



**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>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>
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<p>Workplace Violence Advisory Team (WVAT)</p> <p>List of members with contact information OR location where this information is posted on campus or on the College web site (i.e., URL).</p>	Renita W. Simmons (Chair)	Office of Human Resources Services	rwsimmons@brooklyn.cuny.edu 718-951-5137
	Ursula Chase	Campus and Community Safety Services	ursulac@brooklyn.cuny.edu 718-951-5511
	Carrie Sadovnik	Office of Environmental Health and Safety	carrie.sadovnik52@brooklyn.cuny.edu 718-951-5400
	Briana Strong	Diversity and Equity Programs	Briana.Strong@brooklyn.Cuny.edu 718-951-4128
	Natalie Coombs	Office of Enrollment Services	nataliec@brooklyn.cuny.edu 718-758-8150
	David Bryan	Office of Student Affairs	dbryan@brooklyn.cuny.edu 718-951-5352
	Adriana DiMatteo	Office of Personal Counseling	adimatteo@brooklyn.cuny.edu 718-951-5363
	Ayana Murray-Richards	Recruitment & Instructional Staff	A.Murray-Richards@brooklyn.cuny.edu 718-951-5377

	Arijit Dhillon	Office of Finance and Administration	arijit.dhillon@brooklyn.cuny.edu 718-951-5116
	Patrick Croff III	Office of Human Resource Services (Workplace Violence Coordinator)	pcroff@brooklyn.cuny.edu 718-951-5291
	Emma Levine	Student Appointee	emmagordonlevine@gmail.com (917) 703-9917

## 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>	

## 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
Renita W. Simmons	Chair WVAT	718-951-5137	<a href="mailto:rwsimmons@brooklyn.cuny.edu">rwsimmons@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.**