



**EMERGENCY RESPONSE TO INAPPROPRIATE,
DISRUPTIVE OR THREATENING BEHAVIOUR #2-11**

Approved: March 26, 1997 by: Board of Governors
Effective: March 26, 1997
Date to be Reviewed: 2007

POLICY

North Island College will take steps to remove immediately from Campus a person who exhibits violent or threatening behaviour. Such individuals may be removed from the College and barred from the Campus on a continuous basis for violent or threatening behaviour. In such cases, the College will pursue appropriate disciplinary and legal measures.

GUIDELINES

When anyone on campus believes an emergency exists where there is a risk to personal safety, then the following procedure is used:

1. The safety of an individual(s) takes precedence over property. Whenever possible, each individual will move to a safe location and alert others around them.
2. Dial 911 or the appropriate emergency number to contact the RCMP. Provide your location and complete details of the situation.
3. Contact the Administrator at that location or for the region.
4. Where appropriate, the Administrator shall immediately attend and intervene.
5. The Administrator will ensure that the individual who was exhibiting threatening or violent behaviour was removed by the RCMP.
6. The Administrator or another person trained to respond to emergency situations will act as a liaison between the RCMP and the College and will take such lawful steps to deal with an emergency, including but not limited to:
 - a. In conjunction with the RCMP, order the removal of a specified person or persons from all or part of the campus; and
 - b. Order the closing of all or part of the campus or building.

7. Following the removal of the individual from Campus, the Administrator responsible for that location shall prepare records pertinent to the case and provide such information to the Office of the President.
8. The President shall authorize an internal investigation and take such legal and disciplinary action as is appropriate to the situation.

Internal Investigation

1. Investigations will be conducted in accordance with Protection of Employees from Violence in the Workplace Policy #2-10.
2. The investigation shall be provided to the President and shall include statements from all witnesses and a written report of the incident. The report may include recommendations related to the incident and recommendations that will reduce or minimize future incidents.

Action

1. After considering all of the available evidence, the President shall determine whether or not to initiate disciplinary or legal action.
2. If the results of the investigation determine that disciplinary action is warranted, a letter shall be sent to the person in accordance with College policies or collective agreements.
3. If the results of the investigation determine that any actions were not warranted, these findings will be communicated to the individual(s) and others appropriate to the incident. The President shall take action to mitigate any harm done to the person.

Definitions:

Emergency: An emergency exists when a reasonable person believes that there is a risk to personal safety and that there is a need for immediate intervention.

Incident: An incident exists when an individual exhibits behaviour including but not limited to the following:

- a. Threats to the physical safety of the individual or others;
- b. Verbal threats to or abuse of students, College personnel or others legally accessing the College Property;
- c. Willful damage to College property; and
- d. Willful damage to the property of College personnel

Disciplinary Action: Disciplinary action may include but is not limited to suspension and/or continuing suspension in accordance with the collective agreements and policies of the College. Suspension that is intended to remove an individual from the College as a direct result of an emergency is not disciplinary while an investigation is being conducted.