

Safety and Security

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| Policy No: | 7100 |
| Version: | 4 |
| Category: | Safety, Security and Emergency Management |
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| Executive Sponsor: | Vice President, People, Culture, and Inclusion |
| Department Responsible: | Safety, Security and Emergency Management |
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Policy Statement

British Columbia Institute of Technology (BCIT) is committed to providing a safe, healthy, and secure environment for all students, employees, contractors, and visitors. This is achieved through comprehensive safety and security plans and programs that are managed by the Senior Director, Safety, Security and Emergency Management.

The Institute takes all reasonable measures to identify and prevent risks to the safety and security of persons and property, and to prepare effective responses to threats and other emergencies.

All members of the BCIT community must comply with this policy, including visitors to BCIT.

Purpose of Policy

The purposes of this policy are to:

- comply with legal and regulatory requirements;
- define the roles and responsibilities of schools, departments, and individuals in implementing and carrying out safety and security programs and practices;
- establish principles, goals, programs, and practices that support a secure and safe environment for all BCIT students, employees, contractors, and visitors, and that minimize risks to the security of the Institute’s physical assets;
- inform the BCIT community about the Institute’s safety and security programs and practices; and,
- inform the BCIT community about the Institute’s principles of an inclusive organization by establishing a respectful and safe environment, and responding to concerning behaviors and situations.

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Application of this Policy

This policy applies to all BCIT students, employees, contractors, and others who visit the Institute’s grounds, buildings, or other facilities (“visitors”).

Related Documents and Legislation

Legislation

Workers Compensation Act, RSBC 1996, c 492

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

Occupiers Liability Act, RSBC 1996

Sexual Violence and Misconduct Policy Act, SBC 2016, c 16

Trespass Act, RSBC 2018

BCIT Policies and Procedures

Policy 1200, Fraud

Policy 1300, Enterprise Risk Management

Policy 1500, Code of Conduct

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

Policy 6700, Freedom of Information and Protection of Privacy

Policy 7103, Sexualized Violence

Procedure 7103-PR1, Response to Sexual Violence and Misconduct

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

Safety and Security Programs

The Safety, Security and Emergency Management Department provides programs, literature, and related materials to inform students, employees, contractors, and visitors about personal safety and security, and crime prevention and response on BCIT property.

The Security Plan

The Security Plan:

- Includes policies, procedures, programs, and plans that address threat prevention and emergency preparedness and response.
- Details responsibilities and procedures to meet the daily and long-term safety and security needs of BCIT.

- Includes a comprehensive safety and security awareness program.
- Is intended to be an integral part of all aspects of campus life.
- Encourages an atmosphere that supports the educational goals of BCIT.
- Will be reviewed on an ongoing basis.

Duties and Responsibilities

President

The President is responsible for appointing members to the Threat Assessment Team.

Senior Director, Safety, Security and Emergency Management

The Senior Director, Safety, Security and Emergency Management (“Senior Director”) is responsible for the overall management of the Safety, Security and Emergency Management Department. In addition, the Senior Director manages the development and implementation of safety and security policies, procedures, programs, and the Security Plan.

Department of Safety, Security and Emergency Management

BCIT’s Department of Safety, Security and Emergency Management (“SSEM”) is responsible for implementing the Security Plan, and for educating the BCIT community about the Institute’s safety and security policies, procedures, programs, and practices.

SSEM also coordinates the appropriate response, investigations, and actions in the event of emergencies, accidents, reports of unsafe conditions, violence, threats, or other safety and security incidents.

SSEM responsibilities include, but are not limited to:

- *Prevention and Protection* – Fire safety, prevention of violence in the workplace, risk management, personal safety, security systems, and international and domestic travel safety.
- *Response* – Responding to disasters, criminal acts, threats, violence, risks to personal safety, and other emergencies; providing first aid; investigating unsafe acts and conditions; and coordinating accident investigations.
- *Reporting* – Communicating with, and reporting to, the appropriate external agencies; advising the President on safety and security issues.
- *Training and Consulting* – Providing education, training, and guidance in all areas of safety and security responsibilities.
- *Evaluating Risk Management* – In consultation with schools and departments, developing tools and programs for reviewing and evaluating Institute risk assessment/ management.

Threat Assessment Team

The Threat Assessment Team consists of the Senior Director and other members appointed to the Team by the President from time to time. The Threat Assessment Team must always have at least four members.

When a matter is referred to the Threat Assessment Team by the Senior Director, the Threat Assessment Team will determine the level and nature of the risk to persons or property and make

recommendations to the Senior Director. If any further information regarding the matter comes to the attention of the Threat Assessment Team, the Team may make any further recommendations the Team determines are appropriate.

The Team also, in consultation with the Senior Director, makes recommendations to the Senior Director regarding threat assessment and other security programs, and tools to evaluate the effectiveness of those programs.

The Institute

The Institute, acting through administrators and SSEM, is responsible for providing a working and learning environment that is as safe and secure as is reasonably possible. This includes, but is not limited to, the following:

Infrastructure

Providing safe facilities – Utilizing environmental design to enhance health, safety, and crime prevention; integrating considerations of the security of persons and property into the development and maintenance of the Institute.

Program Development

- Providing direction for the development of policies, and overseeing and implementing the policies, procedures, safety, security, and emergency management plans and programs under the jurisdiction of SSEM.
- Developing emergency response plans that address abusive, threatening, violent, or intimidating behavior, and workplace violence prevention and intervention.

Practice

- *Establishing best practices* – Integrating considerations of health, safety, emergency management, travel, risk assessments, and the security of persons and property into the development and maintenance of all activities.
- *Enabling program implementation* – Enabling supervisors to implement safety and security programs that are appropriate to their working and learning environments.
- *Communicating* – Informing affected stakeholders or the BCIT community at large when events occur or conditions arise that may affect safety or security.
- *Guiding* – Providing additional guidance and oversight about workplace violence prevention and intervention.

Evaluation

Reviewing and evaluating the appropriateness, effectiveness, and currency of safety and security programs and practices.

Directors, Department and School Heads, and Supervisory Employees

Working in consultation with SSEM, directors, department heads, and supervisors are responsible for the following:

- *Developing rules and practices* – Implementing safety and security rules and practices for their specific working or learning environment that ensure business and activities comply with all safety, security, and emergency management policies and procedures.
- *Educating* – Ensuring that all employees and students in their departments or schools are aware of, and understand, BCIT safety, security, and emergency management policies, and the procedures to follow in the event of an emergency or threat.
- *Responding appropriately* – Listening to concerns about personal safety and security and workplace violence, and responding with appropriate action.
- *Reporting* – Reporting security-related incidents to SSEM.

Employees, Students, Contractors, and Visitors

It is the responsibility of all students, employees, contractors and visitors to be aware of BCIT safety, security, and emergency management policies, procedures, programs and practices. These responsibilities include, but are not limited to, the following:

- Being aware of and complying with BCIT policies, and with federal, provincial, and municipal laws, regulations, and by-laws regarding safety, security, and personal conduct.
- Being aware of conditions in their environment that might compromise their safety and security, or the safety and security of other people, and responding appropriately.
- Conducting themselves in a manner that does not endanger themselves or others, or pose a risk to Institute facilities, equipment, other physical assets, or other people's property.
- Reporting to a supervisor, instructor, or SSEM:
 - Any conditions or practices that might put at risk the safety or security of people or property in their area of work or study, or elsewhere on BCIT premises.
 - Any security-related incidents or injuries.
 - Any abusive, threatening, violent, or intimidating behaviour, violence, or threats of violence.
 - Any person on BCIT property, or involved in BCIT activities, who appears to be in distress or need help.

Procedures Associated With This Policy

7100-PR1, Response to Abusive or Threatening Behaviour
7100-PR2, Critical Incident Response
7100-PR3, Fire Prevention and Preparedness
7100-PR4, Response to Bomb Threat
7100-PR5, Response to Inclement Weather
7100-PR6, Closed Circuit Camera
7100-PR7, Locking Mechanisms – Card Access and Keys
7100-PR8, Threat Assessment Team
7100-PR9, Lost and Found
7100-PR10, Remotely Piloted Aircraft Systems
7100-PR11, Lockers

7100-PR12, Bicycles, Rollerblades, Kick Scooters, Skateboards & Personal Mobility Devices

*The former Procedures PR6, Smoking Locations and PR7, Environmental Protection have been moved under Policy 7150, Occupational Health & Safety.

Amendment History

| | | <u>Approval Date</u> | <u>Status</u> |
|----------|-----------------------|----------------------|---------------|
| Created: | Policy 7100 version 1 | 2012 Mar 30 | Replaced |
| Revised: | Policy 7100 version 2 | 2017 Aug 18 | Replaced |
| Revised: | Policy 7100 version 3 | 2019 Oct 01 | Replaced |
| Revised: | Policy 7100 version 4 | 2023 Dec 05 | In Force |

Policy 7100 replaced Policy 7520, which had the following history:

| | | <u>Approval Date</u> | <u>Status</u> |
|----------|-----------------------|----------------------|-----------------------|
| Created: | Policy 7520 version 1 | 1993 May 25 | Replaced |
| Revised: | Policy 7520 version 2 | 2002 May 09 | Replaced |
| Revised: | Policy 7520 version 3 | 2003 Jun 16 | Replaced |
| Revised: | Policy 7520 version 4 | 2005 Sep 26 | Retired (2012 Mar 30) |

Scheduled Review Date

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