
Safety and Security

Policy No.:	7100
Category:	Safety, Security and Emergency Management
Approving Body:	Leadership Team
Executive Division:	Human Resources
Department Responsible:	Safety, Security and Emergency Management
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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 management of the Director, Safety, Security and Emergency Management.

The Institute takes all reasonable measures to identify and prevent risks to the safety and security of persons and property, and prepare to respond effectively to threats and other emergencies.

All members of the BCIT community, and visitors, are required to comply 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 the Institute's safety and security programs and practices.

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Application of this Policy

This policy applies to all BCIT students, employees, contractors, and others who visit the Institute's grounds, buildings, or other facilities ("Visitors").

Related Documents and Legislation

Legislation

BC Workers Compensation Act

Sexual Violence and Misconduct Policy Act

BCIT Policies

5102, Student Code of Conduct (Non-academic)

7103, Sexual Violence and Misconduct

7110, Emergency Management

7140, International Travel – Risk and Security

7150, Occupational Health and Safety

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 students, employees, contractors, and visitors about personal safety and security, 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, Safety, Security and Emergency Management (“Director”) is responsible for the overall management of the Safety, Security and Emergency Management Department. In addition, the Director manages 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, and educating the BCIT community about the Institute’s safety and security policies, programs, and practices.

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 schools 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, Safety, Security and Emergency Management, and other members appointed to the Team by the President from time to time. At all times the Threat Assessment Team will have at least four members.

When a matter is referred to the Threat Assessment Team by the Director, Safety, Security and Emergency Management the Threat Assessment Team will determine the level and nature of the risk to persons or property and make recommendations to the Director. If any further information regarding the matter comes to the attention of the Threat Assessment Team, the Team may make any further recommendations the Team determines are appropriate.

The Team also, in consultation with the Director, makes recommendations to the Director regarding 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 limited to, the following:

Duties and Responsibilities

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 policies, and overseeing and implementing the policies, procedures, safety, security, and emergency management plans and programs under the jurisdiction of SSEM
- Developing 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.

Directors, Department and School Heads, and Supervisory Employees

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

- *Developing practices* – Implementing safety and security rules and practices for their specific working or learning environment, to be in compliance with Institute Policy and 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.

Employees, Students, Contractors, and Visitors

It is the responsibility of all students, employees, contractors and Visitors to be aware of BCIT safety and security practices and programs. 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

Duties and Responsibilities

- 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
- 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

7100-PR1, Response to Abusive or Threatening Behaviour
 7100-PR2, Critical Incident Response
 7100-PR3, Fire Prevention and Preparedness
 7100-PR4, Response to Bomb Threat
 7100-PR5, Response to Inclement Weather
 7100-PR6, Closed Circuit Cameras
 7100-PR7, Locking Mechanisms – Card Access and Keys
 7100-PR8, Threat Assessment Team
 7103-PR1, Response to Sexual Violence and Misconduct

The procedures PR6, Closed Circuit Cameras and PR7, Locking Mechanisms are new with Revision 5. The former PR6, Smoking Locations and PR7, Environmental Protection have been moved under Policy 7150, Occupational Health and Safety.

Amendment History

1. Created	1993 May 25	This policy was numbered 7520 when created.
2. Revision 1	2002 May 09	
3. revision 2	2003 Jun 16	
4. Revision 3	2005 Sep 26	
5. Revision 4	2012 Mar 30	This policy was renumbered 7100 at this revision.
6. Revision 5	2017 Aug 18	

Scheduled Review Date

2020 Aug 18