
Threat Assessment and the 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:	2017 Aug 18

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
- Make appropriate recommendations and take appropriate responsive steps to 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

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5102-PR1, Response to Violations of the Student Code of Conduct (non-academic)
7100-PR1, Response to Abusive or Threatening Behaviour

Roles and Responsibilities

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

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

The Threat Assessment Team

- A. The members of the Threat Assessment Team are the Director of Safety, Security and Emergency Management and other members appointed to the Team by the President from time to time. The President may receive the advice and recommendations of the Director regarding appropriate appointments to the Team.
- B. The Threat Assessment Team may consult with experts outside BCIT, or others within BCIT as the Threat Assessment Team determines is appropriate.
- C. When a matter is referred to the Threat Assessment Team by the Director, the Team will assess the potential impact of the risks identified in a risk assessment report, or other matters referred to the Threat Assessment Team by the Director. The Team will make recommendations to the Director for mitigating those risks, giving the reasons for those recommendations to the Director and to the appropriate administrative decision maker within BCIT.
- D. The Threat Assessment Team will also consider and recommend preventative measures which address general safety issues relating to BCIT to the Director.

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Identification of Potential Threats

- A. Members of the BCIT community are encouraged to bring forward any concerns regarding at-risk behaviours, self-harm, or threats 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 incidents of abusive or threatening 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 incidents of abusive or threatening behaviour is subject to the Freedom of Information and Protection of Privacy Act (“FIPPA”), and BCIT will ensure that all such information is collected, used and disclosed by it only in compliance with the requirements of FIPPA and the policies of BCIT.
- C. BCIT will ensure that access to such information is permitted only on a need-to-know-basis. All records or files created or collected by BCIT will be kept secure, and access to them will be

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limited to authorized personnel.

- D. BCIT may collect, use, and disclose personal information that it receives, only as it considers reasonable and necessary to investigate and respond appropriately. However, the use and disclosure of personal information for these purposes will, to the extent reasonably possible, be undertaken in consultation with the affected individual.
- E. This may involve disclosing personal information internally and/or with police to ensure the safety 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 to disclose personal information relating to an alleged act of abusive or threatening behaviour, in order to comply with its legal obligations (such as where BCIT is served with a subpoena or court order).

Forms Associated With This Procedure

None

Amendment History

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| 1. | Created | 2014 Sep 15 |
| 2. | Revision 1 | 2017 Aug 18 |