

Recommended by Emergency Preparedness Committee: November 26, 2009
Recommended by President's Council: February 5, 2010
Approved by Executive Committee: March 10, 2010

NAIT Procedures

CS1.1.1

Threat Assessment Team

Implementation Date: March 11, 2010

Replaces: New

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1.0 Threat Assessment Principles

- 1.1** In matters of student academic discipline and incident, current NAIT academic policies, rules and regulation will apply. This guideline does not replace current academic disciplinary policy. Threat assessment and incidents are of a separate category as defined in section 3.0. In matters where threats are associated with academic performance, the appropriate Dean or Chair will engage the Threat Assessment Committee.
- 1.2** An incident involving threatening, violent, or intimidating behavior requires an immediate response which is based on accurate information, evidence, and is effectively and institutionally coordinated.
- 1.3** Potential incidents will be of a variety in nature, requiring distinct interventions and responses specific to the situation.

- 1.4** The Institution will take appropriate disciplinary action against students, faculty and staff who commit threats or acts of violence. The disciplinary action will be defined and guided by conditions of employment, professional agreements, and academic codes of conduct.
- 1.5** The Institution will proactively work to reduce the potential for violent and threatening incidents and environments through educational programs, counseling, mediation, the Employee Assistance Program (EAP) and other referral services.
- 1.6** Assessment of incidents will require access to all relevant information related to individual(s) who are demonstrating threatening behaviour.
- 1.7** All information, reports and records of personal information will be handled professionally and confidentially in accordance with Privacy regulations defined through FOIPP.

2.0 Threat Assessment Team

2.1 Students

Chair: Associate Vice President, Student Services
Director, Human Resources
Counselor
Academic Dean
Director, Recruitment and Student Life
Manager, Campus Security and Parking Services
Manager, Occupational Health and Safety
Ex Officio as required (specific affected area personnel)

2.2 Employees

Chair: Director, Human Resources
Associate Vice President, Student Services
Counselor
Academic Dean
Director, Recruitment and Student Life
Manager, Campus Security and Parking Services
Manager, Occupational Health and Safety
Ex Officio as required (specific affected area personnel)

3.0 Examples of Threatening Behavior

- 3.1** THREATS: Verbal and/or physical actions that create fear or apprehension of harm to a person's physical being or to NAIT property.
- 3.2** INTIMIDATION: Conduct or harassment including intimidating or hostile verbal or written statements, telephone calls, email messages, social networking, gestures or stalking which result in reasonable fear for personal safety.

- 3.3** VIOLENCE: Physical abuse or attack (s) causing physical injury or emotional trauma.

4.0 Reporting Threatening Behavior to the Threat Assessment Team

- 4.1** Initial threats, intimidation, or violent behavior, or where there is belief that behaviour has the potential to harm a member of the NAIT campus community, NAIT Campus Security must be contacted immediately.
- 4.2** It is not essential that individual(s) be completely certain whether there is risk. Reporting an incident will allow an appropriate investigation to be undertaken.
- 4.3** In situations of immediate bodily harm, NAIT Campus Security will engage police resources.
- 4.4** Campus Security will then provide the Chair of the Student or Employee Threat Assessment Committee (as applicable) with full security reports, allowing any required follow up through Committee responses.
- 4.5** Associate Vice President, Student Services: 780-471-8816.
Director, Human Resources: 780-491-3069

The e-mail addresses of the incumbents of the above positions may be obtained by calling the above phone numbers, or by accessing NAIT's organizational chart on the NAIT intranet.

5.0 Role of the Threat Assessment Team Members

- 5.1** Chair: Senior institutional official who leads the development of a coordinated response.
- a) Conducts preliminary assessment to determine appropriate response.
 - b) If initial assessment determines Threat Assessment Committee is not required, refers matter appropriately.
 - c) If initial assessment determines Threat Assessment Committee is required, calls a meeting within 24 hours.
 - d) Maintains and develops file records, advises senior executive as appropriate.
 - e) Coordinates experts and outside resources, if required.
 - f) Centralizes and coordinates information, responses, and follow up for file completion or continuance.

- 5.2** Team: Identified prime resource personnel for initial response, drawn from professional resources.
- a) Works with institutional resources to proactively promote the role of the Committee, and positive work environments.
 - b) Reviews facts and evidence available, determines information needed.
 - c) Conduct Threat Assessment interview(s) when appropriate.
 - d) Determines extent of expertise required.
 - e) Determines action required, including immediacy of action, initial decisions, follow up decisions on behalf of the complainant and the alleged perpetrator.
 - f) Arranges complete support and follow up for victims.
 - g) Arranges internal communications as required.
 - h) Arranges critical incident and stress debriefing sessions as required.
 - i) Assesses strategies and response to each situation.

6.0 Decision by the Threat Assessment Team

- 6.1** A Committee meeting will convene within 24 hours of an identified incident.
- 6.2** Committee decisions will be coordinated through the appropriate Chair or Manager, and delivered to the individual in person via security personnel, registered courier, and supported in duplicate through email and available mail service.
- 6.3** Committee decisions will be, in part, guided by current academic regulations governing student disciplinary actions and responses. These will be coordinated and reviewed annually.
- 6.4** Communications will include appropriate personnel pending the nature of the decision. In an instance of student expulsion, areas such as the academic program and Registrar will be informed. All disciplinary communication will be copied to the senior executive and legal counsel regardless of the decision's impact.

7.0 Appeal Process

7.1 Students

- a) All students have the right to appeal decisions imposed through this Committee. All appeals must be in writing and directed to the office of the Provost and Vice President Academic within a 48 hour period of receipt of rendered decisions.
- b) Appeals may be launched in accordance with existing NAIT policies and procedures regarding student discipline. Appeals will be heard by a designated member of the NAIT Executive.
- c) Decisions made following an appeal will be final.

7.2 Employees

- a) All employees have the right to appeal decisions imposed through this Committee. All appeals must be in writing and directed to the office of the Vice President Administration and CFO within the time frames outlined in the grievance procedures section of the employee's collective agreement, or the terms and conditions of employment for Management and Excluded employees.
- b) Appeals will be heard by a designated member of the NAIT Executive.
- c) Decisions made following an appeal will be final for Management and Excluded employees. Decisions in regards to employees covered by collective agreement may be subject to arbitration, dependent upon the terms of the applicable collective agreement.

UNDER REVIEW