

**SUBJECT: EMERGENCY RESPONSE TO INAPPROPRIATE, DISRUPTIVE OR THREATENING BEHAVIOUR**

This policy is intended to apply only in emergency situations. It should be read in conjunction with other UNBC policies, Association Agreements or Collective Agreements which address inappropriate conduct by students, faculty and staff. The policy allows for immediate removal of an individual from campus in an emergency situation and for a period of suspension from campus while an investigation of the initial incident is carried out.

## 1. Definitions

### a) Incident

An incident refers to a situation where an individual has exhibited behaviour including but not limited to the following:

- i) threats to the physical safety of the individual or others;
- ii) verbal threats to or abuse of students, University personnel or others legally accessing the University property;
- iii) recurring and/or wilful damage to University property.

### b) Emergency

An incident is deemed an emergency will be deemed to exist when a student, faculty member, staff member, contract employee or any other person exhibits inappropriate, disruptive or threatening behaviour and when, in the opinion of the President or delegate, the behaviour does or may constitute a threat to the well-being of others on campus or a threat to the person's own well-being.

### c) Continuing Suspension

A continuing suspension is a suspension effected under this policy where an investigation is being conducted. A continuing suspension is not a disciplinary action.

## 2. Procedures

Where anyone on campus believes an emergency exists, the following procedure may be used to remove the person from campus and to allow for a period of investigation:

- a) Contact the Director of Facilities (for the purpose of this policy, Director of Facilities includes his/her designate) at 960-6201 or the security office at 960-3333 and provide complete details of the situation;
- b) Where appropriate, the Director of Facilities shall immediately attend and intervene;
- c) Where warranted, the Director of Facilities shall effect the removal of the individual from campus and shall call on the assistance of appropriate services as necessary;
- d) The Director of Facilities shall contact the President's office and provide information about the situation. The Director of Facilities shall confirm the employee or student status of the individual

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concerned with the relevant persons from the following:

Program/Faculty  
Registrar's Office  
Human Resources/Vice-President (Academic)  
Housing Manager  
Harassment Advisor  
Health Services.

- e) After consultation with the Director of Facilities and other relevant persons, the President may authorize a continuing suspension of the individual from campus. Where the President authorizes a continuing suspension, she/he shall issue a letter suspending the individual from access to all or some of the University premises.
- f) Copies of the suspension letter shall be provided as necessary to the appropriate Chair, Dean, Director or Vice-President, Associate Vice-President (Student Services/Registrar), Director of Human Resources, the employee or Faculty Association and the Director of Facilities.

### **3. Investigation**

- a) After a continuing suspension has been issued by the President, a full investigation of the incident(s) will be undertaken.
- b) The President shall designate an appropriate senior administrative officer to investigate the incident(s), shall take statements from all witnesses and shall provide a report back to the President. The President shall invite the suspended person to provide a written account of the incident(s).

### **4. Action**

- a) After considering the available evidence, the President shall determine whether or not to initiate disciplinary action.
- b) If it is determined that the continuing suspension was warranted but that no further action is required, a letter shall be sent to the person and to all persons who received copies of the original suspension letter.
- c) If disciplinary measures are initiated, discipline shall be handled in accordance with the appropriate University policies or Collective Agreements.
- d) If it is determined that the suspension was not warranted, a letter shall be sent to the person and to all persons who received copies of the original suspension letter. The President shall take action to mitigate any harm done to the suspended person.