

STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-180 VERSION #1	TITLE: VIOLENCE - REPORTING A VIOLENT INCIDENT OR THREATS/VIOLENCE REQUIRING IMMEDIATE INTERVENTION	SEARCH KEY:
PURPOSE:	<ul style="list-style-type: none"> • To outline the process to report a violent incident or a potential threat of violence on college campuses that requires immediate intervention. 	POST TO: Public Website <input checked="" type="checkbox"/> DC Connect <input checked="" type="checkbox"/>
SCOPE (Applies To):	<ul style="list-style-type: none"> • CAMPUS SECURITY • CAMPUS USERS • COLLEGE EMPLOYEES • DIRECTOR, SAFETY, SECURITY AND RISK MANAGEMENT • DC STUDENTS • FACILITIES SERVICES • MANAGER, CAMPUS SECURITY OPERATIONS 	<ul style="list-style-type: none"> • ESPO47.1 (R-10.7 IT).3 (187.1 NI87)

RELEVANT
ACRONYMS &
DEFINITIONS:

Campus Security: The security services company duly contracted by Douglas College to provide security services to College campuses as assigned.

Campus Security Incident Report: The report completed by Campus Security to record details of any unusual and/or concerning event, and submitted to the Manager, Campus Security Operations and Director, SSRM.

Explosives: Any object that could be reasonably construed as a weapon or that is intended to be used to inflict bodily injury; or, any object legally controlled as a weapon or treated as a weapon by law or any prohibited device as defined by the *Criminal Code of Canada*, such as pipe bombs.

Responsible Administrator: An executive of the College, or an Administrator responsible for the operations of a College Department, Faculty, Centre or other service area (e.g., Dean, Associate Dean, Director, Executive Director or Associate Director, Chief Information Officer, Registrar, or the Director, Safety, Security & Risk Management).

SSRM: Safety, Security and Risk Management

Supervisor: A person, not necessarily an Administrative head of unit and/or not necessarily with Supervisor as a job title, who has been assigned or delegated supervisory responsibility for others working or studying at Douglas College.

Violence: The attempted or actual exercise by a person, of any physical force, so as to cause injury to any member of the College Community, and includes any threatening statement or behaviour, which gives a member of the College Community reasonable cause to believe that they are at risk of injury. A threat against an employee's family that is a result of the employee's employment, is considered a threat against the employee. Incidents of violence may not necessarily occur on Douglas College premises. These incidents are considered workplace v

C. REPORTING NON-IMMINENT CONCERNS:

STEPS:

1. **Employees** who have concerns regarding a potential or increased risk of campus violence due to *physical conditions, should report concerns to their **Supervisor**.

**Note: Physical conditions that may be associated with a risk of campus violence include, but are not limited to, the following:*

- *Isolated areas where workers may be working alone;*
 - *Impeded sightlines (e.g., overgrown shrubbery or areas that create potential for incidents of violence to occur hidden from view, etc.)*
 - *Impeded, malfunctioning or absent safety mechanisms (e.g., poor or absent lighting, absent or malfunctioning door locks, malfunctioning emergency phones, blocked emergency exits, etc.).*
2. The **Supervisor** receiving the report will follow up as appropriate with **Facilities Services** and/or **SSRM** to address the concerns reported.
 3. Physical conditions that require **immediate intervention** must be reported to **Campus Security**, who will follow up as appropriate (e.g., gas leaks, wet spills, health and safety concerns).