



- The use of force with the intent to cause harm, e.g. physical attacks. Any unwanted contact such as hitting, fighting, pushing or throwing objects.
- Acts or threats which are intended to intimidate, threaten, coerce, or cause harm whether directly or indirectly
- Acts or threats made directly or indirectly by oral, written or electronic words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.
- No person, without legal authority, may possess weapons or any other dangerous instruments on College property.

The College's prohibition against threats and acts of violence applies to all persons involved in college operations, including, but not limited to, Genesee Community College's personnel, students, third party vendors, and all other visitors on any of the College's campuses. Violations of this procedure by any individual will be subject to legal action, as appropriate. Violation of this procedure by any Genesee Community College employee/student may lead to disciplinary action up to and including termination or dismissal, in accordance with the applicable law, rule or collective bargaining agreement.

### **Risk Evaluation**

The College will actively work to prevent and eliminate violence, threatening behavior, and harassment on all campuses. The College has performed a risk evaluation of the Batavia Campus and all campus centers to determine the presence of factors or situations that might place employees and/or students at risk of workplace violence. This risk evaluation was conducted by surveying each department's physical work environment and surveying all employees on the potential risks that they may be exposed to. The following risk factors and control implementations were determined:

#### **RISK FACTOR – Exchanging money with the public**

The Business Office, Library, BEST Center, cafeteria and, at times, the campus centers, exchange money, collect tuition, collect fees for non-credit courses, copy student papers, and disburse financial aid checks to students and the public.

#### **Risk Control Implementation**

Prevention measures at the various locations include employees being in secure locations while exchanging money with students and the public. The Business Office has glass protection and a closable window separating employees from students or the public. The library also has a counter and locked money drawer with key control. The cafeteria and bookstore have a counter separating the worker from the students or public. The main campus and campus centers have lockable safes located in a secure area.

**RISK FACTOR – Working alone or in small numbers or in remote areas**

Many employees work alone in small offices and some in remote places. These include faculty and staff offices, other work areas, and the campus centers.

**Risk Control Implementation**

Most offices are located in suite areas where other employees are working during daytime hours. Suites are well lighted and most offices have telephones installed. Suites also have conference areas where employees are encouraged to conduct their business in a more public setting. Emergency telephone numbers have been placed on all telephones and emergency procedures have been posted in all suites, classrooms, and at numerous other locations. Campus centers have wireless panic buttons for employee use. Public Safety is on duty at all times at the main campus.

**RISK FACTOR – Working with student population and the general public**

Being an open enrollment college, employees have direct contact with students of all ages and backgrounds as well as numerous community groups and visitors on a daily basis.

**Risk Control Implementation**

College constituents have been issued ID badges to wear allowing for the identification of those who are employed at the College or who are students or visitors. Adequate internal lighting and open space work areas have been established to produce highly visible work environments. Emergency telephone numbers have been placed on all telephones and emergency procedures have been posted in all suites, classrooms and at numerous other locations. Red emergency telephones are available in various locations on campus. Training programs will be offered to employees on how to avoid being in a dangerous situation. A reporting system for acts of violence, threats or incidents of aggressive behavior will be established. Employees are encouraged to share information regarding suspicious or troubled individuals to relevant departments like Public Safety or the Center for Academic Progress. Public Safety is on duty and available on a 24-hour basis every day of the year.

**RISK FACTOR – Working in areas where large numbers of students or the public may gather (Library, Student Union, Forum, Theatre, Gym, outdoor fields, etc.)**

The college hosts numerous events where a large number of students, the public and employees may gather. Routine activities also include large numbers of people gathering at various locations.

**Risk Control Implementation**

College Services coordinates events at the main campus that may cause a large number of people to assemble. Permission and authorization must be granted by College Services before an event can take place. Planning takes place for these events that includes public safety, housekeeping, buildings and grounds, and college administration. Rooms and locations have designated capacity limitations and lighted exit signs and evacuation procedures posted. Depending on the event, extra personnel may be assigned to ensure

order, maintenance, and custodial support. Groups using the College's facilities are advised of and must comply with College policies and procedures. For routine activities around campus, sufficient personnel are assigned to handle the student and public population.

**RISK FACTOR – Working evenings, late night or early morning hours**

A number of employees including faculty, library staff, housekeeping, maintenance, buildings and grounds, security, and other staff often work evenings, late night and early mornings.

**Risk Control Implementation**

Some employees under this risk factor carry portable radios, walkie-talkies, and cell phones where they can communicate with other employees working the same hours or Public Safety or the County's 911 Center. Employees working evenings, nights, and early mornings often are in well-lighted settings and with groups of people. Public Safety offers escort services to the well-lighted parking lot. Surveillance cameras are located throughout the facility and parking lots but not at the campus centers. Red emergency telephones are available in various locations on campus. Emergency telephone numbers have been placed on all telephones and emergency procedures have been posted in all suites, classrooms, and at numerous other locations. Wireless panic alarms are available for employees working at the campus centers. Sheriff's, State Police, and local police agencies' patrols often check the College parking lots and the facilities at night.

**RISK FACTOR – Uncontrolled access to the workplace**

During normal business hours which include days, evenings/nights, Saturdays, and Sundays, the main campus of the College has numerous uncontrolled access points. Campus centers usually have only one uncontrolled access point.

**Risk Control Implementation**

After normal business hours, and/or when the College is closed the main campus is locked down with entry only attained through contact with Public Safety. The campus centers are also locked at night after classes are concluded. All suites, offices, and classrooms are secured after business hours or when classes are concluded. Key entry is needed for suites, offices, and classrooms and keys are controlled pursuant to procedures. The Child Day Care Center on the main campus is secured at all times and entry is gained with staff member approval. Public Safety is on duty at all hours and checks doors and patrols both the interior and exterior of all main campus buildings. Campus center staff secure their building after hours. Police agencies check the facilities during the nighttime hours. Surveillance cameras monitor most access points at the main campus, but are not installed at the campus centers.

**RISK FACTOR –Lack of training**

There is currently no universal training provided regarding workplace safety.

**Risk Control Implementation**

Training will be conducted on an on-going basis as determined by the campus safety committee. Training can take the form of internal training sessions, hiring outside consultants or training specialists, training video, outside training seminars, and train-the-trainer sessions.

**Procedure for Reporting and Responding to Incidents**

All persons are responsible for reporting violent incidents, and threatening behavior, including threats they have witnessed, received or have been told that another person has witnessed or received. All potentially dangerous situations should be reported immediately. If an individual feels they are in immediate danger, they should dial 911 or contact Public Safety at x 6240 or 6500.

Reports of violence, threatening behavior, and/or harassment should be made to any of the following persons:

- Public Safety
- Immediate supervisor or teacher
- Dean of Students
- Associate Vice President for Human Resources

Reports of such acts will promptly be investigated and action will be taken as necessary to appropriately address each incident. The College may seek disciplinary penalties up to and including termination or dismissal against employees and students of the College who are involved in the commission of threatening behavior, violence, and/or harassment. Additionally, the College may support criminal prosecution of those who threaten or commit violence or engage in harassment against its employees, students, third party vendors, and visitors to its campus.

Genesee Community College will not retaliate in any way against an individual who makes a complaint of workplace violence or against any participant in the investigation, nor will it permit any supervisor/manager, employee or student to do so. Retaliation is defined as discriminating against any employee or applicant because he or she opposed an unlawful employment practice, made a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing. Retaliation is a serious violation of workplace violence policy and should be reported immediately. Any person found to have retaliated against another individual for reporting any form of workplace violence will be subject to the same disciplinary action described herein.

The College is committed to dealing quickly with threatening behavior or violence and harassment. Managers and supervisors are specifically empowered by this procedure to take

immediate action to resolve or stabilize violent situations on campus and to protect people from harm. They will ensure that when a threat is made or a violent incident occurs, Public Safety is immediately notified. Public Safety is responsible for documenting the incident by completing an Incident Report. These reports will be used not only to record the incident and develop the appropriate response, but also to assist in an annual risk assessment, program evaluation, and to identify any potential areas for concern. If the event is employee related, the Associate Vice President for Human Resources will be notified immediately and a Workplace Violence Incident Report will be completed. Individuals concerned with protecting their anonymity may make use of the silent witness program found on the Public Safety website. This allows any individual the ability to anonymously report incidents and/or suspicious behavior.

All communications with the media shall be directed to and handled by a designated campus administrator.

In the event of imminent threats of violence to person(s) or property by means of firearms, fire, explosions, bombs, etc., Public Safety shall be notified. Public Safety shall contact appropriate campus administration and law enforcement agencies. If law enforcement authorities determine that an evacuation is necessary, personnel of the affected areas will be evacuated from the threatened area and the employees will be directed to the appropriate site.

If a building evacuation is necessary, it will be conducted in a safe and orderly manner. Public Safety will ensure that staff from each evacuated facility accounts for his/her personnel and that all persons are evacuated from the building(s). Until otherwise directed, employees must report to and remain at the designated evacuation site so that they may be accounted for. Responding emergency service personnel will be notified of persons not accounted for to aid in determining whether the evacuation is complete.

Re-entry into the building will be restricted to emergency service and/or authorized personnel until law enforcement authorities determine the crisis is resolved and a safe re-entry can be made.

In the event a person causing a crisis situation leaves the building, responsibility for preventing that person from re-entry shall be left to law enforcement authorities.

### **Post-Incident Response**

When the security of our daily lives is threatened by death or disaster, the school is prepared to provide a Post Crisis Response as outlined in Procedure #429. Public Safety officers receive regular training in responding to emergencies, are certified in First Aid, AED, and CPR. The College nurses are also trained in these practices. Should an injury occur on campus, prompt and appropriate medical care will be provided.

The Associate Vice President of Human Resources should be consulted immediately in the event of a critical incident to arrange with Employee Assistance Program to assist in defusing the

situation and for the purpose of conducting a critical incident stress debriefing should a critical incident occur. Examples of critical incidents include:

- Hostage or riot situations
- Serious injury or death of a coworker/student
- Incidents involving use of force
- Catastrophic accidents
- College negative publicity

### **Employee Information and Training**

In order to minimize the risks of violent incidents occurring on campus, Genesee Community College shall provide opportunities for employees to be trained in the risk factors associated with workplace violence, the proper handling of emergency situations, and the procedures for reporting threats and incidents. Training on dealing with potentially violent students or other individuals will be provided. Genesee Community College shall make the written workplace violence prevention plan and any updates to it available to all employees. Training will be conducted upon initial hire and annually thereafter. Students should familiarize themselves with the provisions outlined in the Student Code of Conduct.

### **Review of the Procedures**

These procedures will be reviewed at least annually or after serious incidents. The review will focus on incident trends and the effectiveness of any control measures that have been implemented.