

THE CITY UNIVERSITY OF NEW YORK

LEHMAN COLLEGE WORKPLACE VIOLENCE PREVENTION PROGRAM

CAMPUS-SPECIFIC INFORMATION

**HIGH RISK LOCATIONS/RISK FACTORS**

*This section is completed by your College, based on the results of the most recent physical site evaluation. It lists the risk factors identified during the physical site evaluation and recommends appropriate measures to address these risks.*

**Description of Identified Risk Factors**

1. All employees need to receive training in the Workplace Violence Preventive Planning and Procedure.
2. Concerns for our ability to send mass communications of an emergency nature to the immediate college community, such as through Public Address system.
3. Lehman should strive for 100% enrollment of the college community into C.U.N.Y. ALERT to ensure notification of emergency situations to all students and staff.
4. College locations that handle money, including cash, money orders, checks and credit card receipts: Bursar/Controller Offices; Student Association Services and Performing Arts Centers.
5. Locations that handle stressful issues for students, such as the Library, Counseling Center, Registrar, and Academic Advisement and those involved with faculty and staff, such as the office of the Labor Designee and Human Resources.
6. Sites where employees work late at night or early in the morning, or on weekends.
7. There are no immediate guidelines on what to do if someone is attacked when there is not enough time to call for assistance or go to the website to view emergency procedures.
8. Orientation for new faculty members regarding Workplace Violence Prevention is not adequate enough for retention.

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

### **Engineering Controls**

1. Closed Captioned Television (C.C.T.V.) throughout the campus and in buildings.
2. Blue Light Duress Stations in all buildings, on every floor, and throughout the campus for emergency and non-emergency direct communication to the Public Safety Department.
3. Mirrors to see around corners and blind spots
4. Card access.
5. Outside events, student dance will have metal detectors, stationary and wand types.
6. New outdoor lighting throughout the campus.
7. Bullet resistant glass at the Public Safety Central Command Station, as well as the Bursar's Department and all money-handling locations.

### **Administrative/Work Practice Controls**

1. Sign In/Sign Out procedures for after hours, weekends and holidays.
2. Bicycle Patrol Units scheduled on all shifts.
3. K-9 patrol scheduled on the late tour (11:00 pm-7:30 am) for escorts of researchers, and patrols of the buildings and tunnel systems.
4. Work Orders to repair broken locks, fence openings, and gates, as well as the removal of debris and clean up of areas that have become attractive to criminals.
5. Late tour patrols are directed to lock all basement gates in the tunnels leading from building to building, and to only open those gates when requested, for college related tasks.
6. The creation of Emergency Procedure Flip through pamphlets sent to all college departments to facilitate obtaining information on "what-to-do" rather than surfing the web to see policy and procedure.
7. The College is conducting research into obtaining a Public Address System to notify the community of an emergency situation throughout the campus.
8. The goal of 100% C.U.N.Y. ALERT enrollment will be enhanced with more recruitment through Town Hall meetings, Orientations, Community Alerts and possibly at the three (3) General Faculty Meetings, if approval is granted.
9. On-line training is being planned for all employees, and selected members of the college community, with the training set to begin May 2011.

### **Personal Protective Equipment**

1. Walkie-Talkies are utilized in the Public Safety and Buildings and

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	<p>Grounds Departments.</p> <ol style="list-style-type: none"> <li>2. Cell Phones have been issued to Public Safety, some Buildings and Grounds staff, Administrators and Support staff.</li> <li>3. Emergency and Non-Emergency contact to the Public Safety Department through the Blue Light Duress Stations throughout the College campus.</li> <li>4. Emergency Contact with the Public Safety Department can be obtained through the wall mounted “Red-Phones” and/or by dialing “7777” from any internal telephone.</li> <li>5. There is a security tie-in from off-campus resident housing to the main campus with C.C.T.V., Duress Stations, Alarm systems, Key-Fob for emergency automatic front door opening, with spot light, alarm and C.C.T.V. activation.</li> </ol> <p><b><u>Panic Buttons</u></b></p> <p>Panic Buttons are located in the :</p> <ul style="list-style-type: none"> <li>• Student Counseling Center</li> <li>• Student Health Center</li> <li>• Public Safety Administrative Office</li> <li>• Bursar’s Office</li> </ul>
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## 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>Public Safety Department Apex Building, Room 109 250 Bedford Park Blvd. West Bronx, NY 10468</p> <p>Telephone: 718-960-8593</p> <p>Extension 7777 from any internal telephone at Lehman College Extension 8593 from any internal telephone at Lehman College</p>
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## KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<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>Mr. Vincent Clark, Vice President, Business and Administration 718-960-8539</p> <p>Ms. Dennis DaCosta, Special Counsel to the President 718-960-8559</p> <p>Ms. Dawn Ewing-Morgan, Director, Compliance and Diversity 718-960-8111</p> <p>Mr. Fausto Ramirez, Director , Public Safety 718-960-8593</p> <p>Mr. Eric Washington, Director, Human Resources 718-960-8181</p> <p>Mr. Vincent Zucchetto, Executive Assistant to the V.P. for Student Affairs, 718-960-8242</p>
<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 following link will connect you to C.U.N.Y./Lehman College Workplace Violence Prevention Program:</p> <p><a href="http://www.lehman.edu/lehman/public-safety/documents/workplace-violence-program.pdf">http://www.lehman.edu/lehman/public-safety/documents/workplace-violence-program.pdf</a></p>
<p><b>Additional Campus Resources and Contacts</b></p> <p><i>List of additional campus contacts and resources available to assist with awareness and prevention efforts, training, or issues related to workplace violence.</i></p>	<ul style="list-style-type: none"> <li>○ <b>Department of Public Safety</b> 718-960-8593</li> <li>○ <b>On Campus Emergency</b> 718-960-7777</li> <li>○ <b>NYC Police Emergency</b> 911</li> <li>○ <b>Department of Human Resources</b> 718-960-8181</li> <li>○ <b>Counseling Center</b> 718-960-8761</li> <li>○ <b>52nd Precinct</b> 718-220-5811</li> <li>○ <b>Crime Victims Assistance Unit</b> 718-590-2115</li> </ul>

**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

**Domestic Violence  
Prevention Resources**

*Including contact  
information for your  
campus **Domestic  
Violence Liaison(s)**.  
Concerns about  
domestic violence  
entering or affecting  
the workplace may be  
reported to your DV  
Liaison, a supervisor or  
to Public Safety.*

Mr. Fausto Ramirez, Director of Public Safety  
Domestic Violence in the Workplace Liaison  
Apex Building, Room 109

Telephone Numbers:  
718-960-8593  
718-960-8628

Extension 7777 from any internal telephone at Lehman College  
Extension 8593 from any internal telephone at Lehman College

## 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
Arthur McHugh	Associate Director/Human Resources	718-960-8453 718-960-8181	Arthur.McHugh@Lehman.Cuny.Edu	9:00 am to 5:00 pm
Lt. Ezequiel Pagan	Assistant Director of Public Safety	718-960-7879 718-960-8593 Ext. 7777	Ezequiel.Pagan@Lehman.Cuny.Edu	5:00 pm to 11:00 pm