The City University of New York Queensborough 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

Queensborough Community College conducted a Campus-Wide Walk-through on March 23, 2011. An additional walk-through of the Science Building was conducted on February 24, 2018 subsequent to construction that took place in that building. Representatives from each union were invited to participate in the site evaluations of the campus. Informal annual walk-throughs are regularly conducted by the Vice President for Administration, Chief Superintendent, Director of Public Safety and Dean of Human Resources and Labor Relations. In all walk-throughs, special attention is given to factors that might place an employee at risk including but not limited to:

- Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar; Controller's Office; Queensborough Performing Arts Center (QPAC) Box office; and Continuing Education.
- Offices that handle issues stressful to students, such as the Counseling Center, Registrar, Bursar, Health Services, Student Affairs, Student Financial Services, Academy Advisement Offices, Office of Services for Students with Disabilities, Office of the Assistant Dean for Student Development/Conduct and offices of other Deans.
- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources, Office of Faculty and Staff Relations, Office of Personnel, the Office of the Chief Diversity Officer, Title IX Office, the Accounting Office and the Office of Payroll Services.

- Work sites occupied by employees who work alone or in small groups: academic offices, faculty offices, administrative offices, areas of the Medical Arts Building, including the student massage therapy clinic, the Mezzanine level of the RFK Gymnasium, offices containing electronic media and equipment where media technicians and IT support work.
- Work sites occupied by employees who work late at night or early in the morning or on weekends: Custodial and Buildings & Grounds staff, Public Safety staff, Library, offices in the Administration Building, and the parking lots (where employees go after leaving the work site.)

How the identified risk factors have been/are being addressed

The College utilizes the following control measures to eliminate or reduce workplace violence hazards:

i. Engineering Controls.

    i. Bullet Resistant Glass (Bursar)

    ii. Cameras with pan and zoom capability in hallways and exterior areas. Exterior video camera installation includes parking lots, "Great Lawn", Science Quad, Mall areas, building exteriors; Interior cameras include Science Atrium, Oakland Art Gallery, Student Union, Library, Bursar, Service Building, Loading Dock, KHRC.

    iii. Outside Light timers in Parking lots set to operate from dusk until dawn, as well as motion sensitive lights.
Blue light telephones installed on campus grounds are routinely checked.

    iv. Convex security mirrors installed in basement level of the Medical Arts Building and the Mezzanine level of the RFK Gymnasium.

    v. Emergency (Red) Telephones located in corridors of all buildings. Blue Light Emergency telephones in Parking Lots. Both are equipped with an auto dialer to Public Safety Dispatch.

    vi. Safes (Bursar, QPAC, Food Services, Library, Financial Aid, Registrar, Counseling).

    vii. Use of magnetometers (metal detectors) and hand-held wands for Special

Events (Parties, etc.).

    viii.   Public Address system in interior building hallways and exterior locations of campus, and exterior voice alert system.

    ix.   ALERTUS Emergency notification platform.

    x.   Emergency speaker and audible alarm in elevators.

    xi.   Direct dialing capabilities to Public Safety from campus office phones.

ii. Administrative or Work Practice Controls.

    i.   Public Safety Officers patrol both interior and exterior areas of campus on foot, by motor vehicle and/or bicycle on a continuous basis.

    ii.   In the evenings, Public Safety Officers continually make rounds through buildings occupied by employees, to check in on them and make certain that doors are locked.

    iii.   Public Safety Officers are assigned to high stress offices at the commencement of each semester (Financial Aid, Bursar, Registrar).

    iv.   First aid trauma kits are located near AEDs.

    v.   "Red" emergency phones in building hallways and outdoor blue light emergency telephones are checked regularly to ensure they are all in working order.

    vi.   In order to promote a safe and secure environment on campus, Public Safety Officers conduct a continuous inspection of campus facilities and grounds, reporting to the appropriate campus department(s) lighting outages and other areas in need of maintenance and/or repair.

    vii.   Employees are encouraged to advise Public Safety Office when they are working late and are leaving the building late at night;

    viii.   Public Safety Officers patrol parking lots in the evening and night time hours, paying particular attention to remote areas.

    ix.   The Public Safety Department provides an Escort Service where officers can be requested to accompany members of the college community in traveling

from one campus location to another with a greater sense of security.

x. Public Safety Specialists conduct on-campus Active Shooter training which includes basic first aid lessons and is available upon request to all campus departments/offices.

xi. The Public Safety website includes information regarding active shooter training and 'Stop-the-Bleed' use of trauma kits and basic first aid. E-mail reminders of good safety practices are sent out to employees and are contained in several department publications as well as on the Department of Public Safety website.

xii. The Emergency Management Advisory Committee meets regularly. Membership includes faculty, staff and union representation.

iii. Personal Protective Equipment

i. Bullet-Resistant Vests are worn by all Public Safety Officers on patrol.

ii. Hand-held radios are assigned to all Public Safety Officers on patrol in order that on-site assistance can be summoned immediately, and if deemed necessary, off-site emergency assistance can be requested.

iii. Cell Phones (Essential Administrative Staff, IT, Public Safety, Buildings and Grounds)

Key contact information and specific campus resources

Campus Office of Public Safety

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.

Lt. Jack Black
Deputy Director of Public Safety

(718) 631-6320
JBlack@qcc.cuny.edu

John Triolo
Director of Public Safety
(718) 631-6320
JTriolo@qcc.cuny.edu

Lt. Sean White
Assistant Director of Public Safety
(718) 631-6320
SWhite@qcc.cuny.edu

Workplace Violence Advisory Team (WVAT)

List of members with contact information OR location where this information is posted on campus or on the College web site (i.e., URL).

Aspromatis, Martha
Acting Human Resources Director
(718) 281-5075
maspromatis@qcc.cuny.edu

Black, Jack
Deputy Director, Public Safety
(718) 631-6320
JBlack@qcc.cuny.edu

Cartolano, Joseph
Chief Administrative Superintendent (Buildings and Grounds)
(718) 631-6231
JCartolano@qcc.cuny.edu

Delgado, Belinda, Esq. **(Domestic Violence Liaison)**
Title IX Coordinator
(718) 281- 5755
BDelgado@qcc.cuny.edu

Faulkner, William
Vice President, Finance & Administration
(718) 631-6244
WFaulkner@qcc.cuny.edu

Fletcher-Anthony, Wilma
Professor, Counselor
(718) 631-6370
WFletcherAnthony@qcc.cuny.edu

Florman, Lois, Esq. **(Chair)**
Director of Labor Relations, College Executive Counsel
(718) 631-6243
LFlorman@qcc.cuny.edu

Hocevar, Isabel
Director, Health Services (Staff Nurse)
(718) 631-6375
IHocevar@qcc.cuny.edu

Lash, Glenna
HR Manager, Faculty & Staff Relations
(718) 631-6243
GLash@qcc.cuny.edu

Matos, Amaris
Assistant Vice President for Equity, Inclusion and
Belonging
(718) 631-6344
amatos@qcc.cuny.edu

Noel, Sangeeta
Interim Human Resources Executive Director
(718) 631-6243
snoel@qcc.cuny.edu

Rodriguez, Mel
Director, Environmental Health & Safety
(718) 281-5148
MRodriguez@qcc.cuny.edu

Russell, Tikola
Assistant Dean for Student Development/Conduct
(718) 631-6314
TRussell@qcc.cuny.edu

Triolo, John
Director, Public Safety
(718) 631-6320
JTriolo@qcc.cuny.edu

White, Sean
Assistant Director, Public Safety
(718) 631-6320
SWhite@qcc.cuny.edu

Instructions on accessing your College's Workplace Violence Prevention Program

Including contact information OR location where this information is made available by the College.

QCC Policy: QCC Workplace Violence Prevention Program

Training Program: You can access the Workplace Violence Prevention Program Training in Blackboard. All CUNY employees have access to Blackboard. Provided below is a link with instructions for accessing Blackboard. Employee usernames and passwords to log into Blackboard are the same as those used to log into CUNYfirst. If you cannot access Blackboard after several attempts, please contact Martha Aspromatis, at 718-281-5075 to walk you through the process.   Click here for Blackboard Log-In Instructions

To open the course when you first log into Blackboard, you should be taken to a Blackboard dashboard. Courses for which you are registered will be displayed on the right side of the

screen. Search for **CUNY Workplace Violence Prevention Training** and click on it. You'll be taken to a dashboard for the WVP course. This screen contains the course **Welcome Message** and a second message under the heading of **Workplace Violence Prevention Training.** You can access the course from this second message heading or from the **Menu** provided on the left of this screen.

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.

Matos, Amaris
Assistant Vice President for Equity, Inclusion and Belonging
(718) 631-6344
amatos@qcc.cuny.edu

Martha Aspromatis
Acting Human Resources Director
(718) 281-5075
maspromatis@qcc.cuny.edu

Belinda Delgado, Esq.
Title IX Coordinator & **Domestic Violence Liaison**
718-281-5755
BDelgado@qcc.cuny.edu

CUNY Work/Life Corporate Counseling Associates (CCA):
CCA www.myccaonline.com
Phone 1-800-833-8707
login code: cuny

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.*

Belinda Delgado, Esq. **(Domestic Violence Liaison)**
Title IX Coordinator
(718) 281-5755
bdelgado@qcc.cuny.edu

Office of Public Safety
(718) 631-6320

Mayor's Office to Combat Domestic Violence

NYPD Domestic Violence Prevention

NYC Family Justice Center:
In Queens: 126-02 82nd Avenue, Kew Gardens (718) 575-4545

NYS Domestic Violence Hotline: (800) 942-6906
in NYC: (800) 621-HOPE (4673) or dial 311 - TTY: 1-800-810-7444

NYS Office for the Prevention of Domestic Violence

Queens Family Center – (718) 575-4545

CUNY Work/Life Corporate Counseling Associates (CCA):
CCA www.myccaonline.com
Phone 1-800-833-8707
login code: cuny

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
Martha Aspromatis	Acting Human Resources Director	(718) 281-5075	maspromatis@qcc.cuny.edu	9am – 5pm
Lt. Jack Black	Assistant Director of Public Safety	= (718) 631-6320	JBlack@qcc.cuny.edu	9am – 5pm
John Triolo	Director of Public Safety	(718) 631-6320	jtriolo@qcc.cuny.edu	9am – 5pm
Lt. Sean White	Assistant Director of Public Safety	(718) 631-6320	SWhite@qcc.cuny.edu	9am – 5pm