

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

1.45 SAFE CAMPUS COMMUNITY

Classification: General

Effective Date: 01MAY08

Supersedes: (NEW)

PURPOSE & SCOPE

- 1.00 Every member of the University community has the right to study, work and conduct his or her activities in an environment free of violence. The University is committed to providing and maintaining a Safe Campus Community environment through its policies, resources, regulations, programs and community support.
- 2.00 This Safe Campus Community policy, and the Safety Plan contained in Appendix 1, identifies ways to recognize and prevent potential violence and provide those within the University Community with information to help them respond effectively to a personal safety concern or violent incident.
- 3.00 This policy applies to all members of the University community in their interaction with other members of the University community. The University community includes employees, students, post doctoral fellows, volunteers and other individuals who work, study or carry on business at the University.
- 4.00 It is recognized that the University has other policies in place that pertain to unacceptable behaviours, such as the Code of Student Conduct and the Non-Discrimination and Harassment Policies. This policy complements other such policies. It is not intended to supersede or interfere with any other University policy, collective agreements or prevailing laws.
- 5.00 Campus Community Police Service and Human Resources shall prepare an annual report for the President and Vice Presidents (PVP) and the Audit Committee with other dissemination and follow-up as required. The report will summarize the frequency and severity of violent incidents and may include recommendations to improve security measures and training initiatives. It shall be the responsibility of the Vice President (Resources and Operations), upon receipt of the annual report, to review any recommendations and to take such further steps as deemed appropriate to support a safe campus community.

PRINCIPLES

- 6.00 Violence is defined broadly as any act of aggression that could result in injury to a person or damage to property, and includes abusive and threatening behaviour.
- 7.00 Violence will not be tolerated. Incidents of violence involving members of the University community will be investigated immediately and dealt with under applicable University policies, the Code of Student Conduct, employment agreements and appropriate laws including the Criminal Code of Canada.

- 8.00 Violence is a shared concern and, as such, everyone has a role to play in preventing it. All members of the University community are expected to contribute to the maintenance of a safe environment by respecting others and discouraging offensive behaviour.
- 9.00 The University encourages community members to immediately report within their department or faculty any and all incidents where they are subjected to, witness, or have knowledge of campus violence, or have reason to believe that violence may occur. Personal safety concerns and violence or potential violence should be immediately reported directly to Campus Community Police Communications Centre by calling **911** from any campus telephone.
- 10.00 A Safe Campus Community is supported through University community members identifying violence and violence escalation, being aware of violence prevention measures, reporting violence and personal safety concerns, and being aware of the steps to take to stay safe should violence occur.
- 11.00 The confidentiality of those involved in complaints must be treated seriously by everyone involved and be protected to the extent possible. Subject to applicable privacy legislation, investigative information may be shared between Campus Community Police Service and the University community, or with Housing and Ancillary Services, Human Resources, the Registrar's Office or with unit heads associated with the incident, depending on the circumstances.
- 12.00 This policy prohibits action being taken against anyone who, acting in good faith, reports an incident of violence.

APPENDIX 1

SAFETY PLAN

- 1.00 All members of the University community should be aware of the steps they can take to prevent violence and support their own safety.
- 2.00 To assist in de-escalating potentially volatile situations, or where behaviour makes a campus community member feel uncomfortable, seek advice from someone who can assist, such as:
 - Dean, Academic Chair, Department Head or Supervisor
 - Equity and Human Rights Services
 - Human Resources,
 - Student Health and Counselling Services
 - Housing officials
 - University Student's Council
 - Student Development Services;
 - Union or Association Representative
 - Campus Community Police
- 3.00 Remain calm and avoid any action that could escalate a situation of concern, for example, using threatening body language, irrational responses, or being quarrelsome.
- 4.00 Develop steps to maintain safety when walking or working alone by contacting Foot Patrol, for example, for an escort or enrolling in the Work Safe Program.
- 5.00 Be aware of support resources by discussing these with Campus Community Police, a Housing representative, Equity and Human Rights Services, Human Resources, Occupational Health and Safety or a Union or Association representative.
- 6.00 Contact Campus Police for immediate communication with resources that support safety and security.
- 7.00 In a situation with immediate danger:
 - Avoid escalating the situation
 - Leave an unsafe area
 - Seek shelter where you are if already safe
 - Lock doors and avoid windows
 - Call Campus Police at **911**