

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**

All employees must receive training in the Workplace Violence Preventive Planning and Procedure.

1. Concerns from students, faculty, and staff on how to respond when an active shooter happens on campus and emergency first aid training.
2. Lehman should strive for 100% enrollment of the college community into CUNY ALERT to ensure notification of emergency situations to all students and staff.
3. College locations that handle money, including cash, money orders, checks and credit card receipts: Bursar/Controller Offices; Student Association Services and Performing Arts Centers.
4. Locations that handle stressful issues for students, such as the Counseling Center, Registrar, and Academic Advisement and those involved with faculty and staff, such as the office of the Labor Designee and Human Resources.
5. Sites where employees work late at night or early in the morning, or on weekends.
6. There are no immediate guidelines on what to do if there is an emergency situation when there is not enough time to call for assistance or go to the website to view emergency procedures.
7. Information regarding Workplace Violence Prevention presented at new faculty member orientation might not be retained.

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How the identified risk factors have been/are being addressed

Engineering Controls

1. Closed Circuit 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 proof glass at the Public Safety Central Command Station, as well as the Bursar's Department and all money-handling locations.
8. Public address system units installed along every hallway in every building, capable of broadcasting emergency messages and instructions to entire campus buildings and/or portions thereof.

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. 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.
4. 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.
5. The creation of Emergency Procedure Flip through pamphlets sent to all college departments to facilitate obtaining information on "what-to-do" rather than searching the college website for policies and procedures.
6. The College conducts fire drill and testing of the campus Public Address System to notify the community of an emergency situation throughout the campus.
7. The goal of 100% CUNY 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.
8. On-line Workplace Violence Prevention training for all employees and selected members of the college community.
9. Conduct annual training:
 1. A.L.I.C.E. Training: Sessions that are designed to give

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participants insight and response options when encountering an active shooter.

2. Stop the Bleed Training: Teaches bystanders to become equipped and empowered to help in a bleeding emergency before emergency responders arrive.
10. Bi-Annual testing of all physical security equipment: Gates, CCTV, Panic Buttons, Duress Station, etc.

Personal Protective Equipment

1. Two-way, narrow-banded communications radios (“Walkie-Talkies”) are utilized in the Public Safety and Buildings and Grounds Departments.
2. Cell phones have been issued to Public Safety, some Buildings and Grounds staff, administrators and support staff.
3. Emergency and non-Emergency contact to the Public Safety Department through the Blue Light duress stations throughout the college campus.
4. Emergency contact with the Public Safety Department can be obtained by dialing “**7777**” from any internal telephone.
5. E-911 System to help streamline Public Safety operations and help find 911 callers on campus faster.

Panic Buttons

Panic Buttons are located in the:

- Student Counseling Center
- Student Health Center
- Public Safety Administrative Office
- Bursar’s Office
- Offices of the Senior Officers of the College

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES	
Campus Office of Public Safety <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>Department of Public Safety 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>
Workplace Violence Advisory Team (WVAT) <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>	<ul style="list-style-type: none"> • Ms. Rene Rotolo, Vice President, Division of Administration and Finance/CFO, 8539 • Ms. Bridget Barbera, Executive Counsel/ Legal Affairs and Labor Designee, 8559 • Ms. Christine McGrath, Title IX Coordinator, Compliance and Equal Employment Opportunity Investigator, 8111 • Mr. Fausto Ramirez, Director, Public Safety, 8593 • Ms. Zoraida Rosa, Director, Human Resources, 8181 • Mr. Conrad Walker, AVP for Student Affairs and Dean of Students, 8241
Instructions on accessing your College's Workplace Violence Prevention Program <i>Including contact information OR location where this information is made available by the College.</i>	<p>The following link will connect you to CUNY/Lehman College Workplace Violence Prevention Program:</p> <p>https://www.lehman.edu/public-safety/reports/</p>

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES	
<p>Additional Campus Resources and Contacts</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"> ○ Department of Public Safety 718-960-8593 ○ On Campus Emergency 718-960-7777 ○ NYC Police Emergency 911 ○ Department of Human Resources 718-960-8181 ○ Counseling Center 718-960-8761 ○ 52nd Precinct 718-220-5811 ○ Crime Victims Assistance Unit 718-590-2115
<p>Domestic Violence Prevention Resources</p> <p><i>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.</i></p>	<p>Mr. Fausto Ramirez, 8593 Mr. Alan Orozco, 8593 Ms. Zoraida Rosa, 8181 Ms. Natalie Zambrana, 8181</p> <p>Extension 7777 from any internal telephone at Lehman College Extension 8593 from any internal telephone at Lehman College</p> <p>NYC Domestic Violence Hotline (24 hours) 1-800-621-HOPE (4673) For the Hearing Impaired 1-866-604-5350 NYC Domestic Violence Hotline Spanish 1-800-942-6908</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
Natalie Zambrana	HR Manager	718-960-8453 718-960-8181	Natalie.Zambrana@Lehman.Cuny.Edu	9:00 am to 5:00 pm
Alan Orozco	Assistant Director Public Safety	718-960-8593 718-960-8593 Ext. 7777	Alan.Orozco@lehman.cuny.edu	9:00 am to 5:00 pm

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