



Safety and Security

Policy No.:	7100
Category:	Safety and Security
Approving Body:	Leadership Team
Executive Division:	Human Resources
Department Responsible:	Safety and Security
Current Approved Date:	2012 Mar 30

Policy Statement

British Columbia Institute of Technology (BCIT) is committed to providing a safe, healthy, and secure environment for all students, employees, contractors, and visitors. To help achieve and maintain such an environment, comprehensive safety and security plans and programs are maintained under the guidance of the Director, Safety, Security and Emergency Management.

The Institute takes all reasonable measures to prevent life-safety incidents and risks to the safety and security of persons and property. This includes identifying and mitigating any conditions or circumstances that may compromise the safety and security of the Institute, and preparing the Institute to respond effectively to threats and other emergencies.

All members of the BCIT community, and visitors, are responsible for conducting themselves in a manner that does not endanger themselves or others, or pose a risk to Institute facilities, equipment, other physical assets, or other persons' property. All members of the BCIT community, and visitors, are responsible for complying with this policy.

Purpose of Policy

The purposes of this policy are:

- To comply with legal and regulatory requirements
- To define the roles and responsibilities of departments and individuals, in implementing and carrying out such security programs and practices
- To establish principles, goals, programs, and practices that support a secure and safe environment for all BCIT students, employees, contractors, and visitors, and that minimize risks to the security of the Institute's physical assets
- To inform the BCIT community about Institute safety and security programs and practices, and encourage the community to take individual and collective responsibility for their implementation.

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Application of this Policy

This policy applies to all BCIT students, employees, contractors, and other persons who visit Institute grounds, buildings, or other facilities.

Related Documents and Legislation

BC Workers Compensation Act
 Policy 5102, Student Code of Conduct (Non-academic)
 Policy 7110, Emergency Management
 Policy 7140, International Travel – Risk and Security
 Policy 7150, Occupational Health and Safety
 Policy 7170, Protection of Equipment and Property

Safety and Security Programs

The Safety, Security and Emergency Management Department provides programs, literature, and related materials to inform employees and students about personal safety and security, and their individual responsibilities regarding crime prevention and response on BCIT properties.

The Security Plan

The Security Plan:

- Includes policies, programs, and plans that address threat prevention and emergency preparedness and response
- Details responsibilities and procedures that are intended to meet the daily and long-term safety and security needs of BCIT
- Includes a comprehensive safety and security awareness program
- Is intended to be an integral part of all aspects of campus life
- Encourages an atmosphere that is conducive to the educational goals of BCIT
- Will be reviewed on an ongoing basis.

Duties and Responsibilities

Director, Safety, Security and Emergency Management

The Director of Safety, Security and Emergency Management is responsible for the overall management of the Safety, Security and Emergency Management Department. In addition, the Director guides the development and implementation of safety and security policies, programs, and the Security Plan.

The Safety, Security and Emergency Management Department

The Safety, Security and Emergency Management Department (SSEM) is responsible for implementing the Security Plan, educating the BCIT community about Institute safety and security policies, programs, and practices, and encouraging the community to take individual and collective responsibility towards their implementation.

SSEM also coordinates the appropriate response, investigations, and actions in the event of emergencies, accidents, reports of unsafe conditions, violence, threats, or other safety and security incidents.

More specifically, SSEM responsibilities include, but are not limited to, the following services:

- *Prevention and Protection* – fire safety, prevention of violence in the workplace, risk management, personal safety, security systems, and international travel
- *Response* – emergency response to disasters, criminal acts, threats, violence, personal safety, and other emergencies; first aid; investigation of unsafe acts and conditions; and coordination of accident investigations
- *Reporting* – Communicating with, and reporting to, the appropriate external agencies; advising the President on safety and security issues
- *Training and Consulting* – in all areas of safety and security responsibilities
- *Evaluating Risk Management* – In consultation with deans and departments, develop tools or programs for reviewing and evaluating Institute risk assessment/ management.

Threat Assessment Team

The Threat Assessment Team consists of the Director of Safety, Security and Emergency Management, Assistant Director of Safety, Security and Emergency Management, Registrar, Director of Student services, Director of Student Judicial Affairs, and Manager of Labour Relations.

The Threat Assessment Team uses an investigative and analytical process for determining the nature of a risk or threat and the level of potential violence presented by an individual, group, or circumstance, and to determine the most appropriate intervention needed to mitigate the risk or threat.

The Team consults with deans, departments, and other institute stakeholders to develop threat assessment and other security programs, and tools to evaluate the effectiveness of those programs.

The Institute

The Institute, acting through administrators and SSEM, is responsible for providing a working and learning environment that is as safe and secure as is reasonably possible. This includes, but is not

Duties and Responsibilities

limited to, the following:

Infrastructure

Providing safe facilities – Utilizing environmental design to enhance health, safety, and the prevention of crime; integrating considerations of the security of persons and property into the development and maintenance of the Institute

Program Development

- Providing direction for the development of, and overseeing, the policies, procedures, safety, security, and emergency management plans and programs under the jurisdiction of SSEM
- Developing, guiding, and overseeing policies, programs, education, emergency response plans that address threatening or intimidating conduct, and workplace violence prevention and intervention.

Practice

- *Establishing best practices* – Integrating considerations of health, safety, emergency management, international travel, risk assessments, and the security of persons and property into the development and maintenance of all work processes
- *Enabling program implementation* – Enabling supervisors to implement safety and security programs that are appropriate to their working and learning environment
- *Communicating* – Informing affected stakeholders or the BCIT community at large when events occur or conditions arise that may affect safety or security
- *Guiding* – Providing additional guidance and oversight regarding workplace violence prevention and intervention.

Evaluation

Reviewing and evaluating the appropriateness, effectiveness, and currency of safety and security programs and practices

Funding

Providing the funding and other Institute resources needed to develop and sustain safe facilities and the safety, security, and emergency management programs as described in this policy

Directors, Department Heads, and Supervisory Employees

Working in consultation with SSEM, directors, department heads, and supervisors are responsible for the following:

- *Developing practices* – Developing and implementing safety and security rules and practices for their specific working or learning environment, to be in compliance with regulations and Institute procedures
- *Educating* – Ensuring that all employees and students within their departments or schools are aware of and understand BCIT Safety, Security and Emergency Management policies, and the procedures to follow in the event of an emergency or threat
- *Responding appropriately* – Listening to concerns about personal security and workplace violence, and acting on these appropriately
- *Reporting* – Reporting security-related incidents to the Safety, Security and Emergency Management Department.

Duties and Responsibilities

Employees, Students, and Contractors

It is the responsibility of all members of the BCIT community to be aware of BCIT safety and security practices and programs and to take individual and collective responsibility for their implementation and practice. These responsibilities include the following:

- Being aware of and complying with BCIT policies, and federal, provincial, and municipal laws and regulations regarding safety, security, and personal conduct
- Being aware of conditions in their environment that may compromise their own safety and security or that of others, and responding appropriately
- Reporting to a supervisor or the Safety, Security and Emergency Management Department:
 - Any conditions or practices that may compromise the safety or security of persons or property in their area of work or study, or elsewhere on BCIT premises
 - Any security-related incidents, injuries, intimidating behaviour, violence, or threats of violence
 - Distressed persons – Concerns with statements made by, or the behaviour of students, employees, or visitors.

Procedures Associated With This Policy

Procedure 7100-PR1, Response to Abusive or Threatening Behaviour

Procedure 7100-PR2, Critical Incident Response

Procedure 7100-PR3, Fire Prevention and Preparedness

Procedure 7100-PR4, Response to Bomb Threat

Amendment History

1. Created	1993 May 25
2. Revision 1	2002 May 09
3. revision 2	2003 Jun 16
4. Revision 3	2005 Sep 26
5. Revision 4	2012 Mar 30

Scheduled Review Date

2017 Apr 01