

Safety Tips

Staying Safe and Secure

Employees are an essential component of providing a safe and secure environment at Nassau BOCES.



What can you do to promote safety, security and prevent violence?

1. Always wear your Nassau BOCES employee ID badge when you are at work.
2. Direct visitors without a pass to the main office, reception desk, or security desk to sign in and obtain a pass.
3. Have visitors present identification upon sign in.
4. When you are at a Nassau BOCES building other than your usual location, show your BOCES ID badge and sign in so that you can be accounted for in an emergency.
5. Never allow anyone, including fellow employees, into Nassau BOCES buildings through any doors other than designated entrances.
6. Never prop open exterior doors.
7. When your room is empty make sure you close and lock the windows and the door.
8. Do not leave your wallet, purse or other personal belongings out in the open.
9. Give students and staff a sense of connectedness so that they feel safe and comfortable to express themselves. Positive relationships with can help to prevent violence.
10. Keep track of agitated, disgruntled or troubled students, staff, parents or community members.
11. Act decisively to ensure the safety of students and staff. Don't second guess yourself.
12. **Listen and treat all threats seriously** – including if you hear about threatening websites and e-mail messages. Closely monitor and report threats of violence or revenge, bullying, gang activity, gossip and rumors regarding troubled, disgruntled or possible suicidal students, staff or others such as parents or guardians; non-custodial parents; or former employees. But, realize that the presence of a threat in itself does not guarantee that violence will occur nor does the absence of a threat in itself guarantee that violence will not occur.

Be cautious and alert. Maintain a heightened sense of awareness for suspicious activity and report it.

Watch for:

- Changes in typical patterns of activities.
- The presence of individuals who do not appear to belong at Nassau BOCES, such as suspicious persons in and around Nassau BOCES buildings or property including:
 - Persons doing physical surveillance of Nassau BOCES by taking pictures, using binoculars, taking notes or videotaping.
 - Persons seemingly loitering with no purpose, or looking disoriented with a blank look on their face.
 - Persons wearing unseasonable or unusual clothing which may conceal a weapon or explosives.
- Suspicious, unclaimed packages or backpacks around the perimeter or in Nassau BOCES buildings.
- Suspicious or unfamiliar vehicles on and around Nassau BOCES buildings for extended periods of time.
- Unusual inquiries by phone, e-mail or from strangers to get information on Nassau BOCES.
- Attempts to penetrate or test physical security and response procedures including seeking access to Nassau BOCES after hours or at irregular times.
- Behavior such as mapping out routes, playing out scenarios, monitoring Nassau BOCES locations, dismissal times and protocols or school bus routes.

Remember, no single warning sign can predict that a dangerous act will occur.

Stranger Danger – Intruder on Campus

An **Intruder** is an individual who has no legitimate business on Nassau BOCES premises.

- All staff should question any unescorted, unidentified persons who have not followed established visitor procedures and whom they do not recognize as belonging in the building. Ask unauthorized persons, “May I help you?”
- When addressing unknown and/or aggressive persons a clear, calm, courteous, non-threatening, assertive voice should be used and you should identify yourself as a staff member. If you feel uncomfortable or threatened, seek assistance.
- If the person does not have a visitor’s pass or Nassau BOCES employee identification, the person should be instructed that he or she must report to the main office, reception desk or security desk to obtain a visitor’s pass. Even if the person is known, such as a student’s parent, he or she must obtain a pass.
- Staff should refer to Nassau BOCES rules, not personal authority – for example, state, “It is the rule of Nassau BOCES that all visitors must report to the reception desk and obtain a pass.” Intruders should not be threatened, pointed at or cornered.
- The person should be escorted to obtain the pass. A classroom teacher who does not have coverage for their class to be able to escort the person, must call the main office or security desk immediately to report and give a description of the possible intruder.
- If the person refuses to cooperate, staff should break contact and immediately call the main office or security desk.
- Staff should not try to apprehend or physically disarm the intruder, if the intruder has a weapon. Heroics should be avoided. A safe non-intimidating distance should be kept from the armed intruder. Abrupt, sporadic movements should be avoided.
- Students and staff not involved must be moved away from areas where a disturbance may be occurring.
- If the intruder will not leave, is threatening in any way, or has a weapon, the building administrator should **call the police immediately** for assistance and should signal the appropriate emergency response action such as **Lockdown**. Staff should know and follow emergency response signals.
- **Staff may call 911 directly, but must call the main office immediately afterwards.** Firsthand information must always be reported immediately to the main office.

Use these mini-worksheets to document any suspicious people or vehicles you may encounter

SUSPICIOUS PERSON WORKSHEET

SEX _____		HAT _____
RACE _____		EYEWEAR _____
AGE _____		PIERCING _____
HEIGHT _____		JEWELRY _____
WEIGHT/BUILD _____		SHIRT _____
HAIR _____		PANTS _____
EYES _____		BAGS _____
EARS _____		WEAPONS _____
NOSE _____		VOICE _____
FACE/COMPLEXION _____		FOOTWEAR _____
FACIAL HAIR _____		
SCARS/MARKS _____		
TATTOOS _____		

CONTACT 911

*GIVE LOCATION, ADDRESS NUMBER, LANDMARKS, DESCRIBE ACTIVITY
NUMBER OF PERSONS, SUSPICIOUS PACKAGES, ITEMS, VEHICLE,
DESCRIBE TYPE OF CLOTHING: TYPE, STYLE, COLOR, LOGOS,
DESCRIBE WEAPONS, IN WHICH HAND, COLOR, STYLE, OBSERVED, IMPLIED
NCPD / SPIN*

SUSPICIOUS VEHICLE WORKSHEET



C- COLOR _____

Y-YEAR _____

M-MAKE _____

B-BODY _____

A-ACCESSORIES _____

L-LICENSE PLATE _____

S-STATE OF LICENSE _____

OTHER INFORMATION _____

NCPD / SPIN

In addition to calling 911, to alert members of state and local law enforcement to suspicious activities and potential acts of terrorism the NY State Toll-Free Operation Safeguard Tips line may be contacted 24-hours a day, seven days a week by calling: 1-866-SAFE-NYS (1-866- 723-3697).

But, remember to always alert your main office, as well.

DISCLAIMER: This Safety Tips Sheet is being provided for educational purposes only. It is not intended to imply fault or negligence on the part of any employee. The basic responsibility for safety and health rests with each BOCES employee. The measures herein can help employees to ensure their safety and security.

Although the information and recommendations contained in this Safety Tips Sheet have been compiled from sources believed to be reliable, the Office of the Nassau BOCES Safety Coordinator makes no guarantee as to the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances.

**If you have questions on security call the
Facilities Department at 396-2000**

**For more information on safety call the
Safety Hotline 396-2400.**