
Threat Assessment and the Threat Assessment Team

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Executive Sponsor:	Vice President, People, Culture, and Inclusion
Department Responsible:	Safety, Security and Emergency Management
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Objectives

This procedure applies directly to Policy 7100, Safety and Security.

This procedure establishes responsibilities for identifying, assessing, and addressing at-risk behaviours or threats that might result in violence or harm to the BCIT community, or BCIT property or assets.

This procedure establishes the BCIT Threat Assessment Team and describes responsibilities for:

- Receiving concerns from the BCIT Community relating to at-risk behaviour, including abusive, threatening, violent, or intimidating behaviour.
- Assessing all reports of at-risk behaviour or threats relating to BCIT or its community.
- Making appropriate recommendations and taking appropriate steps to respond to at-risk behaviour and mitigate its harmful effects.

Who This Procedure Applies To

This procedure applies to BCIT students, employees, contractors, and other people who visit Institute grounds, buildings, or other facilities.

Related Documents

Legislation

Workers Compensation Act, RSBC , 2019 c 1

Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165

BCIT Policies and Procedures

Policy 1500, Code of Conduct

Policy 5102, Student Code of Conduct (Non-Academic)

Procedure 5102-PR1, Procedure for Violations of the Student Code of Conduct (Non-Academic)

Policy 6700, Freedom of Information and Protection of Privacy

Procedure 7100-PR1, Response to Abusive or Threatening Behaviour

Policy 7103, Sexualized Violence

Procedure 7103-PR1, Response to Sexualized Violence

Policy 7110, Emergency Management and Business Continuity

Policy 7130, Filming on Campus

Policy 7140, Travel – Risk and Security

Policy 7150, Occupational Health & Safety
Policy 7170, Protection of Equipment and Property
Policy 7200, Cannabis Use
Policy 7504, Liquor Consumption on Campus
Policy 7507, Harassment and Discrimination

Roles and Responsibilities

Senior Director, Safety, Security and Emergency Management (“Senior Director”)

- A. The Senior Director is responsible for managing BCIT’s response to abusive, threatening, violent, or intimidating behaviour, and managing communications with the appropriate law enforcement agencies depending on which campus is affected by the incident and the nature of the incident.
- B. The Senior Director will ensure that all appropriate recommendations are made to the President to ensure BCIT is well-prepared to respond to potential incidents of abusive, threatening, violent, or intimidating behaviour.
- C. The Senior Director will ensure the members of the Threat Assessment Team receive appropriate training to fulfill their role on the Team.

The Threat Assessment Team (“TAT”)

- A. The members of TAT are the Senior Director and other members appointed by the President from time to time. The President may receive the advice and recommendations of the Senior Director regarding appropriate appointments to TAT.
- B. TAT may consult with experts as TAT determines is appropriate, including external experts.
- C. When a matter is referred to TAT by the Senior Director, TAT will investigate and assess the potential impact of the risks identified, or other matters referred to TAT by the Senior Director, in a risk assessment report. TAT will make recommendations to the Senior Director and appropriate administrative decision makers within BCIT for mitigating those risks, including reasons for those recommendations.
- D. TAT will also consider preventative measures that address general safety issues relating to BCIT and provide recommendations to the Senior Director, including reasons.

Procedure

Identification of Potential Threats

- A. Members of the BCIT community are encouraged to bring forward any concerns regarding at-risk behaviours, self-harm, abusive, threatening, violent, or intimidating behaviour to any member of Safety, Security and Emergency Management, or to their supervisor, manager, or academic administrator.

Privacy and Confidentiality

- A. BCIT recognizes the sensitivity of information relating to allegations of abusive, threatening, violent, or intimidating behaviour, and will make every reasonable effort to protect personal information and maintain confidentiality.
- B. Personal information that BCIT collects or maintains in connection with allegations of abusive, threatening, violent, or intimidating behaviour is subject to the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). Employees, contractors, and other agents of BCIT must ensure that all such personal information is collected, used, and disclosed only in compliance with the requirements of FIPPA and Policy 6700 - Freedom of Information and Protection of Privacy.
- C. Employees, contractors, and other agents of BCIT must ensure that personal information is accessed only on a need-to-know basis in accordance with FIPPA and Policy 6700. Employees, contractors, and other agents must ensure that any records or files they create or collect are kept secure, and only accessible by authorized personnel.
- D. Employees, contractors, and other agents of BCIT may collect, use, and disclose personal information only as is reasonable and necessary to investigate and respond appropriately to threats and risks. However, the use and disclosure of personal information for these purposes should be undertaken in consultation with the affected individual, to the extent that is reasonably possible.
- E. In accordance with FIPPA, investigations may involve disclosing personal information internally and with law enforcement to ensure the safety and security of BCIT campuses and facilities, and to prevent significant risks of injury or harm to any person. In some circumstances, BCIT may also be required by law to disclose personal information relating to an alleged act of abusive, threatening, violent, or intimidating behaviour.

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7100-PR8 version 1	2014 Sep 15	Replaced
Revised:	Procedure 7100-PR8 version 2	2017 Aug 18	Replaced
Revised:	Procedure 7100-PR8 version 3	2019 Oct 01	Replaced
Revised:	Procedure 7100-PR8 version 4	2023 Dec 05	In Force

Scheduled Review Date

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or relevant operational circumstances).