

THE CITY UNIVERSITY OF NEW YORK

BOROUGH OF MANHATTAN COMMUNITY COLLEGE WORKPLACE VIOLENCE PREVENTION

PROGRAM

CAMPUS-SPECIFIC INFORMATION

HIGH RISK LOCATIONS/RISK FACTORS	
<i>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.</i>	
Description of Identified Risk Factors	These are The Recorded Observations 199 Chambers. Please see the comments
	<p>A. There are no cameras in the staircases. <i>**Cameras have been added</i></p> <p>B. 2nd floor Harrison North door (first door to right) was found open. Lock should be fixed so that the door closes after being opened. <i>**This has been repaired.</i></p> <p>C. It was suggested that emergency call boxes be located near escalators and that there be a minimum of nine per floor. <i>**The call boxes have been strategically placed.</i></p> <p>D. Science Dept., Accounting Dept., Math Dept., Developmental Skills, & Counseling Dept. need</p> <p>E. cameras in their reception area. Also Developmental Skills, Counseling, Nurses Office, Student Activities, and Cooperative Education need mirrors in their areas. <i>**Cameras have been placed in the hallways and mirrors strategically placed.</i></p> <p>F. Rooms 5206 B-D-Access to this area is off the stairwell. The office is in the back corner and there are no cameras or mirrors facing that area which houses Student Activities, BMCC Association, and Single Stop. <i>**Cameras have been placed in the hallways.</i></p> <p>G. Athletics Department has two entrances and no mirrors. <i>**Cameras have been placed in the hallways, and mirrors placed.</i></p> <p>H. Counseling has two entrances and no camera. <i>**Cameras have been placed in the hallways. Mirrors have been installed to cover critical areas in the Counseling Suite.</i></p> <p>I. N303-Health Services-No camera outside the entrance. The office needs motion sensor so staff will know when someone comes into the office. Desks are not facing the door and Nurse's office is in the back of the department.</p> <p>K. <i>**Cameras have been placed in the hallways, and mirrors placed.</i></p> <p>L. S330 - Area has potential for unauthorized access. <i>Cameras and proximity locks have been installed</i></p> <p>M. N420 Developmental Skills-secretary's desk is in the front of the department, no mirrors or no motion sensors. Secretary cannot see those entering until they are half way down in the department. <i>**Cameras have been placed in the hallways, and mirrors placed.</i></p> <p>N. N645 Science Department. Three entrances into this area, Science and Speech departments. Motion sensor</p> <p>O. needed. Science secretary sits in the front of the department N645. No mirror between hallways inside department that separates Science from Speech; basically a blind spot in the department. <i>**Cameras have been placed in the hallways, and mirrors placed.</i></p> <p>P. N605-Social Science entrance is an open door off the escalator and stairwell and anyone can have</p> <p>Q. access. This entrance/exit is not a heavily populated area; the door is all the way in the back of the department. Door should be locked. Secretary's desk is in the general area of N620. <i>**Proximity locks have been installed.</i></p> <p>R. N740-Two entrances to Allied Health Sciences, Health Education, Co-Ed, adjunct offices for</p> <p>S. Science and Math. This is a heavily populated area. Entrance has no motion sensor. All of the</p> <p>T. departments sharing this space have their desks where they cannot see who's coming in the room.</p> <p>U. <i>**Proximity locks have been installed.</i></p> <p>V. N742- Mirror needed-employee desk is set up where you can't see the person</p>

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	<p>Recorded Observations - 70 Murray St.</p> <ul style="list-style-type: none"> A. Crowding was noted in the elevator lobbies between classes. **Additional security personnel has been assigned to monitor the areas and control traffic B. An absence of emergency call buttons in the classrooms and restrooms was noted. ** Blue emergency call boxes are strategically located throughout the floors occupied by BMCC C. It was noted that there should be floor schematics on each level. ** Each classroom has a posted evacuation diagram for the floor on which it is located. <p>Recorded Observations - 125th Street</p> <ul style="list-style-type: none"> A. It was reported that there are no AED machines on site. ** AEDs have been placed on the floors occupied by BMCC B. Several observations were that mirrors, motion detectors or cameras should be installed in several areas where staff works, and panic buttons be installed at every desk. ** Options for additional security measures are being reviewed C. No PA system was installed on all the BMCC/CUNY floors ** State Building has a PA system tied with the fire alarm system <p>Recorded Observations - Fiterman Hall</p> <ul style="list-style-type: none"> A. Backdoors to the faculty office areas should be locked and have proximity card swipe access. ** All the office suites at Fiterman have proximity card access. B. Entrance to the 13th floor terrace should be kept locked. ** This is always in the locked position, and access is by proximity card only. C. 930B does not lock. *This has been repaired. <p>Recorded Observations - 25 Broadway Campus</p> <p>None</p>
<p>How the identified risk factors have been/are being addressed</p>	<p>199 Chambers</p> <ul style="list-style-type: none"> A. Prior to the risk assessment inspections, BMCC had already done a security inspection of the Campus and identified those areas that needed cameras. All the areas of concern that were denoted in the site survey now have cameras outside those areas. Proximity locks are updated as needed in all areas of the building. B. 2nd floor Harrison North door was repaired. C. Turnstiles installed at all main entrances. D. Security software already provides for monitoring multiple buildings simultaneously. E. Emergency call boxes installed in all key locations of the building. F. Mirrors and/or proximity locks have been installed based on department/office requests throughout the building. Additional ones are reviewed on as needed basis. G. An additional security post was implemented near the Registrar area/3rd floor campus entrance

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70 Murray Street Campus

- A. Crowding was noted in the elevator lobbies between classes. The college has increased security in the elevator lobbies, added stanchions to help direct people in and out, and has reprogrammed an express elevator.
- B. Each classroom has a posted evacuation diagram for the floor on which it is located.

125th Street Campus

- A. It was reported that there are no AED machines on site; in fact, AEDs are on 1, 3,
- B. 5,7,9,11,13 and 15 (in the elevator bank-by the staircase).
- C. The need for additional security hardware will be assessed.
- D. BMCC is a tenant in the State Office building and the floors are not contiguous.

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Factors that might place an employee at risk include but are not limited to:

- Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar, Controller's Office, Student Accounting Services.
- Offices that handle issues stressful to students, such as the Counseling Center, Registrar, Student Accounts, Academic Advising Offices, Office of Services for Students with Disabilities and Offices of the Deans.
- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources and Office of the Labor Designee.
- Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, IT support.
- 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.

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

Engineering Controls:

- i. Plexi-glass windows for the Bursar's office, and BMCC TPAC; Safes for Bursar, Controller, Student Accounting Services, Public Safety, BMCC Performing Arts Center.
- ii. Card Access, Turnstiles-proposed, waiting on egress approval
- iii. Outside Events-Metal Detectors.
- iv. Video Cameras-Placed in lobbies, outside perimeter, and throughout the College strategically placed. Additional cameras installed by the Bursar Office.
- v. Public Address system throughout the College.
- vi. Proximity locks on classrooms, other areas of concern, and being placed on Faculty/Staff bathroom and offices.

Administrative or Work Practice Controls:

- i. Sign-in/Sign-out procedure for off-hour access.
- ii. Vertical Patrol rounds.
- iii. BMCC ID needed to enter the Campus, and a visitor management system set up.
- iv. Reception area set-up for Human Resources/Labor Designee office suite.

Personal Protective Equipment (PPE).

- i. Walkie-Talkies for Public Safety, Buildings & Grounds, Theater Staff
- ii. Cell Phones for IT, Media Staff, Public Safety Supervisors, all Campus executive and managerial staff.
- iii. Emergency Contact for Public Safety from any phone on campus.
- iv. Emergency Call Boxes strategically located throughout the College
- v. Emergency call boxes located at entrances and elevators

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KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

Campus Office of Public Safety	BMCC Public Safety Department
<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>	Emergency number (212) 220-8080, or 8080 from any internal phone. BMCC Public Safety S211-Dispatch-Office-(212) 220-8006 BMCC Public Safety Administrative Office-(212) 220-8075

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p>Workplace Violence Advisory Team (WVAT)</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>Michael Korn (212)220-8135 mkorn@bmcc.cuny.edu</p> <p>Michael Spath (212) 220-8014 mspath@bmcc.cuny.edu</p> <p>Kathleen Offenholley (212) 220-1358 koffenholley@bmcc.cuny.edu</p> <p>Carletta Pogue-Brewer (212)220-8000, ext. 7147 cpogue@bmcc.cuny.edu</p> <p>Lori Mazzola (212) 776-7063 lmazzola@bmcc.cuny.edu</p>
<p>Instructions on accessing your College's Workplace Violence Prevention Program</p> <p><i>Including contact information OR location where this information is made available by the College.</i></p>	<ol style="list-style-type: none"> 1. The Workplace Violence Prevention/ Domestic Violence policy can be accessed by the following link: http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/violence-prevention-policy.html 2. The University training that all employees are required to complete on an annual basis can be accessed via Blackboard 3. Campus specific information on workplace violence is posted on the BMCC intranet site.

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

Additional Campus Resources and Contacts

List of additional campus contacts and resources available to assist with awareness and prevention efforts, training, or issues related to workplace violence.

NYPD Domestic Violence Unit on Campus periodically throughout the year

BMCC Women's Resource Center: <http://www.bmcc.cuny.edu/women/> NYPD/NYC

Domestic Violence Unit:
http://www.nyc.gov/html/nypd/html/crime_prevention/domestic_violence.shtml

Mayor's Office to Combat Domestic Violence:
<http://www.nyc.gov/html/ocdv/html/services/housing.shtml>

NYS Office Combat Domestic Violence
<http://opdv.state.ny.us/> Safe Horizon:
<http://www.safehorizon.org/index/get-help-8/for-domestic-violence-35.html?clid=CJeGsIjppKwCFU1x5QodsisYDQ>

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.*

CUNY Domestic Violence Policy_
<http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/violence-prevention-policy.html>

Contact information:
Human Resources, Room S717, (212) 220-8300, officeofhumanresources@bmcc.cuny.edu

Theresa Wade, Deputy Director of Diversity & Title IX Compliance, Fiterman Hall (212) 220-1273, twade@bmcc.cuny.edu

Domestic Violence Awareness and Intake Committee:
http://www.bmcc.cuny.edu/hr/pdfs/domestic_committee_members.pdf

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
For questions regarding the <i>on-line training</i> , contact Lori Mazzola	HR Specialist	212-776-7063	lmazzola@bmcc.cuny.edu	Monday-Friday 9:00-5:00
For questions regarding the <i>campus specific training, physical plant or security issues</i> , contact Michael Korn	Director/Public Safety	212-220-8135	mkorn@bmcc.cuny.edu	Monday-Friday 9:00-5:00