

POLICY

Yukon College is committed to the safety and well-being of all students, employees and members of the general public who have reason to be on campus premises. In the event of a situation where the potential for violence may exist and thus threaten the well-being of an individual and/or the college community, the Threat Assessment Team (TAT) will be activated.

Incidents with the potential for violence may include, but are not limited to:

- Assault
- Cyber bullying
- Bomb threats
- Possession of weapons

NOTE: Threats may be written, verbal, drawn, posted on the internet or writing surface or made by gesture only, may be direct, indirect, conditional or veiled.

Responsibilities

All Personnel

Any person having knowledge of or having reasonable grounds to believe there is an immediate situation and/or potential for worrisome, high-threat, or violent behavior to others or to themselves shall promptly report the information to a member of the Threat Assessment Team (TAT);

Counsellor Student Services (Mental Health Professional);

Manager Security;

Human Resources Representative;

Director Student Services.

Email contact can be sent to tateam@yukoncollege.yk.ca.

Threat Assessment Team will:

- Assess the threat behaviour
- Determine level of risk
- Formulate an action plan
- Formulate a follow up plan
- Implement the action plan

See APPENDIX A (Addendum to Threat Assessment Policy) for further information.

Original date: January, 2012

Next Review: January 2013

Policy Holder: Director Student Services

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GOVERNING POLICIES

IP-04 Media Relations Policy

Yukon College Strategic Plan 2008-2013

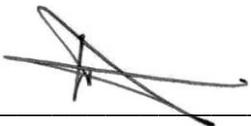
Yukon College Code of Ethics

CR-07 Harassment Policy

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

- Collective Agreement between Yukon College and The Public Service Alliance of Canada
- Access to Information and Protection of Personal Privacy legislation

AUTHORIZATION

Approved by the President _____  _____ (signature)

On January 6, 2012 _____ (date)

APPENDIX A

Addendum to Threat Assessment Policy

PURPOSE

The general purpose of the Threat Assessment Policy (TAP) is to support an environment where students, employees, their families, and visiting public feel safe and supported. Threat assessment is the process of using a common sequential process to address the problem of targeted harm and violence to determine if a threat maker actually poses a risk to the target or targets they have threatened. The purposes of the Threat Assessment policy and process are as follows:

- To create and promote the use of a process to report threat-related behavior and/or indicators.
- To follow a nationally accepted process such as Lethbridge College Violence Threat/Risk Assessment Training based on research of J. Kevin Cameron and Canadian Centre for Threat Assessment & Trauma Response to assess the threat.
- To decide on a course of action to respond to the potential threat
- To coordinate and provide pre and/or post event responses for those impacted by the situation.
- To promote a culture of safety, respect and emotional support within Yukon College.

It is also important that all employees, students and members of the general public understand that no action will be taken against a person who makes a report unless the report is made maliciously and without reasonable grounds. In such exceptional cases, the person making the malicious report will be dealt with according to other relevant Yukon College policies and Territorial laws, where applicable.

TEAM MEMBERS

The TAT will consist of four standing members:

- **Counsellor Student Services (Mental Health Professional)**
- **Manager Security**
- **Human Resources Representative**
- **Director Student Services**

Alternate members may include any staff who have taken the Level 1 Threat Assessment Training as defined above.

External TAT resources may include the Royal Canadian Mounted Police (RCMP), Department of Education, Department of Health and Social Services and Department of Justice and may be contacted by the TAT as appropriate.

PROCESS

College hours Monday to Friday 8:00 – 4:00: The TAT member who receives information of worrisome, high-threat, or violent behaviour will contact TAT members and will convene a TAT meeting. Alternate team members will be contacted as required.

College hours other than above including evenings, nights, weekends and stat holidays: Excluded staff who have taken a minimum of Level 1 Threat Assessment Training will be on call on a rotational basis. Security Officers on site will contact the on call excluded staff member.

The TAT will follow a common sequential process when undertaking a Threat Assessment to determine if the Threat Maker actually poses a risk and will make recommendations based on their findings.

The initial primary function is to collect baseline data and determine if the threat poses a risk to the threat maker/s or other individuals in the College or community. Depending on the seriousness of the threat, the case may be elevated based on the recommendations of the TAT. If the case is elevated, comprehensive data collection and immediate risk-reducing strategies in support of the threat maker/s and individual/s being threatened will be undertaken. Follow up and reports will be completed using the Threat Assessment Policy reporting forms.

All reports and documentation for all reported threats will be kept in a locked filing cabinet in Student Services. Only TAT members will have access to these records.

The TAT will immediately advise the President, Director of Human Resources and Director College Relations or designates when a real or perceived threat is determined. It is critical that College Relations, in cooperation with the TAT, manage all communications regarding a real or perceived threat.

IMPORTANT CONSIDERATIONS

1. What is a threat? According to the National Centre for the Analysis of Violent Crime (NCAVC), a threat is defined as an expression of intent to do harm or act out violently against something or someone. Threats can be spoken, written or symbolic.

2. The threat assessment protocol *may not apply* when a student or employee with a documented disability engages in behaviours that are typical to their baseline behaviours. In such cases, the threat still needs to be assessed and a decision made and recorded.
3. The TAT is responsible for the ongoing revision of the TAP and the procedures in keeping with current research and practice related to threat assessment and critical event response. External TAT resources will be consulted in ongoing revisions.

TRAINING AND UPDATES

The observation and assessment of threat is a skill that requires training in Threat Assessment. In cooperation with the Department of Education, Level 1 Threat Assessment training will be available to identified Yukon College employees who might be called upon to assess situations in the event of unavailability of core members.

The TAT will provide information to YC employees on the threat reporting process through the following vehicles; signage, employee orientation, my-YC etc.

ATTACHMENTS: Threat Report Checklist* **Threat Assessment Report Form Stage 1*** **Threat Assessment Short Form***

*These documents are available from Student Services or a member of the TAT