Appendix A - Response to Violence and Threatening Behaviour – Procedures

A. VIOLENT INCIDENTS

1. Preparation

1.1 The Director of Campus Security is responsible for managing the University’s response to violent incidents and for liaising with the appropriate police force. He/she must ensure that a trained delegate is always available to respond to reports of violent incidents at each campus, including a permanent delegate at the Vancouver and Surrey campuses identified in consultation with the Executive Director of that campus.

1.2 The Director of Campus Security will initiate appropriate measures to deal with reports of violent incidents, including, but not limited to:

(a) excluding people from all or any part of campus;
(b) closing all or any part of campus including all or any part of a building;
(c) ordering the cessation or curtailment of any activity occurring on a University campus, until he/she is satisfied that it is safe to resume normal operations.

1.3 The Director of Campus Security shall develop and maintain current personal safety emergency response plans, investigation protocols and blueprints of the University. The Director will liaise with the Emergency Planner to ensure that emergency response plans are updated on a regular basis.

1.4 An Incident Management Team (IMT) will be on call for the purpose of determining any further action that may be necessary after an initial emergency has been dealt with. The team consists of:

(a) Chief Safety Officer, or delegate (Chair);
(b) Director, Campus Security, or delegate;
(c) Director, Program and Policy Development, Safety & Risk Services, or delegate;
(d) Executive Director, Human Resources, or delegate;
(e) Associate Vice-President Students, or delegate;
(f) Director, Academic Relations, or delegate;
(g) Director, Health & Counselling Services, or delegate;
(h) Director, Public Affairs and Media Relations, or delegate.

1.4.1 Where deemed appropriate by the Chief Safety Officer, the IMT may be augmented with the following individuals:

(a) representative(s) from the Vice President, Academic's Office;
(b) representative(s) from the Vice President, Legal Affairs Office;
(c) Executive Director of Vancouver or Surrey campuses (or delegates);
(d) Department Chair(s) or Dean(s) of non-departmentalized Faculties;
(e) an Administrative Director(s);
(f) a mental or physical health professional;
(g) an expert in critical stress debriefing;
(h) a representative of an employee group involved in the incident;
(i) a representative of the municipal police force;
(j) a member of the Central University Health & Safety Committee;
(k) the Director of the Interfaith Centre;
(l) subject or discipline specialists, e.g. forensic psychologist.
1.5 The IMT is responsible for:

(a) further investigation of the incident;
(b) recommending further action. If this entails the potential discipline of a student or employee, it must be handled in accordance with the appropriate policy or collective agreement;
(c) arranging appropriate victim and community supports;
(d) recommending preventative measures;
(e) recommending a media response strategy; and
(f) preparing a final report for the President and Vice Presidents.

1.6 The Director of Campus Security will organize an annual orientation program for members of the Incident Management Team.

2. **Responding to Violent Incidents**

2.1 In a violent incident the first priority is personal safety.

2.2 Wherever possible, individuals at risk should go to a safe location, warning others who are in the vicinity as appropriate.

2.3 Call **Campus Security:**

   778-782-4500 (Burnaby)
   778-782-5252 (Vancouver) or
   778-782-7511 (Surrey)

2.4 Request assistance, giving the location and as many other details of the situation as possible.

2.5 Campus Security personnel will contact local police as required and direct them to necessary locations.

2.6 Campus Security personnel will use appropriate emergency response protocols to respond to the incident.

2.7 Following a violent incident for which it appears that an employee is responsible, the Chief Safety Officer, in consultation with the Vice-President Finance and Administration may recommend that the Vice-President responsible for the employee, suspend the employee pending an investigation, in keeping with processes set out in the applicable collective agreement or policy.

2.8 Following a violent incident for which it appears that a student is responsible, the Chief Safety Officer, in consultation with the Vice-President, Finance and Administration and the Associate Vice-President, Students, may recommend to the President that the student be suspended pending an investigation. Any decision to suspend a student can only be made by the President. The decision to impose a summary (non-disciplinary) suspension will be communicated in a letter setting out the process to be followed and the associated timelines. When a summary suspension of a student is terminated without the imposition of discipline, the Associate Vice-President, Students, will outline to the student, and other necessary individuals, a process for the resumption of studies.

2.9 Once the immediate emergency has abated, the Director of Campus Security shall, as required:

(a) convene a meeting of the Incident Management Team, and ensure follow-up on any recommendations of the Incident Management Team;
(b) provide a full briefing to the Chief Safety Officer; and
(c) maintain records of the emergency situation in accordance with the Records Retention Schedule and Disposal Authority in place for Campus Security.
B. THREATS

3. Preparation

3.1 The Associate Vice-President, Students will establish and maintain a Student Threat Assessment Team (STAT) to ensure that the University is well-prepared to respond to student behaviour that may become violent or which poses a threat to campus safety.

3.1.1 The goal of the STAT is to safeguard the well-being of members of the University community and visitors by assessing situations in which a student has made a threat that may lead to violence or self-harm. The STAT will focus on assessing and tracking threats and responding appropriately to the individuals involved.

3.1.2 The STAT will be chaired by the Associate Vice-President, Students, or delegate. The team will meet regularly and will be convened as soon as possible after being made aware of threats exhibited by a student. In cases where individuals who are brought to the attention of the team hold multiple roles on campus (e.g., staff and student), the STAT will focus its attention on the individual’s action in their role as a student and refer any other behaviour of concern to Campus Security.

3.1.3 The team will be composed of the following core individuals:

(a) Associate Vice-President Students, or delegate (Chair);
(b) Executive Director, Student Affairs, or delegate;
(c) Director Health & Counselling Services, or delegate;
(d) Director, Residence & Housing, or delegate;
(e) Director, Program and Policy Development, Safety & Risk Services, or Delegate;
(f) Director, Campus Security, or delegate;
(g) Associate Director, Counseling;
(h) Individual responsible for administering SFU’s Policy on Academic Integrity and Good Conduct (S10.01).

3.1.4 The STAT will be augmented as deemed appropriate by the Associate Vice-President Students (or designate) with individuals such as:

(a) Chief Safety Officer;
(b) Health & Counselling professionals;
(c) Executive Director(s) of the Vancouver or Surrey campuses, or designate(s);
(d) Associate Director, Residence Life;
(e) Director, International or designate;
(f) Department Chair(s);
(g) an Administrative Director(s);
(h) a representative of the applicable police force;
(i) a representative of Public Affairs and Media Relations office;
(j) Subject or discipline specialists, (e.g., forensic psychologist).

3.1.5 The Chair of the STAT will report annually (September 1-August 31) to the Chief Safety Officer on any activity during the year.

3.2 The Chief Safety Officer will establish and maintain a Threat Assessment Team (TAT) to ensure that the University is well prepared to respond to employee behavior that may become violent or which poses a threat to campus safety. A TAT will be convened by the Chief Safety Officer, in consultation with the Vice-President Legal Affairs.

3.2.1 The TAT will be composed of the following individuals:

(a) Chief Safety Officer, or delegate (Chair);
(b) Vice-President Finance & Administration, or delegate;
(c) Vice-President Legal Affairs, or delegate;
(d) Executive Director, Human Resources;
3.2.2 The TAT may be augmented as necessary with individuals such as:

(a) Associate Vice-President, Students;
(b) Health & Counselling professionals;
(c) Executive Director(s) of the Vancouver or Surrey campuses, or designate(s);
(d) Department Chair(s) or Dean(s) of non-departmentalized Faculties;
(e) an Administrative Director(s);
(f) a representative of the municipal police force;
(g) a representative of the Public Affairs and Media Relations office.

4. **Responding to Threats**

4.1 Threats to harm others or oneself that constitute an emergency situation should be immediately reported to Campus Security at Local 24500. Campus Security may manage the situation, opt to activate the Incident Management Team, or recommend activation of the Emergency Operations Centre.

4.2 Members of the University community who observe threatening behaviour, receive threats by mail, telephone/fax, e-mail, social media, or other media, or who come into contact with an individual whose behaviour has the potential to culminate in violence, threats, or self-harm but which behaviour does not currently constitute an emergency situation should either contact the Director of Campus Security, or in the case of incidents involving students, the Director of Health and Counselling or for advice. The Directors will brief the Chair of the applicable threat assessment team as soon as possible.

4.3 Where appropriate, the STAT will be convened to provide recommendations regarding threats from a student to the Associate Vice-President, Students (Chair).

4.3.1 Following the threat assessment, the Associate Vice-President, Students may:

(a) refer the incident to Campus Security for immediate action;
(b) recommend outreach and support from University departments to the student and those affected by the behaviour;
(c) refer or require the student to attend an appropriate University or community-based agency, or support service;
(d) require the student to meet with a University representative to discuss his or her behaviour;
(e) require that the student to participate in an assessment of risk or mental health status;
(f) require the student to comply with interim measures while the situation is being resolved. Such measures will be precautionary, not disciplinary, and may include, but are not limited to requiring the student to stay away from all or any part of the campus, or campus activities for a period of up to one week and/or requiring the student to refrain from contacting or being proximate with an individual or individuals for a period of up to one week. Interim measures may be reassessed weekly;
(g) recommend to the President that the student be suspended pending an investigation. The decision to impose a summary (non-disciplinary) suspension will be communicated in a letter setting out the process to be followed and the associated timelines. When a summary suspension of a student is terminated without the imposition of discipline, the Associate Vice-President, Students, will outline to the student, and other necessary individuals, a process for the resumption of studies.

4.3.2 Failure to comply with any of the provisions outlined in 4.3.1 constitutes a violation of SFU’s Policy on Academic Integrity and Good Conduct (S10.01) and as such may be referred for action under that Policy.

4.4 When deemed appropriate by the Chief Safety Officer and the Vice President, Legal Affairs, based on available information, a TAT will be convened to assess a threat from an employee. It may decide that Campus Security should be notified or may recommend other courses of action.
4.4.1 Following the threat assessment the Chief Safety Officer (Chair) will liaise with the Vice-President Finance and Administration and the Vice-President Legal Affairs to determine an appropriate course of action, which may include, but is not limited to:

(a) recommending available employee supports be offered to any employee involved, and those affected by the behaviour; and/or,
(b) requiring further investigation and action under the applicable collective agreement or university policy.

5 Emergent Behaviour

These procedures are intended to provide for proportionate and timely responses to violence and/or threats. Recognizing that each individual has his or her own perception of, and threshold for concern, the Director of Campus Security at 2-4500 or the Director of Health and Counseling Services at 2-4615 can be contacted to discuss behaviours or incidents which are neither violent nor threatening as defined in this Policy, but remain a concern. Any action based on such reports must be authorized by the responsible Vice President. The individual reporting behaviours of concern should be supported as necessary and updated to the extent permitted by protection of privacy legislation.

6 Reporting

6.1 The Chief Safety Officer is responsible for the implementation and monitoring of all procedures related to this Policy and will report annually to Vice-President Finance & Administration.

6.2 The Associate Vice-President, Students will report annually to the Chief Safety Officer on activities of the STAT.

6.3 The Director, Campus Security will report annually to the Chief Safety Officer on activities of the IMT.