

WAYNE STATE  
UNIVERSITY  
COLLEGE OF LIBERAL ARTS  
AND SCIENCES

Date: March 23, 2009

To: All employees assigned to the CLAS Dean's Office

From: Carmen Albert

### **Violence in the Workplace Policy**

Wayne State University is committed to providing a work and educational environment that is free from threats, assaults, or acts of violence. Threats of violence or of physical harm, and any form of physical or sexual assault or threats of physical assault are prohibited. This includes conduct that harasses, disrupts, or interferes with another person's work performance or creates an intimidating or hostile work or educational environment.

It is a violation of the University's policy to bring certain items on campus, including all types of firearms, explosives, switchblade knives and any knife with a blade longer than three inches, and objects carried for the purpose of injuring or intimidating. Violations of this policy may result in disciplinary action under existing policies.

University personnel are expected to notify appropriate management personnel of any violent or threatening behavior, when that behavior is work-related or carried out on University property. Any individual who has obtained a personal protection order that identifies the workplace as a protected area should notify Public Safety.

Everyone should bookmark the WSU Public Safety number (313 577-2222) on your cell phone for emergencies whether here in the Dean's Office or anywhere on campus. If you dial 911, you will only be delaying the response time since this call will go directly to the Detroit Police. They are not as familiar with the building locations within our campus. For instance, if you state "Old Main" the 911 operators will require a street address.

It is important each office implement a procedure in case someone exhibits violent or threatening behavior within the Dean's office. If such an incident occurs, please follow the below procedure:

Front Desk Procedure:

Call Caroline Brzuchowski's extension (7-9563) and calmly state:

"Ooops, sorry Jean, I meant to dial extension 99"

The "Jean" and "99" are the clues for Caroline to know there is a problem and will need to call WSU Public Safety at 7-2222.

If Caroline is not available, call Carmen Albert (7-8014).

Call the extension of the individual the person is asking for and calmly state:

"Is this extension 99?"

This is the clue for the individual to stay in your office, lock and close your door. We have called Public Safety. Do not open your door until told to do so by someone you recognize.

Let the disruptive individual know the person they requested is in a meeting and will be out of the meeting shortly. Request they take a seat and ask them if they would like some coffee etc. If the person is very talkative, listen but do not try to engage in the conversation.

The safety of all our employees is our utmost concern. I appreciate your cooperation. Any questions can be directed to me. Attached to this memo is a handout which provides some information regarding handling an Emergency Situation.