



CAMPUS-SPECIFIC TRAINING SUPPLEMENT FOR WORKPLACE VIOLENCE PREVENTION

A template for providing campus-specific information as part of workplace violence prevention training

Message 1 - Sample email message for employees who have completed classroom or online training:

Thank you for your recent participation in Workplace Violence Prevention training, either online or in person on your campus. Please click on the following link <http://www.citytech.cuny.edu/public-safety/> for information related to your College's workplace violence prevention training, including:

- Significant campus risk factors identified in your College's most recent workplace site evaluation.
- Actions taken by the College to address the identified risk factors.
- Specific campus resources and contacts for issues or complaints related to workplace violence.
- How to access your campus WVAT roster and CUNY Policy Statement.
- How to access your College's Workplace Violence Prevention Program.
- Where to direct any questions you may have regarding the information presented in your College's workplace violence prevention training.

As required by the Department of Labor's Public Employee Safety and Health Bureau (PESH), this training is mandatory for all employees.

Message 2 - Sample general email message for all employees:

Please click on the following link <http://www.citytech.cuny.edu/public-safety/> for information related to your College's workplace violence prevention training, including:

- Significant campus risk factors identified in your College's most recent workplace site evaluation.
- Actions taken by the College to address the identified risk factors.
- Specific campus resources and contacts for issues or complaints related to workplace violence.
- How to access your campus WVAT roster and CUNY Policy Statement?
- How to access your College's Workplace Violence Prevention Program?
- Where to direct any questions you may have regarding the information presented in your College's workplace violence prevention training.

As required by the Department of Labor's Public Employee Safety and Health Bureau (PESH), annual training in workplace violence prevention is mandatory for all employees. If you have not completed workplace violence training, either in person on the campus or via the University, please do so at your earliest convenience. For more information, contact the Human Resources or Public Safety Office, or a member of the campus Workplace Violence Advisory Team (WVAT).

THE CITY UNIVERSITY OF NEW YORK

NEW YORK CITY COLLEGE OF TECHNOLOGY 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>New York City College of Technology invited representatives from the unions to participate in the incident report/summary which is a part of the College’s annual worksite assessment. Public Safety completed the required Annual review, since there were no alterations to our campus layout nor any security concerns reported, an onsite visit was not required.</p> <p>Risk Factors:</p> <ul style="list-style-type: none">• Concerns related to the unmanned Johnson Street exit door by Namm Cafeteria.• OFSR requested Security Panic devices in light of all the recent on-campus mass shootings.
How the identified risk factors have been/are being addressed	<ul style="list-style-type: none">• Johnson Street exit door is now under video surveillance.• Installation of Security panic devices for OFSR is being worked on.• The Public Safety department also conducted two “How to Respond” during an active on campus shooting presentations during the year and BIT also conducted presentations.

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>Stephen Trowbridge, Director of Public Safety – 718-260-5550 Strowbridge@citytech.cuny.edu</p> <p>Efren Maldonado, Assistant Director/Lieutenant of Public Safety Emaldonado@citytech.cuny.edu</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>	<p>Stephen Trowbridge, Director of Public Safety – 718-260-5550 strowbridge@citytech.cuny.edu</p> <p>Miguel Cairol, VP of Administration and Finance - 718-260-5600 mcairol@citytech.cuny.edu</p> <p>Sandra Gordon, Executive Director/Labor Designee Office of Faculty and Staff Relations – 718-260-5353 sgordon@citytech.cuny.edu</p> <p>Debbie Waksbaum, Counselor, Counseling Center – 718-260 -5030 dwaksbaum@citytech.cuny.edu</p> <p>Rena Dabydeen, (Biological Sciences) 718-260-5517 rdabydeen@citytech.cuny.edu</p> <p>Wayne Robinson, Executive Director of Business Management – 718-473-8969 wrobinson@citytech.cuny.edu</p> <p>Cynthia Bink, Director, Counseling - 718-260-5030 cbink@citytech.cuny.edu</p> <p>Evans Lespinasse, Chair, Radiologic Technology – 718-260-5294 Ellespinasse@citytech.cuny.edu</p> <p>Deborah Boyd, Academic Advisement – 718-260-5035 dbody@citytech.cuny.edu</p>

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<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>Information regarding the Workplace Violence Prevention Program is available at the following location: Department of Public Safety Website Department of Public Safety main office - Namm 109</p> <p>Department of Human Resources Howard Building, Room 1102 Phone: 718-473-8701</p> <p>Contacts: Stephen Trowbridge, Director of Public Safety – 718-260-5550 Strowbridge@citytech.cuny.edu</p> <p>Efren Maldonado, Assistant Director/Lieutenant of Public Safety Emaldonado@citytech.cuny.edu</p>
<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>Sandra Gordon, Executive Director/Labor Designee Office of Faculty and Staff Relations – 718-260-5353 sgordon@citytech.cuny.edu</p> <p>Stephen Trowbridge, Director of Public Safety – 718-260-5550 strowbridge@citytech.cuny.edu</p> <p>Angela Marshall-Jackie, Workplace Violence Prevention Training Administrator – 718-260-5353 Amarshall-jackie@citytech.cuny.edu</p> <p>Cynthia Bink, Director of Counseling – 718-260-5030 Cbink@citytech.cuny.edu</p>

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<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>Sandra Gordon, Executive Director/Labor Designee Office of Faculty and Staff Relations – 718-260-5353 sgordon@citytech.cuny.edu</p> <p>Stephen Trowbridge, Director of Public Safety – 718-260-5550 strowbridge@citytech.cuny.edu</p>
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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
Sandra Gordon	Executive Director/Labor Designee Office of Faculty and Staff Relations	718-260-5353	Sgordon@citytech.cuny.edu	9a.m. – 5p.m.
Stephen Trowbridge	Director of Public Safety	718-260-5550	Strowbridge@citytech.cuny.edu	9a.m. – 5p.m.
Angela Marshall-Jackie	WVP Training Administrator	718-260-5353	Amarshall-Jackie@citytech.cuny.edu	9a.m.- 5p.m.