

SAFETY & SECURITY IS IMPORTANT TO US ALL...

The recent murder of Yale graduate student Annie Le by a Yale employee and other incidents that have occurred on college campuses serve as reminders that we should all take part in protecting ourselves and others on campus. The following information has been provided to help in our efforts towards maintaining a safe and secure campus.

What Is Workplace Violence?

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, patients, and others.

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations such as domestic violence or "road rage." Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, patient, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

There is no sure way to predict human behavior and, while there may be warning signs, there is no specific profile of a potentially dangerous individual. The best prevention comes from identifying any problems early and dealing with them. UNMC has an Employee Assistance Program (EAP) in place which serves as an excellent, confidential resource available to all employees to help them identify and deal with problems.

Harassment

UNMC reaffirms that all women and men -- administrators, faculty, staff, students, patients, and visitors -- are to be treated fairly and equally with dignity and respect. Any form of discrimination, including sexual harassment or harassment on the basis of a person's protected status, is prohibited. Any employee, applicant for employment or an educational program, student, or campus visitor, who believes he or she may have suffered discrimination or sexual harassment or harassment should report problems, concerns, complaints, or issues relating to alleged prohibited discrimination by contacting the UNMC Affirmative Action Officer, Carmen Sirizzotti, Division Director of Human Resources-Employee Relations. For more information refer to [Policy 1099 Non-Discrimination and Sexual and Other Prohibited Harassment Policy](#).

Responsibilities

It is up to all of us to help make UNMC a safe workplace.

It is the responsibility of all individual members of the campus community who are aware of the troubling behavior of a person, a troubling situation, a person who poses an immediate risk, or a person's behavior or situation that causes serious anxiety, stress or fear to immediately call UNMC Campus Security at 559-5111 and report the behavior or situation.

UNMC has a Threat Assessment Team that can be activated when needs to deal with threatening or potentially violent situations. When there are observed behaviors that potentially endanger campus safety, UNMC's Threat Assessment Team evaluates such reported threats. A threat can be defined as a situation where students, faculty, staff, visitors, patients or others on campus are reported to be displaying disruptive or threatening behaviors or making threats that potentially endanger their own or others health and safety.

Do not take unnecessary risks. If a situation does not feel right report it. Review and practice the security and safety tips below.

SECURITY AND SAFETY TIPS

- Be responsible for securing your own workplace.
- Be responsible for questioning and/or reporting strangers to supervisors.
- Be aware of any threats, physical or verbal, and/or any disruptive behavior of any individual and report such to supervisors and/or security.

- Do not confront individuals who are a threat.
- Be familiar with the resources of the Employee Assistance Program.
- Take all threats seriously.
- Sign up for Emergency Text Alerts
- View the security videos available on line

Secure your workplace....

- Lock your car at all times.
- If you are the last to leave at night, ensure the doors are locked and your area is secure.
- Report any broken lights or locks.
- Insist on identification from repair persons who come to work in the office, and be extra alert while they are there.
- Know the locations of the fire exits in your building.
- Keep your purse locked in a drawer or closet.
- Know the telephone numbers for security and emergencies.
- Keep track of the office keys in your possession, storing them in a secure place. Do not hand them out to unauthorized persons.
- Avoid letting telephone callers know that your boss or fellow workers are out of town.

Safety while out and about...

- Don't get in elevators with people who look out of place or behave in a strange or threatening way. Report such individuals to security.
- Use caution when entering stairwells. Stairwells can be traps as well as a way to save time or get some exercise. Never enter a stairwell to escape pursuers or potential attackers. Go to an office where there are other people.
- Be extra cautious when using restrooms that are in isolated locations or poorly lighted.

Be safe in Parking lots...

- Park in well-lighted, heavily traveled areas if possible. If you know you are going to be staying late, check for lights when you park in the morning. If there are no spaces near lights, move your car to a better location at noon or when other employees begin to leave for the day.
- If you are working late on campus and would like an escort to your car in the parking lot, call the Security (559-5111)
- Always lock your car and roll the windows up all the way. If you notice any strangers lurking in the parking lot, notify security using the blue light phones or call 559-5111
- Don't leave any valuable items in plain view inside your car. Leave them at home or lock them in the trunk.
- When you approach your car, have your key ready and check the floor and back seats before you get in.

Office security...

- Keep your purse, wallet, or other valuable items with you at all times or locked in a drawer or closet. Don't leave a purse or valuables on a desk. Do not leave a wallet or valuables in a jacket that's left on a chair or coat rack.
- Never leave your keys lying about.
- Never leave change or cash on the desk or in a top drawer. Instead, place any cash in an envelope and put it in a drawer that you can lock.
- If you bring any personal items to work, such as a coffee pot, a radio, or a calculator, make sure they are engraved with your name or initials and an identification number. (security has an engraving tool)
- Check the identification of any strangers who ask for confidential information or any delivery or repair persons who want to enter an area restricted to employees. Don't be afraid to call for verification. Be extra alert while they are there.
- If you notice any suspicious persons or vehicles, notify security personnel. Be especially alert in large office buildings and after normal working hours.
- When you are working in an office or classroom after normal working hours, be sure you have closed and locked exterior doors and windows. If you have a perimeter alarm system, leave it on for extra protection.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly or broken windows to facilities (559-4050) and security (559-5111).
- Report any doors that don't lock properly or broken windows to security 559-5111.

- Be discreet. Don't advertise your social life or vacation plans and those of your co-workers to strangers visiting your place of work.
- Keep the emergency numbers for security, the police, and the fire departments posted near every phone. It's also a good idea to write the building name and room number on or near the phone. People often forget location information when reporting an emergency at work.
- If you are responsible for the office keys, don't leave them on your desk or in the top of the drawer where they could be easily taken and copied. Keep them with you or hide them in a secure place. Only give out keys to persons who have a legitimate need and make sure they are returned.
- Never write down safe or vault combinations or computer passwords.
- Know your co-workers and look out for each other. Ask a friend to watch your desk while you're in another room or out for lunch and volunteer to do the same. Find someone who leaves at the same time and walk together.
- If you're going away from your desk, ask someone to answer your phone or have your calls forwarded to another extension.
- Always let someone know where you'll be, whether it's coming in late, working late, going to the computer room, going out to lunch or to a meeting. If they have an idea about where you are someone will eventually come looking for you.
- Make sure copiers are turned off after hours and that all critical files are secure.

If you are a victim...

- Stay calm, try not to panic or show any signs of anger or confusion. If you are confronted by an armed robber, cooperate.
- Don't risk physical harm.
- Call security and the police as soon as possible.
- A good description will be vital to the police, so try to remember everything you can about the thief, robber, or assailant. Important things to look for are height and weight, race, sex, age, color of hair and haircut, complexion, facial hair, (beard, mustache, sideburns), color of eyes and eyeglasses, scars or other unusual marks, speech including accent or lisp, clothing, jewelry, weapon, vehicle color and make, license number, and direction of escape.
- Contact your local victim services agency or mental health center to help you cope with the trauma that any victimization causes.

Campus Security Policies and Procedures are available on line. You can access the information by going to the Campus Security homepage (<http://info.unmc.edu/security/>) located on the UNMC Campus Intranet.

Follow the link entitled "[NEW! – Security and Crime Prevention Policies – 2009](#)". A printable version is also available on this site.

In addition, Campus Security posts Daily Summary Reports, Security Alerts, and other security and personal safety related information on this site. Employees and students are encouraged to review the information on a routine basis and contact Campus Security with any questions or concerns.

Students and staff members are also encouraged to review personal safety videos available on this site:

- **“SHOTS FIRED! WHEN LIGHTENING STRIKES...” Critical Guidance on How to Recognize and Survive an Active Shooter Incident**
- **“FLASH POINT” Recognizing and Preventing Violence in the Workplace**
- **“SILENT STORM” Intimate Partner Violence and Stalking, the Impact on the Workplace**

EMERGENCY NOTIFICATION SERVICE (UNMC and Clarkson College Only)

“e2 Campus” is a voluntary emergency notification service that is used by the campus to notify UNMC and Clarkson College faculty, students and staff in the event of life threatening or critical events on campus. It sends text messages to cell phones, pagers or via email to those who register. It will be used for Tornado Warnings, but we will not be used it for thunderstorm warnings. You must have the device (cell phone, text pager, etc.) that you are registering with you in order to confirm the device registration. Instructions are available on-line. We encourage all UNMC and Clarkson College students and employees to sign up for this service.

QUESTIONS:

Security and Threats contact Gary Svanda, Security Director 559-4432

Safety – contact John Hauser, Safety Manager 559-7315

Harassment – Carmen Sirizzotti, Division Director of Human Resources-Employee Relations

Employee Assistance Program - Susan Smith, Manager 559-5323

References:

The USDA Handbook on Workplace Violence Prevention and Response

<http://www.usda.gov/news/pubs/violence/wpv.htm#2a>

Workplace Safety brochure, University of California Police Department

<http://www.ucpd.ucla.edu/brochure/workplace.pdf>

UNMC Policy 1099 Non-Discrimination and Sexual and Other Prohibited Harassment Policy.

<http://www.unmc.edu/policy/index.cfm?conref=178>

UNMC Threat Assessment Team

<http://info.unmc.edu/safety/PDF/Threat%20Assessment%20Team.pdf>