

THE CITY UNIVERSITY OF NEW YORK

BOROUGH OF MANHATTAN COMMUNITY 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

**These are The Recorded Observations
199 Chambers.
Please see the comments**

- a) There are no cameras in the staircases. ****Cameras have been added**
- 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. ****This has been repaired.**
- c) Turnstiles recommended. ****Turnstiles have been placed at the main entrance & other devices are being reviewed.**
- d) Monitors in public safety be doubled if two buildings were being monitored. ****Monitors have been increased.**
- e) It was suggested that emergency call boxes be located near escalators and that there be a minimum of nine per floor. ****The call boxes have been strategically placed.**
- f) Science Dept., Accounting Dept., Math Dept., Developmental Skills, & Counseling Dept. need cameras in their reception area. Also Developmental Skills, Counseling, Nurses Office, Student Activities, and Cooperative Education need mirrors in their areas. ****Cameras have been placed in the hallways and mirrors strategically placed.**
- g) 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. ****Cameras have been placed in the hallways.**
- h) Athletics Department has two entrances and no mirrors. ****Cameras have been placed in the hallways, and mirrors placed.**
- i) Counseling has two entrances and no camera. ****Cameras have been placed in the hallways. Mirrors are to be installed to cover critical areas in the Counseling Suite.**
- j) 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. ****Cameras have been placed in the hallways, and mirrors placed.**
- k) S330 - Area has potential for unauthorized access. **Reviewing security options.**
- l) 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. ****Cameras have been placed in the hallways, and mirrors placed.**
- m) N645 Science Department. Three entrances into this area, Science and Speech departments. Motion sensor 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. ****Cameras have been placed in the hallways, and mirrors placed.**
- n) N605-Social Science entrance is an open door off the escalator and stairwell and anyone can have 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. ****Proximity locks have been installed.**
- o) N740-Two entrances to Allied Health Sciences, Health Education, Co-Ed, adjunct offices for Science and Math. This is a heavily populated area. Entrance has no motion sensor. All of the departments sharing this space have their desks where they cannot see who's coming in the room. ****Proximity locks have been installed.**
- p) N742- Mirror needed-employee desk is set up where you can't see the person

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	<p>These are The Recorded Observations 70 Murray St.</p> <ul style="list-style-type: none"> a) A question was raised as to whether the red emergency phones were directly connected to the fire department. Also noted was the absence of security call buttons in the faculty offices. b) Crowding was noted in the elevator lobbies between classes c) An absence of emergency call buttons in the classrooms and restrooms was noted d) It was noted that there should be floor schematics on each level <p>These are The recorded Observations 125th Street</p> <ul style="list-style-type: none"> a) It was reported that there are no AED machines on the site. b) Several observations were that mirrors, motion detectors or cameras should be installed in several areas where staff work and panic buttons be installed at every desk c) No PA system was installed on all the BMCC/CUNY floors <p>On 2/11/2013, a Workplace Violence Inspection “physical site inspection” of Fiterman Hall was done, these were the recorded results: 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,* Until they are already in the office.*This has been repaired.</p>
<p>How the identified risk factors have been/are being addressed</p>	<p>199 Chambers</p> <p>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. Also the College added another phase of proximity locks.</p> <p>2nd floor Harrison North door was repaired.</p> <p>Turnstiles installed at all main entrances.</p> <p>Security software already provides for monitoring multiple buildings simultaneously.</p> <p>It was suggested that emergency call boxes be located near escalators and that there be a minimum of nine per floor-Using these locations could encourage false alarm/reporting.</p> <p>Several offices were identified as needing mirrors or a sound announcement device. We will make it a point to revisit these sites, ask the employees, supervisors and divisional heads their opinion and address the condition.</p>

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It was suggested that there should be a security guard at the 3rd floor entrance from the terrace to the Registrar. We will review this suggestion and possibly make a proximity lock entrance.

70 Murray Street Campus

A question was raised as to whether the red emergency phones were directly connected to the fire department. Signage has been ordered to make the call boxes more distinctive and use-informative, and they are now blue.

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.

It was noted that there should be floor schematics on each level. A signage consultant is addressing this issue at all of the college's locations.

25 Broadway Campus

It was reported that Bursar related fee collections should be securely escorted for Continuing Education's deposit in a nearby bank. There is no issue here because ACE accepts and deposits no cash.

125th Street Campus

It was reported that there are no AED machines on the site; in fact AEDs are on 1, 3, 5,7,9,11,13 and 15 (in the elevator bank-by the staircase). Several observations were that mirrors, motion detectors or cameras should be installed in several areas where staff work and panic buttons be installed at every desk. The need for additional security hardware will be assessed

No PA system was installed on all the BMCC/CUNY floors. 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 at entrances, elevators and West St. trailers

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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 N106-Dispatch-Office-(212) 220-8136 BMCC Public Safety Administrative Office-(212) 220-8075

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<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 Maria Deckinger (212) 220-1496 mdeckinger@bmcc.cuny.edu Martin Levine (212) 220-1309 mlevine@bmcc.cuny.edu Joyce Moorman (212) 220-1472 jmoorman@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"> The Workplace Violence Prevention policy can be accessed by the following link: http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/violence-prevention-policy.html The University training that all employees are required to complete on an annual basis can be accessed at the following link: Visit: http://training.wecomply.com/sign-in/cuny.asp Enter your username which is your BMCC e-mail address Enter your password which is 2011 Click the "Sign In" button Campus specific information on workplace violence is posted on the BMCC intranet site and is e-mailed to every employee. The Domestic Violence policy can be accessed by following the link below: http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/domestic-violence.html

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>	<p>NYPD Domestic Violence Unit on Campus periodically throughout the year</p> <p>BMCC Counseling Services: http://www.bmcc.cuny.edu/counseling/page.jsp?pid=1001&n=Counseling%20Services</p> <p>BMCC Women's Resource Center: http://www.bmcc.cuny.edu/women/ NYPD/NYC</p> <p>Domestic Violence Unit: http://www.nyc.gov/html/nypd/html/crime_prevention/domestic_violence.shtml</p> <p>Mayor's Office to Combat Domestic Violence: http://www.nyc.gov/html/ocdv/html/services/housing.shtml</p> <p>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?gclid=CJeGsIjppKwCFU1x5QodsYDQ</p>
<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>CUNY Domestic Violence Policy http://www.bmcc.cuny.edu/hr/pdfs/workplace_procedure.pdf</p> <p>Contact information Maria Deckinger Associate Director of Human Resources, Room S717 (212)220-1496, mdeckinger@bmcc.cuny.edu</p> <p>Glennville Mclarty, Lieutenant / Assistant Director Public Safety, Room S202 (212)220-8075, gmclarty@bmcc.cuny.edu</p> <p>Domestic Violence Awareness and Intake Committee: http://www.bmcc.cuny.edu/hr/pdfs/domestic_committee_members.pdf</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
For questions regarding the <i>on-line training</i> , contact <i>Maria Deckinger</i>	Associate Director/HR	212-220-1496	mdeckinger@bmcc.cuny.edu	Monday-Friday 9:00-5:00
For questions regarding the <i>campus specific training, physical plant or security issues</i> , contact <i>Michael Korn</i>	Director/Public Safety	212-220-8135	mkorn@bmcc.cuny.edu	Monday-Friday 9:00-5:00