

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
OP.418.1		VP Finance and Administration	
Procedure Name			
At-Risk Behaviour and Violence Response and Prevention Procedure			
Policy This Procedure is Under		Date of Next Policy Review	
At-Risk Behaviour and Violence Response and Prevention Policy		May 2030	
Date Issued	Date Revised	Related Policies	
May, 2022	May 14, 2025		

1. PURPOSE

- 1.1 This procedure supports OP.418 At-Risk Behaviour and Violence Response and Prevention Policy (the “Policy”) and describes how Capilano University (the “University”) manages reports of At-risk Behaviour and Violence.

2. DEFINITIONS

- 2.1 The Definitions found in the Policy are used in this procedure.

3. PROCEDURE

Reporting and obtaining assistance with at-risk and/or violent behaviour

- 3.1 In the event of imminent threat to life, safety or security, Members of the University Community are encouraged to (in order):
- call 9-1-1 and report the threat;
 - if in a building with an “Active Threat” panic button, activate the button and engage in Run-Hide-Fight protocols;
 - call University Security
- 3.2 Any Member of the University Community who observes At-risk or Violent behaviour should immediately report it, in confidence, to the Duty of Care Team through one of the following offices:
- University Security (24/7/365)
 - Student Affairs
 - People Diversity and Culture
 - Safety & Emergency Services or

- e) the Registrar's Office

Responsibilities of the Duty of Care (DOC) Team

3.3 The Duty of Care (DOC) Team is comprised of core representatives from the following areas:

- a) Safety & Emergency Services (chair);
- b) Student Affairs;
- c) People, Culture and Diversity;
- d) Centre for International Experience;
- e) the Registrar's Office;
- f) Indigenous Education and Affairs;
- g) Student Housing; and
- h) other areas, appropriate individuals, or authorities will be consulted as required.

3.4 The DOC Team is responsible for:

- a) establishing, maintaining, and providing training for the *At-Risk Behaviour and Violence Prevention Program*;
- b) receiving, assessing, responding to, investigating, reporting on, and managing reports of At-risk Behaviour and Violence in accordance with legislation and the Policy, including acting on Duty to Warn and Duty to Protect requirements;
- c) determining the best policy under which to address the behaviours, based on preliminary assessment(s) of the situation;
- d) working with the Incident/Emergency Operations Centre, in cases where the behaviour has determined that an operational response is required on the part of law enforcement and/or the University.
- e) working with external appropriate individuals and/or authorities, in cases where the behaviour has occurred outside of University Premises or Property (e.g. in practicum environments); and
- f) making recommendations to the appropriate Executive officer.

3.5 The DOC Team will prepare an annual report for the Executive officers overseeing activities of the previous year. This report will be done after the end of the fiscal year to match other reporting timelines.

4. PRIVACY

- 4.1 Where it is understood that there is a reasonable expectation of privacy in normal circumstances at the University, when there is a Duty to Warn or a Duty to Protect, with respect to At-risk or Violent Behaviour, an individual's right to privacy may be superseded by the greater need to maintain and/or protect the safety and security of the University community.
- 4.2 All case files are confidential, and in accordance with the *BC Freedom of Information and Protection of Privacy Act*, files pertaining to members of the University community, and in particular students and employees, are accessible to that individual.
- 4.3 Case files will be kept for durations determined by the *BC Limitations Act*.

5. DESIGNATED OFFICER

- 5.1 The Director, Safety & Emergency Services is responsible for the development, subsequent revisions to and operationalization of this procedure.

6. RELATED POLICIES AND GUIDANCE

OP.422 Facilities Access Policy
OP.421 Security Technology – Surveillance Systems
B.310 Public Interest Disclosure Policy
B.401 Sexual Violence Policy
B.506 Standards of Conduct
B.511 Discrimination, Bullying and Harassment Policy
B.700 Privacy and Access to Information Policy
B.701 Student Code of Conduct
OP.420 Safety and Emergency Services Policy
E.412 Emergency University Closure Policy
OP.304 Public and Media Relations

7. REFERENCES

BC Workers' Compensation Act

BC Occupational Health and Safety Regulation

BC Freedom of Information and Protection of Privacy Act

BC Limitations Act

Practice Tool for Exercising Discretion: Emergency Disclosure of Personal Information by Universities, Colleges and other Education Institutions – David Loukidelis and Ann Cavoukian; joint publication of the Office of the Information & Privacy Commissioner for British Columbia and Information and Privacy Commissioner of Ontario.