WVPP Responsibilities Chart

The WVPP administrator, Diane Nelson, Associate Vice President - Human Resources, has the authority and responsibility for implementing the provisions of this plan for the University of San Francisco. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Diane Sweeney	Director, Benefits	Approves the final plan and any major changes. Ensures access of the WVPP to the community on the USF website. Informs Public Safety of all threats or acts of violence reported to Human Resources, advises Public Safety regarding concerns about violent and potentially violent employees, applies appropriate administrative and disciplinary action to employees who make a threat of violence or commit an act of violence against a member of the campus community, and may assist with investigations. In consultation with the Public Safety team, reviews & updates WVPP online training materials as needed. HR provides training and manages training records.	(415) 422-2440	sweeney@usfca.edu
Greg Yee	Director of Campus Resilience	Identifies workplace violence related hazards. Maintains the Workplace Violent Incident Log and ensures compliance. Reviews training content with HR as needed but at least annually.		gbyee@usfca.edu
Daniel Lawson	Senior Director, Public Safety	Responsible for receiving WVPP reports, coordinates emergency response and investigation of incidents; investigates workplace violence related hazards, conducts safety inspections and communicates with other employees about the plan.	415-422-4222	lawson@usfca.edu

WVPP Responsibilities Chart

Melissa Diaz	Director, Risk Management	Directs discussion on safety, security, and potential workplace violence hazards with the Health and Safety Committee. Ensures that the Committee agenda includes discussion of safety, security issues, and potential workplace violence hazards. Ensures that all employees' concerns and feedback are forwarded to the appropriate departments.	415-422-5899	mddiaz2@usfca.edu

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.