TIME: 1.5 hours

SAFETY TRAINING PROGRAM FOR STUDENTS
This program is offered in either an assembly or a classroom setting. It is designed to give students information to help them be situationally aware and to properly apply and respond to the necessary protective actions.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Students - Middle and High School

TRAINING TIME: 1.5 hours

CHEMICAL MANAGEMENT AND TRAINING SERVICES
OSHA/PESH MANDATED AND RECOMMENDED TRAINING

LOCKOUT/ TAGOUT (LOTO) TRAINING
This course is designed to inform employees of the procedures to be used in the lockout/tagout process to ensure safety and protection during repair and maintenance of equipment. Employees will receive instructions in proper lockout/tagout procedures, the use of locks and tags, proper removal of lockout/tagout devices and potential hazards involved in the lockout/tagout process.

LEVEL I: Provides one session per school year per district.

LEVEL II: is charged 0.25 days service per session for each session after the initial training each school year.

AUDIENCE: Custodial and Maintenance Staff

TRAINING TIME: 0.5 hours

PERSONNEL PROTECTIVE EQUIPMENT OVERVIEW
Regulations regarding personal protective equipment (PPE) will be reviewed. Input from the district will be employed to advise employees on school district PPE protocols including, but not limited to, the use of hearing, respiratory, eye, hand, and foot protection.

LEVEL I: Provides one session per school year per district.

LEVEL II: is charged 0.25 days service per session for each session after the initial training each school year.

AUDIENCE: Custodial and Maintenance Staff

TRAINING TIME: 0.5 to 1 hour

RIGHT TO KNOW TRAINING/GLOBALLY HARMONIZED SYSTEMS (GHS) TRAINING
This training complies with the OSHA Hazard Communication Standard and NYS Right to Know. At the end of the training, participants will be familiar with the requirements of the OSHA Hazard Communication Standard including: health hazards, physical hazards, reading of product labels, chemical labels, and material safety data sheets (MSDS); general hazards of the materials to which they are exposed; training requirements; and introduction to the changes under GHS (labeling, SDS, pictograms).

LEVEL I: Provides one session per school year per district.

LEVEL II: is charged 0.25 days service per session for each session after the initial training each school year.

AUDIENCE: All School District Personnel

TRAINING TIME: 0.5 hours

SLIPS, TRIPS AND FALLS
Participants will learn of the personal costs of slips, trips and falls (STF), the definitions, and the main causes of STF in the workplace. Precautions to take to avoid or minimize the chances of a slip, trip or fall will also be discussed. District input will be used to tailor the training to meet the needs of the group.

LEVEL I: Provides one session per school year per district.

LEVEL II: is charged 0.25 days service per session for each session after the initial training each school year.

AUDIENCE: All staff

TRAINING TIME: 0.5 hours
**COMPLIANCE VIDEO**

Putnam| Northern Westchester BOCES
Compliance Video may be accessed via the internet with a password or from a DVD; both can be obtained from the Regional Safety Coordinator. Topics included in the video are: Right to Know; Bloodborne Pathogens; HIV/AIDS; Sexual Harassment; Workplace Harassment; School Safety; Alcohol and Substance Abuse; and Child Abuse.

**LEVEL I** Provides access to the online video.

***OSHA/ PESH DOCUMENTS***

For each of the documents listed below:

**LEVEL I** Participants will receive a template to write their own procedure.

**LEVEL II** Participants will receive a written procedure personalized for the district.

- Lockout Tagout
- Indoor Air Quality
- Confined Space
- Respiratory Protection
- Integrated Pest Management
- Personal Protective Equipment
- Hazard Communication
  - Bloodborne Pathogens
  - Right to Know
  - Exposure Control

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**OSHA/PESH MANDATED AND RECOMMENDED TRAINING**

**ASBESTOS AWARENESS TWO-HOUR TRAINING (AHERA)**

This course is designed to meet the requirements for Class IV asbestos work and custodial activities under OSHA 29 CFR 1926.1101, and for school maintenance and custodial staff asbestos awareness training as required by EPA 40 CFR Part 763.92. This course is required for all personnel who perform maintenance or custodial activities in buildings where asbestos-containing materials may be present but will not be disturbed. This course includes information about the various forms of asbestos, their uses, history, health effects, products that may contain asbestos, their potential locations, engineering controls, work practices, and identifying and responding to a release. The intended scope for this course is for workers who may come in contact with but who do not disturb or work on asbestos containing materials. This training is required on an annual basis for custodial and maintenance workers.

**LEVEL I** Provides one session per school year per district.

**LEVEL II** is charged 0.5 days service per session for each session after the initial training each school year.

**AUDIENCE:** All school district personnel

**TRAINING TIME:** 2 hours

**BACK SAFETY AND LIFTING TECHNIQUES**

Participants will learn how to avoid lifting injuries including the prevention of injury and proper lifting procedures.

**LEVEL I** Provides one session per school year per district.

**LEVEL II** is charged 0.25 days service per session for each session after the initial training each school year.

**AUDIENCE:** Custodial and maintenance staff

**TRAINING TIME:** 0.5 hours

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**BLOODBORNE PATHOGENS TRAINING**

This class complies with the OSHA Hazard Communication Standard as it relates to exposure to bloodborne pathogens. By the end of the class, participants will have been introduced to the concepts of bloodborne pathogens, the specific diseases that have been identified as a hazard, symptoms of the covered diseases, universal precautions, and reporting protocols. This training is typically paired with the Right to Know training but can be separated into a second session. Exposure control training is required on an annual basis for staff who have an exposure risk.

**LEVEL I** Provides one session per school year per district.

**LEVEL II** is charged 0.25 days service per session for each session after the initial training each school year.

**AUDIENCE:** All school district personnel

**TRAINING TIME:** 0.5 hours

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**CONFINED SPACE AWARENESS TRAINING**

This course is designed for staff who may encounter, but who are not authorized to work in, permitted confined spaces. The definition of a confined space will be reviewed along with a decision-making flow chart to help staff determine whether or not they are authorized to enter a space.

**LEVEL I** Provides one session per school year per district.

**LEVEL II** is charged 0.25 days service per session for each session after the initial training each school year.

**AUDIENCE:** Custodial and maintenance staff

**TRAINING TIME:** 0.5 hours

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**LADDER SAFETY AWARENESS**

Staff will be reminded of the limitations to ladders, how to choose a ladder for a job, correct use of each type of ladder and some common errors in ladder use. Falls are the leading cause of death in the construction industry and the misuse of ladders is one of the leading causes of fall-related injuries every year.

**LEVEL I** Provides one session per school year per district.

**LEVEL II** is charged 0.25 days service per session for each session after the initial training each school year.

**AUDIENCE:** All staff

**TRAINING TIME:** 0.5 hours

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**Custodial and Maintenance Staff**

**Training Time:** 0.5 hours
**COMPLIANCE VIDEO**

Putnam|Northern Westchester BOCES

Compliance Video may be accessed via the internet with a passcode or from a DVD; both can be obtained from the Regional Safety Coordinator. Topics included in the video are: Right to Know; Bloodborne Pathogens; HIV/AIDS; Sexual Harassment; Workplace Harassment; School Safety; Alcohol and Substance Abuse; and Child Abuse.

**LEVEL I** Provides access to the online video.

**OSHA/PESH DOCUMENTS**

For each of the documents listed below:

**LEVEL I** participants will receive a template to write their own procedure.

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- Respiratory Protection
- Integrated Pest Management
- Personal Protective Equipment
- Hazard Communication
  - Bloodborne Pathogens
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**OSHA/PESH MANDATED AND RECOMMENDED TRAINING**

**COMPLIANCE VIDEO**

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  - **LEVEL I** Provides one session per school year per district.
  - **LEVEL II** is charged 0.5 days service per session for each session after the initial training each school year.
  - **AUDIENCE:** All School District Personnel
  - **TRAINING TIME:** 0.5 hours

**BLOODBORNE PATHOGENS TRAINING**

This class complies with the OSHA Hazard Communication Standard as it relates to exposure to bloodborne pathogens. By the end of the class, the participants will have been introduced to the concepts of bloodborne pathogens, the specific diseases that have been identified as a hazard, symptoms of the covered diseases, universal precautions, and reporting protocols. This training is typically paired with the Right to Know training but can be separated into a second session. Exposure control training is required on an annual basis for staff who have an exposure risk.

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- **AUDIENCE:** All School District Personnel
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**BACK SAFETY AND LIFTING TECHNIQUES**

Participants will learn how to avoid lifting injuries including the prevention of injury and proper lifting procedures.

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- **LEVEL I** Provides one session per school year per district.
- **LEVEL II** is charged 0.25 days service per session for each session after the initial training each school year.
- **AUDIENCE:** Custodial and Maintenance Staff
- **TRAINING TIME:** 0.5 hours
OSHA/PESH MANDATED AND RECOMMENDED TRAINING

LOCKOUT/TAGOUT (LOTO) TRAINING
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LEVEL II: is charged 0.25 days service per session for each session after the initial training each school year.

AUDIENCE: Custodial and Maintenance Staff

TRAINING TIME: 0.5 hours

PERSONNEL PROTECTIVE EQUIPMENT OVERVIEW
Regulations regarding personal protective equipment (PPE) will be reviewed. Input from the district will be employed to advise employees on school district PPE protocols including, but not limited to, the use of hearing, respiratory, eye, hand, and foot protection.

LEVEL I: Provides one session per school year per district.

LEVEL II: is charged 0.25 days service per session for each session after the initial training each school year.

AUDIENCE: Custodial and Maintenance Staff

TRAINING TIME: 0.5 to 1 hour

RIGHT TO KNOW TRAINING/GLOBALLY HARMONIZED SYSTEMS (GHS) TRAINING
This training complies with the OSHA Hazard Communication Standard and NYS Right to Know. At the end of the training, participants will be familiar with the requirements of the OSHA Hazard Communication Standard including: health hazards, physical hazards, reading of product labels, chemical labels, and material safety data sheets (MSDS); general hazards of the materials to which they are exposed; training requirements; and introduction to the changes under GHS (labeling, SDS, pictograms).

LEVEL I: Provides one session per school year per district.

LEVEL II: is charged 0.25 days service per session for each session after the initial training each school year.

AUDIENCE: All School District Personnel

TRAINING TIME: 0.5 hours

SLIPS, TRIPS AND FALLS
Participants will learn of the personal costs of slips, trips and falls (STF), the definitions, and the main causes of STF in the workplace. Precautions to take to avoid or minimize the chances of a slip, trip or fall will also be discussed. District input will be used to tailor the training to meet the needs of the group.

LEVEL I: Provides one session per school year per district.

LEVEL II: is charged 0.25 days service per session for each session after the initial training each school year.

AUDIENCE: All staff

TRAINING TIME: 0.5 hours
EMERGENCY PLANNING AND RESPONSE

DRUG, ALCOHOL AND VAPING AWARENESS TRAINING

The participants will be given the latest information available on drug, alcohol and vape use in our schools. Updates will be provided on current trends. Participants will have the opportunity to view paraphernalia and examples of concealment methods. Examples will be given from the experiences of schools in the region.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Graduating Seniors

TRAINING TIME: 1 hour

END OF YEAR SAFETY PROGRAM FOR GRADUATING SENIORS

This powerful program is offered in either an assembly or a classroom setting. It is designed to give graduating seniors information to help them prepare for their future endeavors by identifying current trends and destructive behaviors. The program has been well received by students, teachers and parents/guardians.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Graduating Seniors

TRAINING TIME: 1.5 hours

SAFETY TRAINING PROGRAM FOR STUDENTS

This program is offered in either an assembly or a classroom setting. It is designed to give students information to help them be situationally aware and to properly apply and respond to the necessary protective actions.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Students - Middle and High School

TRAINING TIME: 1.5 hours

CHEMICAL MANAGEMENT AND TRAINING SERVICES
CHEMICAL MANAGEMENT AND TRAINING SERVICES

SAFETY INSPECTION

LEVEL I: Provides districts with a checklist to enable them to perform a chemical safety inspection.

LEVEL II: Provides a consultant/technician to perform a safety inspection. The inspection will include a written report to identify any opportunities for improvement as it pertains to the chemical management practices of the district.

CHEMICAL HYGIENE PLAN

The OSHA Laboratory Standard requires that all facilities with a laboratory must have a Chemical Hygiene Plan in place that identifies the Chemical Hygiene Officer and provides for a chemical inventory, along with protocols and procedures, to ensure the safety of all occupants of the building, as it relates to the laboratory facility.

LEVEL I: Provides districts with a template for a Chemical Hygiene Plan.

LEVEL II: Provides a consultant/technician to work directly with the district to review and update an existing Chemical Hygiene Plan or to write a Chemical Hygiene Plan.

CHEMICAL INVENTORY

Under the OSHA Hazard Communication Standard, all hazardous chemicals used by an employer must be inventoried. NYS Green Clean legislation requires that all cleaning products must be inventoried, and under the OSHA Laboratory Standard, all laboratory chemicals must be inventoried. The easiest way to ensure compliance with all of the legislation regarding chemicals is to complete and maintain an inventory of all chemicals and chemical products within the school district. The Putnam\Northern Westchester BOCES Safety Department has the experience to assist with this process.

LEVEL I: Provides districts with a template for and guidance on conducting a chemical inventory.

LEVEL II: Provides a consultant/technician to work directly with district staff to perform a complete chemical inventory.

WASTE MANAGEMENT

NYS Department of Environmental Conservation has stringent requirements regarding waste management. Inappropriate storage or disposal of chemical waste can result in fines. The Putnam\Northern Westchester BOCES Safety Department is available to assist component school districts in managing their chemical waste.

LEVEL I: Provides districts with guidance on inventory and storage of their chemical waste.

LEVEL II: A safety technician will be provided to the district to assist with an inventory of the chemical waste and to give guidance as to its storage.

As part of CoSER 698.110 Consultant Services, districts may secure the services of a certified waste hauler. Cost estimates will be provided prior to service.

HAZARD COMMUNICATION TRAINING FOR SCIENCE STAFF

This training has been modified to discuss the specific hazards and challenges facing science staff. It is especially appropriate for teachers of chemistry and biology, as well as other disciplines that routinely use chemicals. The NYSDEC chemical storage guidelines and the NIOSH laboratory safety guide are introduced. Staff are given information that aids them in making decisions on safe storage and management of chemicals. The training includes a review of the GHS labeling guidelines as well as how to read an SDS and the meaning of the pictograms. This course should be repeated annually.

LEVEL I: Provides one session per school year per district.

LEVEL II: Provides one session per school year per district.

TRAINING TIME: 0.5 to 1 hour

HAZARD COMMUNICATION TRAINING FOR NON-SCIENCE STAFF

This training is specifically designed to introduce playground/cafeteria monitors and aides to emergency response and their role in maintaining order and protecting the students in their care. They are given the tools to understand the protocols that the district has developed for the cafeteria and the playground. In addition, the training introduces the topics of de-escalation, situational awareness and bullying.

LEVEL I: Provides 0.5 days service per session.

LEVEL II: Provides 0.5 days service per session.

TRAINING TIME: 1.5 hours

TABLETOP EXERCISES

Tabletop exercises give an emergency response team the opportunity to practice the emergency response protocols as outlined in the Emergency Response Plans. Tabletop exercises are written specifically to meet an objective for the group requesting the exercise. The topic may be supplied by the requestor or may be determined by our department depending on the district’s building administrator’s preference.

Topics may include but are not limited to: threats of violence, death, suicide, active shooter, intruder, bomb threat, OSHA laboratory safety, fire emergency, or mass illness.

LEVEL I: Provides one session per school year per district.

LEVEL II: Provides one session per school year per district.

AUDIENCE: Staff

TRAINING TIME: 1 hour

PLAYGROUND/CAFETERIA MONITOR AND AIDE TRAINING

This training is specifically designed to introduce playground/cafeteria monitors and aides to emergency response and their role in maintaining order and protecting the students in their care. They are given the tools to understand the protocols that the district has developed for the cafeteria and the playground. In addition, the training introduces the topics of de-escalation, situational awareness and bullying.

LEVEL I: Provides 0.5 days service per session.

LEVEL II: Provides 0.5 days service per session.

AUDIENCE: Playground/Cafeteria Monitors and Aides

TRAINING TIME: 1.5 hours

FIRE SAFETY TRAINING

Participants will be taught the general safety requirements within the NYSED School Fire Code. Topics will include escape routes, fire extinguisher use, and basic steps that staff can take to make the school safer. A fire safety audit is recommended prior to the training.

LEVEL I: Provides one session per school year per district.

LEVEL II: Provides one session per school year per district.

AUDIENCE: All staff

TRAINING TIME: 0.5 to 1 hour

STOP THE BLEED TRAINING

A formal presentation and hands-on practice of direct pressure application, wound packing and use of a tourniquet. This course was developed for a non-medical audience to address the needs of the immediate responder to control life-threatening bleeding until help arrives.

LEVEL I: Provides one session per school year per district.

LEVEL II: Provides one session per school year per district.

AUDIENCE: All staff

TRAINING TIME: 1-2 hours

GANG AWARENESS TRAINING

This course is designed to inform district administrators, building administrators and staff of the latest updates in gang activity. Participants will be given tools to help them to recognize signs of gang activity, and steps to take if they become aware of gangs in their schools and neighborhoods.

LEVEL I: Provides one session per school year per district.

LEVEL II: Provides one session per school year per district.

AUDIENCE: District and School Administrators, Staff

TRAINING TIME: 1 hour

EMERGENCY PLANNING AND RESPONSE

SAFE ESCAPE TRAINING

This training is designed to inform district administrators, building administrators and staff of the latest updates in gang activity. Participants will be given tools to help them to recognize signs of gang activity, and steps to take if they become aware of gangs in their schools and neighborhoods.

LEVEL I: Provides one session per school year per district.

LEVEL II: Provides one session per school year per district.

AUDIENCE: District and School Administrators, Staff

TRAINING TIME: 1 hour
EMERGENCY PLANNING AND RESPONSE

THREAT ASSESSMENT TRAINING
This training prepares members of the district and building level threat assessment teams to perform threat assessments based upon FB and Secret Service research and current best practices. Participants will review case studies and “real world” scenarios.

Threat Assessment Refresher Training is offered to reinforce the principles learned during this training.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Threat Assessment Team Members (administrators, mental health professionals, school resource officers, and security personnel, etc.)

TRAINING TIME: 2 hours

DE-ESCALATION TRAINING
This training heightens awareness and prepares staff to manage visitors and others who may be agitated, aggressive, and emotionally upset. Staff will be given guidance about when to call for assistance. Role-playing will be used to allow staff to achieve a level of comfort with handling of difficult visitors, staff and students.

De-escalation Refresher Training is offered to reinforce the principles learned during this training.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Administrators, Secretaries, Door Monitors, Playground Aides, Teachers, Security Staff

TRAINING TIME: Varies

SITUATIONAL AWARENESS TRAINING/ADVANCED SITUATIONAL AWARENESS TRAINING
This training heightens staff awareness of the world around them both at school, in public places and on field trips. Participants learn how to identify possible threats to schools and/or students and how to avoid becoming a victim. Role-playing may be used to give participants a level of comfort with the principles taught in the class.

The advanced training includes pre-incident indicators, as well as specific behavioral domains for use in assessing the environment.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Administrators, Secretaries, Door Monitors, Playground Aides, Teachers, Security Staff

TRAINING TIME: 2 hours

GREETER/MONITOR TRAINING
This training is specifically designed to introduce greeters and door monitors to emergency response and to their role as the initial contact point into the school building. They are given the tools to understand the protocols that the district has developed to control entrance to the building including customer service, buzzer training, visitor identification, sign in protocols, and visitor badges. In addition, the training introduces the topics of de-escalation and situational awareness.

Greeter Monitor Refresher Training is offered to reinforce the principles learned during this training.

LEVEL II is charged 0.5 days service per session.

AUDIENCE: Greeters, Door Monitors, Secretarial Staff

TRAINING TIME: 1.5 hours

CHEMICAL AWARENESS TRAINING FOR CUSTODIAL AND MAINTENANCE STAFF
This training has been modified to discuss the specific hazards and challenges facing custodial and maintenance staff. The NYSED chemical storage guidelines, NYS Green Clean and Pesticide Application regulations are introduced. Staff are given information that aids them in making decisions on safe storage and management of chemicals. The training includes a review of the GHS labeling guidelines as well as how to read an SDS and the meaning of the pictograms. This course should be repeated annually.

LEVEL I provides one session per school year per district.

LEVEL II is charged 0.5 days service per session for each session after the initial training each school year.

AUDIENCE: Custodial and Maintenance Staff

TRAINING TIME: 0.5 to 1 hour

CHEMICAL MANAGEMENT IN SCHOOLS
This course will be tailored to meet the needs of the school district. It can either be offered in two parts or as a full day class.

Part One is an overview of some of the state and federal legislation covering a variety of chemicals and chemical products used in schools. It will include a discussion of OSHA’s Hazard Communication Standard, GHS, Green Clean legislation, pesticide use, and waste disposal.

Part Two will consist of a discussion on chemical management in the science and art departments. The course will focus on the OSHA Laboratory Standard as it relates to schools. The parts of a chemical management plan and the duties of the chemical hygiene officer will be discussed along with OSHA and EPA regulations regarding chemical use and disposal, and safety requirements of the school laboratory. Other topics to be covered are examples of school laboratory accidents, and their ramifications for the school districts involved.

LEVEL II is charged at 1-day service per session.

AUDIENCE: Science Staff and Chemical Hygiene Officers

TRAINING TIME: 3 hours each session

INDOOR AIR QUALITY

According to the Environmental Protection Agency, Indoor Air Quality (IAQ) refers to the air quality within and around buildings and structures, especially as it relates to the health and comfort of building occupants. Sometimes building occupants’ concerns about air quality are best served by engaging an outside observer to investigate them.

LEVEL I provides the district with two consultations per school year on air quality complaints. Basic testing, inspection and guidance will be provided.

LEVEL II provides additional consultations or the services of an outside contractor who will charge based on a negotiated price.
EMERGENCY PLANNING AND RESPONSE

ADDITIONAL SERVICES

BOMB THREAT RESPONSE TRAINING
This training provides staff with a general understanding of various types of explosive devices, desensitizes them towards life-threatening communications, and then allows them to practice in order to have an appropriately controlled response to a threat.

**LEVEL I** Provides one session per year per district.

**LEVEL II** is charged 0.5 days service per session for each session after the initial training each school year.

**AUDIENCE:** All staff

**TRAINING TIME:** 2 hours

ACTIVE SHOOTER TRAINING
This powerful training provides participants with an opportunity to understand the ramifications of the choices that need to be made during an active shooter incident. Participants will be provided guidance for responding to an active shooter incident using current best practices, such as the ALERRT-CAReS Model. This training is always presented in conjunction with local law enforcement.

**LEVEL I** Provides one session per school year per district.

**LEVEL II** is charged 0.5 days service per session for each session after the initial training each school year.

**AUDIENCE:** All district staff. The training can be tailored to a specific group.

**TRAINING TIME:** 2 to 4 hours

EMERGENCY RESPONSE TEAM TRAINING
Our department has developed a modular team-training program to assist all experience levels of emergency response teams to expand their knowledge and understanding of emergency response. The program includes ICS, Hazard Analysis, SHELL, Reunification, and Threat Assessment.

Teams will be given the opportunity to evaluate emergency response and to practice skills through discussion, role-playing activities and tabletop exercises.

**LEVEL I** Provides Basic ICS training (Module 1).

**LEVEL II** is charged 0.25 days service per session.

**AUDIENCE:** District Wide and Building Level Emergency Response Teams

**TRAINING TIME:** Varies

REUNIFICATION TRAINING AND PLANNING
This training assists districts in developing robust reunification plans. The process uses the framework from the I Love U Guys Foundation. It has been modified to meet the needs of NYS Schools. At the end of the program, districts will have developed plans and the materials needed to run a successful reunification.

**LEVEL II** is charged at a daily rate.

**AUDIENCE:** District Wide and Building Level Emergency Response Teams

**TRAINING TIME:** Varies
SAFETY AND SECURITY AUDIT

A complete safety and security audit is an essential tool in managing the overall safety program of a school district. The safety and security audit can be used to identify strengths and opportunities for security improvement. The audit can be developed to meet the parameters of the audit. After the audit is completed, the district will be provided with a final report with recommendations on actions that the district may take to strengthen its safety and security.

LEVEL I
Supplies the district with a compliance audit of district buildings. Prior to beginning the audit, our staff will meet with administrators to identify concerns and to define the parameters of the audit. After the audit is completed, the district will be provided with a final report with recommendations on actions that the district may take to strengthen its safety and security.

LEVEL II
Supplies the district with a comprehensive health, safety and security audit of district buildings. The audit will provide a consultant/technician to work directly with the district in writing, modifying or updating existing emergency plans to meet the new guidance.

EMERGENCY PLANNING AND RESPONSE

EMERGENCY PLANS SUPPORT

Under the SAVE legislation, all school districts are required to have comprehensive emergency plans. In 2015, NYS introduced a new template for Building Level Emergency Response Plans. In 2017, NYS introduced an online submissions system for Building Level Emergency Response Plans. The guidelines and current best practices for emergency response plans are evolving. Districts are required to review the plans annually.

LEVEL I
Provides the district with a compliance audit of the District and School Emergency Plans. The department will provide a comprehensive checklist that the district can use to improve its plans. Also supplies the district with the Emergency Plan Template, and an outline for completing with the most current Incident Command, National Incident Management, NYS Education Department, NYS Police guidelines, and current best practices in emergency planning.

LEVEL II
Provides a consultant/technician to work directly with the district in writing, modifying or updating existing emergency plans to meet the new guidance.

EMERGENCY PLANNING PREPARATION AND RESPONSE

EMERGENCY INCIDENT RESPONSE

LEVEL I
Supplies school districts with support during an emergency event.

LEVEL II
Supplies school districts with one of our staff to facilitate or attend their post-incident debrief.

POST-INCIDENT DEBRIEF

Depending on the events that occurred, it may be beneficial to have a neutral party facilitate the debrief session.

LEVEL I
Supplies school districts with one of our staff to facilitate or attend their post-incident debrief.

LEVEL II
Provides the district with an informal safety walkthrough of each district building.

EMERGENCY RESPONSE TRAINING

ANNUAL REVIEW OF BASIC EMERGENCY RESPONSE TRAINING

The training is mandated for all staff by September 15 of each school year. During this training, emergency response protocols based on current best practices, the SAVE legislation and documents from NYSDE, NYS Police and local agencies will be discussed. This training will include any updates to these guidelines.

LEVEL I
Provides one session per year per district.

LEVEL II
Provides 0.5 days service per session for each session after the initial training each school year.

AUDIENCE:
All district staff. The training can be tailored to a specific group.

TRAINING TIME:
1 hour

REGIONAL CRISIS TEAM (RCT)

The Putnam Northern Westchester BOCES Regional Crisis Team was established in 1999 after the tragic events at Columbine High School. This prompted area mental health professionals to take proactive measures to assist our component districts with additional assistance in the aftermath of a serious crisis situation related to a national disaster, school violence or death of a school community member.

The RCT, as it is organized today, consists of volunteers from various school districts and other community mental health agencies in the region. They are available to provide onsite support (consultation, counseling, etc.) and follow-up (debriefing, assessment, etc.) services after the occurrence of a serious school crisis.

The RCT is activated when a school district contacts the RCT Facilitator, Mr. Frank Guglielmi or Dr. Lynn Allen who will then:

- • Collects factual information about the situation and determines what additional services are needed.
- • Contacts RCT members to report or be on standby, as needed.
- • Remains in contact with the school district throughout the duration of the crisis situation.
- • Facilitates onsite debriefings with school districts as requested.

CONFERENCES, WORKSHOPS, LUNCH ’N LEARNS

Every year we offer a variety of conferences, workshops and lunch ’n learn on our PNW BOCES campuses. For a full listing, refer to our webpage:
http://www.pnwboces.org/Regional-Safety-Services/Department-Home.aspx

REGIONAL SAFETY COMMITTEE

The Regional Safety Committee meets bimonthly and is included as part of Level I Service. Meetings are designed to give participants the latest updates in safety and emergency news. Outside speakers are scheduled whenever practical. The meeting schedule is located on our webpage:
http://www.pnwboces.org/safety/meetings.htm

ADDITIONAL SERVICES

REGIONAL CRISIS TEAM (ARC)

This organization serves as an arm of the PNW BOCES Regional Crisis Team (RCT) to share best practices in the areas of crisis prevention, intervention, and response as well as expand available support to school districts in the region during crisis situations.

The ARC is an established network of district and building level administrators who volunteer to support other administrators before, during and after crisis situations by being available to provide:
- • Onsite or on call assistance, guidance and support during a crisis situation.
- • Onsite or on call opportunities to debrief and process the events of a crisis situation (administrator, a districtwide, best practices in the areas of crisis prevention, intervention, and response as well as expand available support to school districts in the region during crisis situations.

The ARCT is an established network of district and building level administrators who volunteer to support other administrators before, during and after crisis situations by being available to provide:
- • Onsite or on call assistance, guidance and support during a crisis situation.
- • Onsite or on call opportunities to debrief and process the events of a crisis situation (administrator, a districtwide, outside organizations, etc.).
- • Crisis resources (sample letters, emails, guidance documents, etc.).
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### 2019 Calendar of Events

**September**

- **September 19**
  - Reunification Workshop
  - Location: Main Campus, School Services Building
  - Time: 8:00 am - 2:00 pm

- **September 26**
  - Regional Safety Committee Meeting
  - Location: Fox Meadow, Building 1
  - Time: 8:00 am - 10:00 am

**October**

- **October 10**
  - Mental Health Team Training (Part 1)
  - Location: Main Campus, School Services Building
  - Time: 8:00 am - 3:00 pm

- **October 31**
  - Public Information Officer Training for Buildings / District Emergency Response Teams (Part 1) - Lunch 'n Learn
  - Location: Fox Meadow, Building 1
  - Time: 12:00 pm - 3:00 pm

**November**

- **November 7**
  - Threat Assessment Team Training
  - Location: Main Campus, School Services Building
  - Time: 8:00 am - 3:00 pm

- **November 12**
  - Tabletop - Scenarios Requiring Reunification - Lunch 'n Learn
  - Location: Fox Meadow, Building 1
  - Time: 12:00 pm - 3:00 pm

- **November 18**
  - Advanced Mental Health Team Training (Part 2)
  - Location: Main Campus, School Services Building
  - Time: 12:30 pm - 3:30 pm

- **November 21**
  - Regional Safety Committee Meeting
  - Location: Fox Meadow, Building 1
  - Time: 8:00 am - 10:00 am

- **November 21**
  - Emergency Response Planning for Persons with Special Needs - Lunch 'n Learn
  - Location: Main Campus, School Services Building
  - Time: 12:00 pm - 3:00 pm

**December**

- **December 12**
  - Civilian Response to Active Shooter (CRASE) Training
  - Location: Main Campus, School Services Building
  - Time: 8:00 am - 3:00 pm
2020 CALENDAR OF EVENTS

JANUARY

JANUARY 30
Regional Safety Committee Meeting
Fox Meadow, Building 1
8:00am – 10:00am

JANUARY 30
Emergency Response Planning: Utilization of the Protective Actions & Increasing the Complexities of Drills - Lunch 'n Learn
Fox Meadow, Building 1
12:00pm – 3:00pm

FEBRUARY

FEBRUARY 11
Tabletop - Death of a Member of the School Community - Lunch 'n Learn
Fox Meadow, Building 1
12:00pm – 3:00pm

FEBRUARY 27
Emergency Response Planning: Medical / Mental Health Team Dev. - Lunch 'n Learn
Fox Meadow, Building 1
12:00pm – 3:00pm

MARCH

MARCH 12
SNOW DAY for December's Civilian Response to Active Shooter (CRASE) Training
Main Campus, School Services Building
8:00am – 3:00pm

MARCH 17
Tabletop - Food Poisoning - Lunch 'n Learn
Fox Meadow, Building 1
12:00pm – 3:00pm

MARCH 26
Regional Safety Committee Meeting
Fox Meadow, Building 1
8:00am – 10:00am

MARCH 26
Emergency Response Planning: Everyday Carry and Go-Bags - Lunch 'n Learn
Fox Meadow, Building 1
12:00pm – 3:00pm

APRIL

APRIL 2
Chemical Management & Chemical Hygiene Officer Workshop
Main Campus, School Services Building
8:00am – 3:00pm

APRIL 16
Advanced Situational Awareness & Crisis Communications - Lunch 'n Learn
Fox Meadow, Building 1
12:00pm – 3:00pm

APRIL 21
Advanced Threat Assessment Team Training
Main Campus, School Services Building
8:00am – 3:00pm

MAY

MAY 5
Tabletop - Scenarios for Threat Assessment Teams - Lunch 'n Learn
Fox Meadow, Building 1
12:00pm – 3:00pm

MAY 21
Reunification Workshop
Main Campus
School Services Building
8:00am – 3:00pm

MAY 28
Regional Safety Committee Meeting
Fox Meadow, Building 1
8:00am – 10:00am

MAY 28
Advanced Public Information Officer Training - Reunification (Part 2) - Lunch 'n Learn
Fox Meadow, Building 1
12:00pm – 3:00pm

Plan Your PROFESSIONAL LEARNING!

While we encourage all of our districts to use all of our services including our learning opportunities throughout the year, we know that it can be hard to choose.

To guide you in selecting the programs that are best for you, we have curated a sampling of some of the programs that will assist district staff from all levels to develop new skills to benefit them and their districts:

EMERGENCY RESPONSE TEAM MEMBERS
- Emergency Response Team Training
- Lunch 'n Learns
- Conferences and Workshops

CUSTODIAL AND MAINTENANCE STAFF
- OSHA/PESH Training
- Asbestos Awareness
- Chemical Management for Non-Science Staff

DIRECTORS OF FACILITIES
- Regional Safety Committee
- OSHA/PESH Documents/Training
- Consultant Services

CHEMICAL HYGIENE OFFICERS/SCIENCE STAFF
- Chemical Management Programming
- OSHA/PESH Training
- Consultant Services

MENTAL HEALTH PROFESSIONALS
- Regional Crisis Team
- Mental Health Team Training

ADMINISTRATORS
- Administrators Regional Crisis Team
- Lunch 'n Learns
- Conferences and Workshops

TO REQUEST/REGISTER FOR OUR PROGRAMMING

CONFERENCES, WORKSHOPS, LUNCH‘N LEARNS ON OUR CAMPUSES
My Learning Plan
www.pmwboces.org/catalog

ON SITE TRAINING/INSPECTIONS/AUDITS
Frank Guglieri
REGIONAL SAFETY COORDINATOR
f.guglieri@pmwboces.org

CONSULTANT SERVICES
Cynthia Braden
SENIOR OFFICE ASSISTANT
cbraden@pmwboces.org

SERVICE Innovation through partnership **

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TSS Programs and Services 07 29 19 no front covers 2.indd   Spread 1 of 10 - Pages(20, 1) 8/9/2019   2:39:57 PM
## ADDITIONAL SERVICES

A consultant through Co-SER 698 provides these services. Cost estimates will be provided prior to service.

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>SERVICE DESCRIPTION</th>
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<tbody>
<tr>
<td>AED, Inc.</td>
<td>Provides service of AED equipment and CPR training</td>
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<tr>
<td>AF Investigations</td>
<td>Private Investigative Services</td>
</tr>
<tr>
<td>All Pro Cleaning and Restoration Services, Inc.</td>
<td>Emergency cleaning due to fire, water, and mold damage. This includes full-service property restoration and repair services.</td>
</tr>
<tr>
<td>Anonymous Alerts®</td>
<td>Patented anti-bullying and safety reporting app</td>
</tr>
<tr>
<td>Corporate Screening and Investigative Group, LLC</td>
<td>Private Investigative Services</td>
</tr>
<tr>
<td>CPRed</td>
<td>American Heart Association Provider of CPR training. Classes range from Friends and Family CPR to AHA Basic Life Support for Nurses</td>
</tr>
<tr>
<td>Facilities Inspection Services LLC</td>
<td>Fire Inspections, preliminary fire inspections, fire safety training</td>
</tr>
<tr>
<td>Foley Security Solutions</td>
<td>Private investigative services, security staff training, parking lot traffic flow design, security for large events, incident reporting, and management of aggressive behavior</td>
</tr>
<tr>
<td>Fred S. Lane</td>
<td>Speaker and expert on the impact of emerging technologies on society, with an emphasis on personal and workplace privacy and cyber traps</td>
</tr>
<tr>
<td>Hang Up And Drive</td>
<td>Powerful program brought to your students, staff and parents about the dangers of distracted driving</td>
</tr>
<tr>
<td>Lighting Services, Inc.</td>
<td>Provides testing and inspection of emergency lighting systems and repairs</td>
</tr>
<tr>
<td>Louis Berger U.S., Inc.</td>
<td>Industrial Hygiene/Indoor Air Quality/ Environmental Testing Services</td>
</tr>
<tr>
<td>Miller Environmental Group, Inc.</td>
<td>Provides Environmental Management Services including but not limited to emergency response; waste disposal and handling; and chemical spill response</td>
</tr>
<tr>
<td>OmniWeather LLC</td>
<td>Severe Weather Alerts for either the entire year or for the snow season</td>
</tr>
<tr>
<td>Playground Medic</td>
<td>Performs inspections and audits on playground surfaces, equipment and design</td>
</tr>
<tr>
<td>Quality Environmental Solutions &amp; Technologies Inc. (QuES&amp;T)</td>
<td>Asbestos, lead and HAZMAT awareness training; field &amp; technical services: air monitoring and CADD services; industrial hygiene, water and soil testing; and safety consulting including PPE reviews, ergonomics, fire and electrical safety, ADA compliance, and trenching and excavations</td>
</tr>
<tr>
<td>Rapid Responder® by Venuetize, LLC</td>
<td>An All-Hazards Emergency Preparedness and Crisis Management System that securely stores critical information for use by facility personnel and first responders</td>
</tr>
</tbody>
</table>
As school safety continues to evolve, so does Regional Safety Services (RSS) at PNW BOCES. Operating in the two distinct but connected arenas of health & safety and security & safety, RSS is a nexus of those avenues. We provide high quality emergency planning, authentic training, and immediate crisis response along with a robust consultant catalog to help districts respond to local, state and federal regulations.

Over the past two years, RSS has grown in both offered training opportunities and consultant services. We are striving to remain on the forefront of school safety to not only ensure our component districts are complying with all applicable regulations and incorporating best practices, but that we are developing "better practices." We remain committed to supporting our region into the future.

Please feel free to contact me for more information or any questions.

www.pnwboces.org/Regional-Safety-Services

Follow us on twitter at: @PNW_SAFETY

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