CAUBO

BEST PRACTICES

Violence Prevention and Emergency Preparedness

Elgin Austen - Western

Mike Markicevic - York

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A safe campus community because:

Emotional Safety: *Freedom from harassment and bullying*

Physical Safety: *Freedom from violence*

Cyber Safety: *Freedom from online abuse*

Environmental Safety: *Freedom from physical hazards where we work, learn and live*

Employer Responsibilities

- Provide a safe workplace environment
- Ensure notification on any potential or actual danger
- Ensure effective supervision

Critical Infrastructure and Life Safety

BEST PRACTICE PROTOCOLS

- Violence Prevention
- Emergency Management
- Communications & Technology
- Education and Training

Violence Prevention

1. Formal program
2. Multi-disciplinary team
3. Written policy
4. Risk assessments
5. Services for at risk students and employees
6. Disciplinary measures
7. Incident follow-up to investigations
8. Counselling resources, mental health/ medical staff
9. Review program annually, at a minimum

CPTED Reviews
(Crime Prevention Through Environmental Design)

- Qualified personnel
- Environmental analysis
- Traffic patterns and personal safety concerns
- Locks, keys, cards, cameras, alarms, signage
- Communications & education initiatives

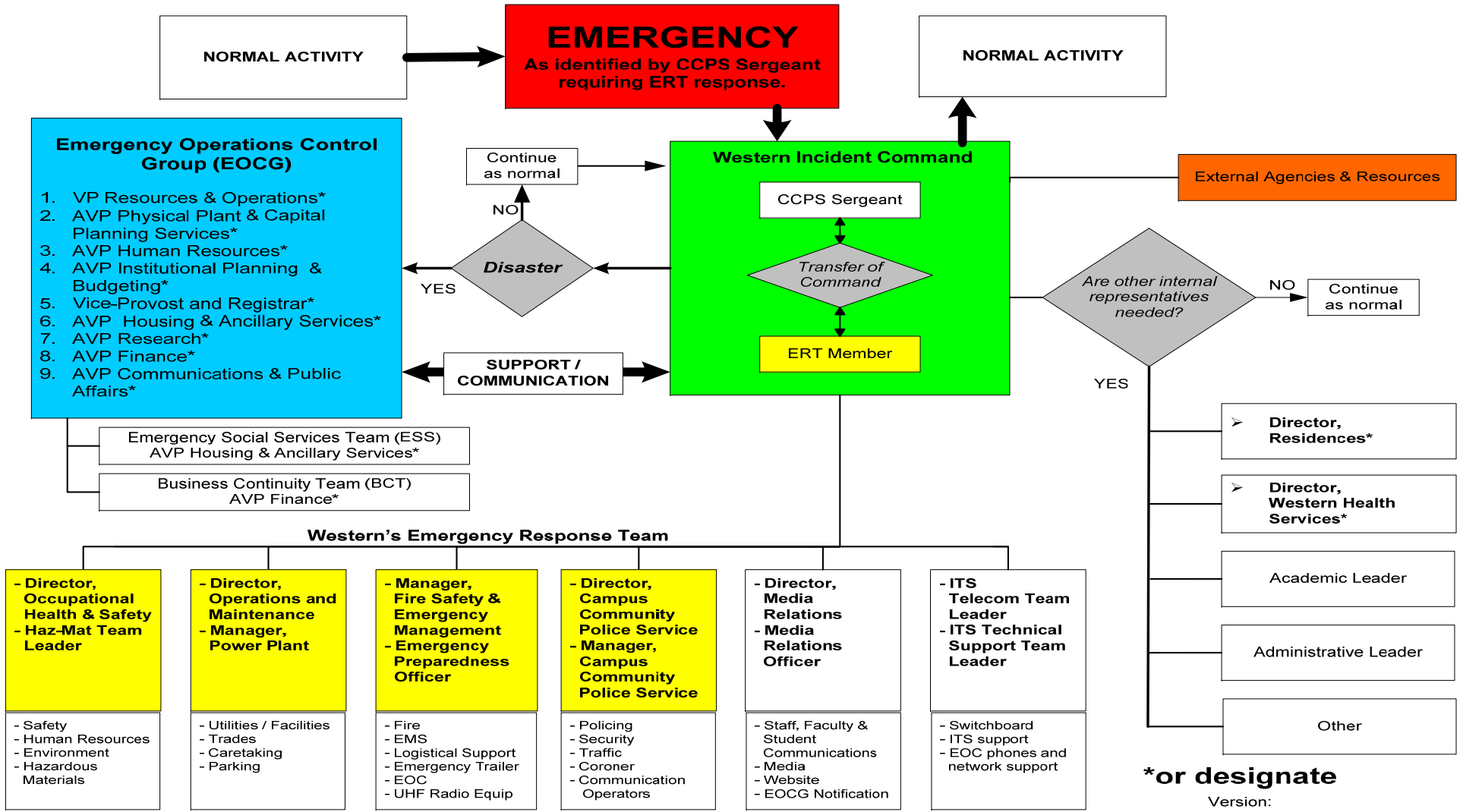# Emergency Response

- Do we have a plan?
- Do we have trained personnel?
- Do we have an integrated structure?
- Are we prepared?

Incident Command

- All hazard emergency management
- Prevention, mitigation, response, recovery
- Collaborative – Tactical response
- Consistent with Police and Fire Emergency
- Unified Command & Integrated Communications
- Established chain of command & deployment

Western's Emergency Response Process

NORMAL ACTIVITY

EMERGENCY
As identified by CCPS Sergeant requiring ERT response.

NORMAL ACTIVITY

Emergency Operations Control Group (EOCG)

1. VP Resources & Operations*
2. AVP Physical Plant & Capital Planning Services*
3. AVP Human Resources*
4. AVP Institutional Planning & Budgeting*
5. Vice-Provost and Registrar*
6. AVP Housing & Ancillary Services*
7. AVP Research*
8. AVP Finance*
9. AVP Communications & Public Affairs*

Continue as normal

NO

Disaster

YES

Western Incident Command

CCPS Sergeant

Transfer of Command

ERT Member

External Agencies & Resources

Are other internal representatives needed?

NO — **Continue as normal**

YES

SUPPORT / COMMUNICATION

Emergency Social Services Team (ESS)
AVP Housing & Ancillary Services*

Business Continuity Team (BCT)
AVP Finance*

Western's Emergency Response Team

- **Director, Occupational Health & Safety**
- **Haz-Mat Team Leader**

- Safety
- Human Resources
- Environment
- Hazardous Materials

- **Director, Operations and Maintenance**
- **Manager, Power Plant**

- Utilities / Facilities
- Trades
- Caretaking
- Parking

- **Manager, Fire Safety & Emergency Management**
- **Emergency Preparedness Officer**

- Fire
- EMS
- Logistical Support
- Emergency Trailer
- EOC
- UHF Radio Equip

- **Director, Campus Community Police Service**
- **Manager, Campus Community Police Service**

- Policing
- Security
- Traffic
- Coroner
- Communication Operators

- **Director, Media Relations**
- **Media Relations Officer**

- Staff, Faculty & Student Communications
- Media
- Website
- EOCG Notification

- **ITS Telecom Team Leader**
- **ITS Technical Support Team Leader**

- Switchboard
- ITS support
- EOC phones and network support

➢ **Director, Residences***

➢ **Director, Western Health Services***

Academic Leader

Administrative Leader

Other

*or designate

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Emergency Management

1. Establish an emergency plan that provides consistency
2. Develop an emergency management infrastructure
3. Analyze the chain of command, reporting structure and investigative resources for HIRA
4. Conduct risk assessments - qualified personnel - CPTED
5. Corporate plan for mitigation, response, recovery and resumption
6. Emergency management consistency with province

Emergency Management (cont'd)

7. Incident Command & Unified Command structure
8. Plan versatile enough for any emergency
9. Logistics support and include an EOC
10. Business Continuity & Emergency Social Services
11. Critical incident stress management & EAP counselling

Communications & Technology

1. Stay current with technology developments
2. Multi-layered communications structure
3. CPA and Campus Police/Security activate emergency messaging
4. Integrate communications with local police and other emergency services

Education and Training

1. Violence prevention education for all campus to understand resources & to identify, report, prevent, and respond to violence and potential violence
2. At risk personal safety trumps confidentiality
3. BEM training (EMO or equivalent) for ERT, EOCG
4. Realistic Emergency Plan training exercises with ERT, EOCG, BCT and ESS integrated with local police and emergency services

Stay Safe