Procedures for Responding to Violent or Threatening Behaviour

Parent Policy:	*Violent or Threatening Behaviour Policy*		
Procedure Reference	VTBPR_2503N_AD/VPC		
Procedure Sponsor:	CFO & Vice President, Corporate Services		
Procedure Contact:	Director, Business and Ancillary Services		
Applies to:	Board Members, Employees, Students and all members of the College Community		
Approved by:	Executive Team		
Effective Date:	July 1, 2025		
Last reviewed:	March 2025	Scheduled review date:	March 2030

1. Purpose

Okanagan College (OC) is committed to ensuring a safe environment for all and will take all reasonable steps to ensure individuals at Okanagan College and College Property are safe from acts of Violent or Threatening Behaviour.

The purpose of this procedure is to identify how Okanagan College will respond to reports of Violent or Threatening Behaviour.

2. Scope and Application

This procedure applies to:

a) All members of the College Community;
b) Violent or Threatening Behaviour occurring on any College Property that is directed at and/or committed by a member of the College Community;
c) Violent or Threatening Behaviour with the potential to damage or impact College Property;
d) Threats originating at the College or issued through computing or communication resources, and directed at and/or committed by a member of the College Community; and
e) Any Violent or Threatening Behaviour directed at a member of the College Community that has the potential to affect the person's ability to work and/or study at the College without threat to personal safety.

3. Procedures

Any person with information regarding an act of Violent or Threatening Behaviour should report immediately.

Reporting Immediate or Imminent Threat

3.1 Where an imminent threat may be present, the first priority is personal safety. Where possible, persons at risk should move to a safe location and warn others in the area as appropriate.

3.2 Active or imminent threats of violence, or threats of self-harm should be immediately reported to **911,** followed by Campus Security. The person reporting should be prepared to provide as many details as possible to emergency services and campus security.

Campus Security:

- 250-317-2435 (Kelowna)
- 250-486-3879 (Penticton)
- 250-307-4574 (Vernon)
- 250-317-2435 (Salmon Arm and all other locations)

3.3 Campus Security will respond as necessary with the primary goal to protect personal safety.

3.4 Campus Security will contact the RCMP as required and direct them to necessary locations.

3.5 Campus Security will implement appropriate emergency response protocols including notifying the Security and Emergency Management team.

3.6 The Manager, Security & Emergency Management (or delegate) will initiate appropriate measures to ensure the safety of the College Community and College Property until they are satisfied that it is safe to resume normal operations. Measures include, but are not limited to:

a) Excluding individuals from any or all parts of College Property;

b) Closing all or any part of campus, including all or part of any building;

c) Ordering the cessation or curtailment of any activity occurring on College Property.

3.7 Once the immediate threat has been resolved, the Manager, Security & Emergency Management shall, as required:

a) Provide a full briefing to the Director, Ancillary and Business Services and the CFO and VP, Corporate Services; and

b) Maintain records of the emergency situation in accordance with the Records Retention Schedule in place for Campus Security.

Reporting Potential Violent or Threatening Behaviour

3.8 Any report, suspicion of, or concern for potential Violent or Threatening Behaviour that may pose a threat to College Community should be reported using the online form and/or directly through their Supervisor, the Manager, Security and Emergency Management, or where the report involves a student, to the Dean, Students. Upon receiving a report, the Manager, Security and Emergency Management or Dean, Students will make an initial assessment to determine whether the report requires the College Threat Assessment Team (TAT) to convene and provide a proportionate and timely investigation and response.

3.9 The TAT will support the College's response to Violent or Threatening Behaviour by conducting an assessment and/or investigation that may include but is not limited to:

a) The collection of information and evidence as required (eg. access control logs, CCTV footage, identifying documents);

b) Involving the RCMP or other external experts to support and enhance the assessment and/or investigation;

c) Interviews with subject(s) of concern, victims, witnesses, friends, and acquaintances;

d) Review of academic and behavioral records as available or required.

Investigations

3.10 The investigation will serve to inform:

a) *Identification of potential threats*
The TAT monitors behaviours, communications, or situations that might indicate someone poses a risk to themselves or others. This can include but is not limited to verbal threats, signs of distress, suspicious behaviour, or any alarming social media posts or emails.

b) *Assessment of risk*
After identifying a potential threat, the TAT evaluates the seriousness and immediacy of the risk. This assessment often includes reviewing the individual's history, current behaviour, risk factors, and any other context relevant to the concern.

c) *Development of intervention plans*
Based on the assessment, the TAT devises intervention strategies tailored to the level of risk. This can include mental health referrals, monitoring, increased supervision, or, in high-risk cases, law enforcement involvement.

d) *Implementation of safety measures*
The TAT may implement protocols or security measures to protect individuals or the organization, which could involve enhancing physical security, offering counselling resources, or conducting safety drills.

e) *Collaboration and information sharing*
The TAT works closely with mental health professionals, law enforcement, people services, and other departments to share information and coordinate a comprehensive response.

Recommended Actions

3.11 Any recommended action resulting from the TAT process must be authorized by the appropriate Vice President or the President.

3.12 Following a Violent or Threatening incident for which it appears that an Employee is responsible, the Manager, Security & Emergency Management, in consultation with the Associate Vice President, People Services and CFO & Vice President, Corporate Services, may recommend that the President suspend the Employee pending an investigation, in keeping with the processes set out in the applicable collective agreement or Policy.

3.13 Following a Violent or Threatening incident for which it appears that a Student is responsible, the Dean, Students, in consultation with the Provost and Vice President, Academic and CFO & Vice President, Corporate Services, may recommend to the President that the Student be suspended pending an investigation, in keeping with the processes set out in the applicable Policy.

3.14 Following a Violent or Threatening incident for which it appears that a member of the public not associated with the College Community is responsible, the Manager, Security & Emergency Management, will seek a 'no go' order with the RCMP to ban the individual from College Property in consultation with the Director, Business and Ancillary Services and the CFO & Vice President, Corporate Services and in keeping with the processes set out in this Policy.

3.15 Where behaviours involving a Student are determined to be a Behaviour of Concern, and following an assessment by the TAT, to not be considered Violent or Threatening, the Student may be referred to the *Student Wellbeing Support Policy* or *Student Non-Academic Misconduct Policy*.

3.16 Individuals reporting any Behaviours of Concern should be supported as necessary and updated to the extent permitted by privacy legislation.

3.17 All relevant Students, Employees, and College Community members will be offered support through the TAT process.

4. Related Acts and Regulations

BC Human Rights Code
Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165
Violence in the Workplace, section 4.27: Occupational Health and Safety Regulation

5. Supporting References, Policies, Procedures and Forms

References:

Okanagan College Faculty Association Collective Agreement
BCGEU Collective Agreement

Policies and Procedures:

Code of Ethical Practices Policy
Employee Discrimination, Bullying and Harassment Policy
Procedures for Employee Complaints of Discrimination, Bullying and Harassment
Health and Safety Policy
Involuntary Withdrawal and Re-admission Policy
Protection of Privacy Policy
Sexual Violence and Misconduct Policy
Student Non-Academic Misconduct Policy
Procedures for Student Non-Academic Misconduct Investigations
Student Complaint Policy (Concerning Employee Conduct)
Procedures for Filing Complaints of Student Non-Academic Misconduct
Student Well-Being Support Policy

History / Revisions

Date	Action
2025-03-19	*New Procedure Approved by Executive Team:* Procedures for Responding to Violent or Threatening Behaviour (VTBPR_2503N_AD/VPC)