

THE CITY UNIVERSITY OF NEW YORK

MACAULAY HONORS 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	<p>Factors that might place an employee at risk include but are not limited to:</p> <ul style="list-style-type: none">• Personnel that handle issues stressful to students, such as the Academic Advisement, Accessibility Services, Financial Aid, Wellness Center and Public Safety.• Departments that handle issues stressful to faculty and staff, such as Human Resources, Public Safety and the Dean’s Office.• Campus locations where faculty and staff work late at night, early in the morning or on weekends including: Facilities Management, and Public Safety.
How the identified risk factors have been/are being addressed	<p>The College utilizes the following control measures to eliminate or reduce workplace violence hazards:</p> <ul style="list-style-type: none">• ID Card Access• Sign-in procedure for campus visitor access• Metal Detectors: utilized at events that Public Safety deems as necessary; with the written consent of the Dean. Public Safety will conduct bag checks when non-Macaulay students are invited to a campus party.• Surveillance cameras are located in: elevators, common areas, and other strategic locations.• Daily safety patrols to ensure safe and secure.• Two-way radios: Public Safety, Facilities and Management• A panic button is installed in the Wellness Office – the alarm is heard at the Public Safety desk.

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- Public Safety in conjunction with MHC personnel, has also created an Emergency Response Guide for faculty and staff members.
- Stop the Bleed training as well as an Active Shooter table top exercise was offered and will be continued to be offered.

Although MHC had no incidents of Workplace Violence, as a result of the 2019 walkthrough there were suggestions of control measures that could improve safety should funding be available:

1. An audible alarm on the steps leading to the roof that would ring at the Public Safety desk
2. Additional cameras: for roof, storage closet, and cellar area
3. Rails on the roof should be enforced and a gate should be placed around some of the areas where there are barriers that were identified as too low

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p>Campus Office of Public Safety</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>Diego Redondo, Director of Public Safety (212)237-8521</p>														
<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>	<table border="0"> <tr> <td>Public Safety, John Jay College</td> <td>Diego Redondo, Chair Isabelle Curro David Rivera Rabiyyah Williams</td> </tr> <tr> <td>Human Resources</td> <td>Sara Mazes</td> </tr> <tr> <td>Legal Affairs</td> <td>Lori Fox</td> </tr> <tr> <td>Counseling</td> <td>Kristina Gowin</td> </tr> <tr> <td>Environmental Health & Safety John Jay College</td> <td>Lindsey Kayman</td> </tr> <tr> <td>Student Services</td> <td>Veronica Maldonado</td> </tr> <tr> <td>Confidential Executive Coordinator</td> <td>Amanda Hick</td> </tr> </table>	Public Safety, John Jay College	Diego Redondo, Chair Isabelle Curro David Rivera Rabiyyah Williams	Human Resources	Sara Mazes	Legal Affairs	Lori Fox	Counseling	Kristina Gowin	Environmental Health & Safety John Jay College	Lindsey Kayman	Student Services	Veronica Maldonado	Confidential Executive Coordinator	Amanda Hick
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<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>	<p>https://macaulay.cuny.edu/policies-forms-index/workplace-violence-prevention-program/</p>														

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<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>Sara Mazes, Human Resources, Office and Building Coordinator 212-729-2927</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>Sara Mazes, Human Resources, Office and Building Coordinator 212-729-2927</p> <p>NYC Domestic Hotline (24 hours) 1-800-621- HOPE (4673) For the Hearing Impaired 1-866-604-5350</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
Diego Redondo	Director of Public Safety, John Jay College	212-237-8521	dredondo@jjay.cuny.edu	9-5
Sara Mazes	Human Resources Office and Building Services Coordinator	212-729- 2927	Sara.Mazes@mhc.cuny.edu	9-5

Edited May 2020