



**SIMON FRASER UNIVERSITY**  
**Policies and Procedures**

**Date**  
April 15, 1993

**Number**  
GP 25 **PROCEDURE**

**Revision Date**  
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**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. ormar2 Directrmaor will liaise with

- 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 th





- 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