



RELEVANT  
ACRONYMS &  
DEFINITIONS  
(cont.)

Duty to Warn: An obligation





#### 4. Safety, Security & Risk Management (SSRM) (cont.)

- f) Conducting investigations where required under Violence Prevention and Response Procedures or working with the delegated investigator and any other relevant College offices as required in any investigation into violence.
- g) Collaborating with an employee, student or user and other stakeholders to establish a personal safety plan to mitigate risk of future incidents of violence.
- h) Maintaining records of applicable orientation and training of College employees.
- i) The Director, SSRM will:
  - i) Ensure that a Risk Assessment is conducted immediately following an incident of violence and implement changes to policies, procedures and practices found necessary to avoid incidents of violence;
  - ii) In collaboration with the relevant College departments and resources, implement and monitor actions and measures to prevent and address incidents of violence including the Duty to Warn as outlined in the related policy.
  - iii) Provide information regarding resources and facilitate access to support services for students and users involved in incidents of violence.
  - iv) Provide appropriate information on all incidents of violence involving College employees to the JOHSC
  - v) Prepare annual statistical reports of incidents under the related policy that result in disciplinary action, and circulate these to the Senior Management Team
  - vi) Together with the JOHSC and the TAT, conduct an annual review of the Violence Prevention Program
  - vii) Chair the College's multi-disciplinary TAT.

#### 5. Human Resources

- a) Providing advice and assistance to Responsible Administrators/Supervisors in responding to and addressing risks and reports of violence. Responding to information, complaints, and reports of violence that are reported directly to Human Resources
- b) Working with the delegated investigator and any other relevant College offices as required in any investigation into violence.
- c) In collaboration with the relevant stakeholders, implementing and monitoring actions and measures to prevent and address incidents of violence, including facilitating the development of safety plans.
- d) Providing information regarding resources and facilitating access to support services for employees involved in incidents of violence.

#### 6. Facilities and Ancillary Services

- a) Ensure that new construction and major renovations employ the principles of Crime Prevention Through Environmental Design (CPTED);
- b) Where renovation or new construction is involved, the Director, Facilities and Ancillary Services will:

6. Facilities and Ancillary Services (cont.)

- c) Managers, Facilities Services will ensure prompt response to reports of concerns regarding physical campus conditions that may present an increased risk of campus violence and implement facilities-related changes found necessary to avoid incidents of violence.

7. Campus Security in addition to their contractual obligation to the College

- a) Responding to all instances where immediate assistance is requested to address an ongoing incident or imminent risk of violence
- b) Intervening with the individual(s) responsible for the violent behavior
- c) Notifying emergency services as required.
- d) Notifying the Manager, Campus Security Operations and Director, SSF (o) 8.40-e