



**THE CITY UNIVERSITY OF NEW YORK**

**BROOKLYN COLLEGE WORKPLACE VIOLENCE PREVENTION PROGRAM**

**CAMPUS-SPECIFIC INFORMATION**

<b>HIGH RISK LOCATIONS/RISK FACTORS</b>	
<b>Description of Identified Risk Factors</b>	<p>There has been no update to the campus specific information since the walk through in 2013. The WVAT plans to do a walk through and review the campus specific risk factors in 2018.</p> <p>Factors that might place an employee at risk include but are not limited to:</p> <ul style="list-style-type: none"><li>• Offices that handle the exchange of money, including cash, checks, money orders, and credit card receipts: Enrollment Services Center, Performing Arts Center, and Central Routing Mail Room.</li><li>• Offices that handle issues stressful to students, such as the Counseling Center, Enrollment Services Center, Academic Advising Offices, Office of Services for Students with Disabilities, Office of the Deans, Library and Library Café.</li><li>• Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources.</li><li>• Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, IT support.</li><li>• Work sites containing employees who work late at night or early in the morning or on weekends; Entire campus for custodial staff and Public Safety staff, Library faculty and staff, faculty.</li></ul>

## HIGH RISK LOCATIONS/RISK FACTORS

### How the identified risk factors have been/are being addressed

In response, the College utilizes the following control measures to eliminate or reduce workplace violence hazards:

- a) Engineering Controls.
  - i. Bullet Proof Glass (ESC), Safes (ESC, Performing Arts Center, and Central Routing).
  - ii. Card Access.
  - iii. Outside Events – Metal Detectors. (Student Control).
  - iv. Video Cameras – Some Outside and Interior Locations.
  - v. Emergency PA System Throughout All Campus Buildings.
  - vi. Security Mirrors.
- b) Administrative or Work Practice Controls.
  - i. Sign-in/Sign-out procedure for off-hour access.
  - ii. Vertical Patrol rounds.
  - iii. Notifications to Public Safety.
  - iv. Posted Office Hours.
- c) Personal Protective Equipment (PPE).
  - i. Walkie-Talkies (Public Safety/ Buildings & Grounds).
  - ii. Cell Phones.
  - iii. Emergency Contact for Public Safety from any phone on campus.
  - iv. Panic Buttons. (ESC Center; Administrative Offices).
  - v. Posted Phone Numbers for Public Safety Emergencies and NYPD for Cell Phone use.
  - vi. Assigned NYPD Patrol Officer.

## KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p><b>Campus Office of Public Safety</b></p> <p><i>Incidents of workplace violence and behavior that you believe may lead to potential workplace violence must be reported promptly to a supervisor and/or the Office of Public Safety</i></p>	<p>Workplace violence must be reported promptly to a supervisor and/or the Office of Public Safety. The phone number of the College’s Office of Public Safety is 718 951 5511.</p> <p>Members of the College community are also encouraged to report other behavior they believe may lead to potential workplace violence. After an incident occurs or upon receipt of a complaint, an investigation will be conducted by the Office of Public Safety. Complaints involving the Office of Public Safety will be investigated by the Office of Human Resources.</p> <p>For 2017 the WVAT is in the process of reviewing campus risk factors.</p>		
<p><b>Workplace Violence Advisory Team (WVAT)</b></p> <p><i>List of members with contact information OR location where this information is posted on campus or on the College web site (i.e., URL).</i></p>	<p>Tunji Fussell (Chair)</p>	<p>Office of Diversity and Equity Program</p>	<p><a href="mailto:tfussell@brooklyn.cuny.edu">tfussell@brooklyn.cuny.edu</a> 718-951-4128</p>
	<p>Renita W. Simmons</p>	<p>Office of Human Resources</p>	<p><a href="mailto:rwsimmons@brooklyn.cuny.edu">rwsimmons@brooklyn.cuny.edu</a> 718-951-5137</p>
	<p>Carrie Sadovnik</p>	<p>Environmental Safety and Health</p>	<p><a href="mailto:carrie.sadovnik52@brooklyn.cuny.edu">carrie.sadovnik52@brooklyn.cuny.edu</a> 718-951-5400</p>
	<p>Patricio Jimenez</p>	<p>Dir. Diversity Investigations, Title IX Coordinator</p>	<p><a href="mailto:patricio.jimenez@brooklyn.cuny.edu">patricio.jimenez@brooklyn.cuny.edu</a> 718-951-4128</p>
	<p>Natalie Coombs</p>	<p>Office of Enrollment Services</p>	<p><a href="mailto:nataliec@brooklyn.cuny.edu">nataliec@brooklyn.cuny.edu</a> 718-758-8150</p>
	<p>David Bryan</p>	<p>Office of Student Affairs</p>	<p><a href="mailto:dbryan@brooklyn.cuny.edu">dbryan@brooklyn.cuny.edu</a> 718-951-5352</p>
	<p>Adriana DeMatteo</p>	<p>Office of Personal Counseling</p>	<p><a href="mailto:adimatteo@brooklyn.cuny.edu">adimatteo@brooklyn.cuny.edu</a> 718-951-5363</p>

## KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p><b>Instructions on accessing your College’s Workplace Violence Prevention Program</b></p> <p><i>Including contact information OR location where this information is made available by the College.</i></p>	<p>The Workplace Violence Prevention plan may be accessed in The Office of Human Resource Services, room 1219 Boylan Hall.</p>
<p><b>Domestic Violence Prevention Resources</b></p> <p><i>Including contact information for your campus <b>Domestic Violence Liaison(s)</b>. Concerns about domestic violence entering or affecting the workplace may be reported to your DV Liaison, a supervisor or to Public Safety.</i></p>	<p>Juliet Manragh, HR Manager for Recruitment &amp; Employee  <a href="mailto:jmanragh@brooklyn.cuny.edu">jmanragh@brooklyn.cuny.edu</a>            718-951-5291</p>

## QUESTIONS?

*If you have questions about the information provided in your campus workplace violence prevention training, please contact the following representative(s) at the College.*

Name	Title/Department	Phone	Email	Hours of Availability
Tunji Fussell	Chair WVAT	718-951-4128	<a href="mailto:tfussell@brooklyn.cuny.edu">tfussell@brooklyn.cuny.edu</a>	Monday – Friday 9 AM – 5 PM

**After 5 PM please direct your questions to the Office of Campus Safety and Security at (718) 951-5511.**