



Threat Assessment Team

Procedure No.:	7100-PR8
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Department Responsible:	Safety, Security and Emergency Management
Role Responsible:	Director, Safety, Security and Emergency Management
Current Approved Date:	2014 Sep 15

Objectives

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

This procedure establishes a process to identify, assess and address at-risk behaviours or threats that could possibly result in violence or harm to the Campus Community, property or assets.

This procedure describes the BCIT Threat Assessment Team (TAT) and their processes to:

- Receive concerns from the BCIT Community relating to at-risk behaviours
- Assess all reports of at-risk behaviour or threats relating to BCIT or its community
- Take action or recommend to the appropriate Institute administrator(s), interventions that respond to at-risk behaviours or threats and their effects

Who This Procedure Applies To

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

Related Documents

BC Workers' Compensation Act

BCIT Policies

5102, Student Code of Conduct (non-academic)

7100, Safety and Security

7110, Emergency Management

7150, Occupational Health and Safety

7170, Protection of Equipment and Property

7507, Harassment and Discrimination

BCIT Procedures

5102-PR1, Response to Violations of the Student Code of Conduct (non-academic)

7100-PR1, Response to Abusive or Threatening Behaviour

Roles and Responsibilities

The Safety, Security and Emergency Management Department (SSEM)

SSEM is responsible for assessing and determining appropriate actions in response to concerns of personal security, threats, self-harm and workplace violence.

The Director, Safety, Security and Emergency Management

The Director is responsible for overall management of the TAT, whose role is to identify and evaluate situations raising concern and which may precede violence or harm to the campus community, property or assets.

The Threat Assessment Team

Using an investigative and analytical process, the TAT assesses the nature of a risk or threat and the level of potential violence presented by an individual, group, or circumstance. The team determines the most appropriate intervention needed to mitigate the risk or threat to prevent a critical incident from occurring.

For the TAT to be successful in this endeavor, the BCIT community must be willing to participate in identifying and reporting at-risk behaviours and threats, and foster a culture and climate of safety, respect, and support.

TAT Membership

The TAT consists of the following members:

- Two representatives from Safety, Security and Emergency Management (TAT Chair)
- One representative from each of the following groups:
 - Registrar's Office
 - Student Retention
 - Student Judicial Affairs
 - Labour Relations

In addition, the following groups will be available on a non-voting, consultative basis to provide consultation on an "as required" basis:

- Counseling and Student Development
- Harassment and Discrimination and Mediation Services
- Marketing and Communications
- Disability Resource Centre
- Student Housing
- Human Resources / Labour Relations
- School or department stakeholders

The TAT may, at its discretion, consult externally. Those consulted may include, for example, members of the Institute's Leadership Team, local police agencies, or other external authorities and resources.

Procedure

A. Referrals to TAT

Individual members of the Institute community are encouraged to bring forward concerns regarding at-risk behaviours, self-harm, or threats to the TAT's attention by contacting a member of Safety, Security and Emergency Management; his or her supervisor, manager or academic administrator; or any TAT member.

Following are examples that describe who may be referred to the TAT:

- Current students or employees, who are considered to pose a risk to others, harm to oneself or to the property or assets of the Institute.
- Individuals who have previously been enrolled at BCIT and were removed for violations of BCIT Policy 5102 Student Code of Conduct (non-academic).
- Individuals who have never been enrolled or employed at the Institute but are perceived to represent a potential for risk to the Campus community.

B. Assessment

All threats are taken seriously. The level of response will be determined through investigation, analysis of facts, and application of assessment tools.

C. Recommendations

The TAT will recommend to the appropriate Institute administrator(s) interventions in response to at-risk behaviours or threats and their potential effects. Where there is a clear, direct and plausible threat, the TAT may implement its recommendations without further consultation.

D. Confidentiality

The TAT will handle all reports of at-risk behaviours or threats in a confidential manner and in accordance with provincial and federal laws and regulations.

The Information and Privacy Commissioner of British Columbia has established that personal information, including information about mental, emotional, or other health conditions normally protected under privacy legislation, can be disclosed in emergency and other urgent situations where compelling circumstances jeopardize anyone's health and safety.

Forms Associated With This Procedure

None

Amendment History

1. Created 2014 Sep 15