



# PROCEDURES

Policy Name	<b>Violence Prevention and Response</b>		
Policy #	<b>604</b>	Category	<b>Health, Safety &amp; Security</b>
Policy Sponsor	<b>Associate Vice President, Human Resources</b>	Previous Revision Date	<b>November 4, 2013</b>
Policy Approved by	<b>President &amp; CFO</b>	Issue or Revision Date	<b>January 10, 2023</b>
Procedures Approved by	<b>CFO &amp; Vice President, Administrative Services</b>	Review Date	<b>January 2028</b>

See the related [POLICY](#).

## DEFINITIONS

### Appropriate OOS Manager

An employee's immediate out-of-scope manager/supervisor.

### Harassment

Harassment is defined in *The Saskatchewan Employment Act* and this policy as:

1. any inappropriate conduct, comment, display, action, or gesture by a person:
  - (A) that either:
    - (I) is based on any prohibited ground as defined in The Saskatchewan Human Rights Code, including: religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance and gender identity, or on physical size or weight; or
    - (II) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and
  - (B) that constitutes a threat to the health or safety of the worker; or
2. any conduct, comment, display, action or gesture by a person towards a worker that:
  - (A) is of a sexual nature; and
  - (B) the person knows or ought reasonably to know is unwelcome.

Harassment involves repeated conduct, comments, displays, actions or gestures, or a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the individual.

Harassment can involve words, actions, or pictures such as:

- derogatory jokes, comments, or teasing,
- insults, taunting or slurs about race, colour, disability, sex, or sexual orientation,
- verbal abuse such as continued name calling, swearing, or yelling,
- display or circulation of derogatory materials, pictures, or objects that demean the recipient,
- verbal or physical intimidation or threats,
- practical jokes causing awkwardness or embarrassment.

Harassment includes sexual harassment. Unwelcome conduct of a sexual nature constitutes sexual harassment when:

- submission to, or rejection of, such conduct is implicitly or explicitly made a term or condition of an individual's employment or academic status, or
- such conduct is used as a basis for making decisions relating to an individual's employment or academic status or welfare as an employee or student, or
- unwanted, sexually oriented remarks, behaviours or communications create a hostile, intimidating environment for working or learning.

Harassment **does not** include any reasonable action that is taken by an instructor, manager or supervisor, relating to the management and direction of students or employees or affecting campus safety and security.

For further information on harassment, see the Saskatchewan Polytechnic Harassment policy 601.

### **Security Alert**

A security alert is a communication from a campus safety and security (CS&S) manager to those members of the Saskatchewan Polytechnic community whose personal safety or property, may in any way, be at risk due to a security incident in the learning, work or living environment. For further information respecting the content and use of security alerts, see Appendix A of this policy.

### **Saskatchewan Polytechnic Facilities**

Saskatchewan Polytechnic facilities include any building or structure leased, owned or under the control of Saskatchewan Polytechnic, and any grounds, parking lots or external spaces leased, owned or under the control of Saskatchewan Polytechnic.

### **Sexual violence:**

Any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse and sexual assault.

\*Note: complaints of sexual violence or sexual assault should be reported as per Saskatchewan Polytechnic Sexual Assault and Sexual Violence policy 605.

### **Threat Assessment Team**

The threat assessment team is a team coordinated by the CS&S manager or their designate and is comprised of individuals with the collective expertise to assess and investigate reports and threats of violence and to recommend a response to the emergency response team (ERT) that is proportionate to the risk of violence inherent in the circumstances. When performing its duties and functions under this policy, a threat assessment team is acting under the authority of this policy.

### **Violence**

Violence is any aggressive, threatening, or hostile act towards any person or group, directly or indirectly, that causes, or is likely to cause, physical or mental harm. This includes any verbal threat or conduct which gives a person or group reasonable cause to believe there exists a risk of injury to themselves or others. Violence also includes any deliberate act or omission by anyone that causes or is intended to cause damage to personal property or to any building or structure leased, owned or under the control of Saskatchewan Polytechnic.

Violence includes, but is not limited to:

- behaviour that in any way endangers the safety of others
- threatening words, communications, and gestures
- damage or destruction to personal property
- damage or destruction to Saskatchewan Polytechnic facilities
- stalking
- intimidation
- physical assaults
- possession of a weapon

## **Warning Signs/Worrisome Behaviours**

Warning signs/worrisome behaviours are known predictors of violence in post-secondary institutions. Warning signs/worrisome behaviours include, but are not limited to:

- expressions of extreme anger towards self, students, employees, or Saskatchewan Polytechnic
- indications of hatred towards any particular group or any prohibited grounds under *The Saskatchewan Human Rights Code*
- fascination with violence or weapons
- personal websites or blogs which focus on weapons, death or violence
- approval of the use of violence to resolve conflict and identification with perpetrators of violence
- statements indicating desperation, self-harm, suicide ideation and or harm to others
- statements expressing a strong sense of marginalization caused by others which may include elaborate plans for revenge
- withdrawal and isolation from family and friends
- drug or alcohol abuse
- numerous conflicts with supervisors, other students, or employees
- themes of death, weapons or violence in conversation, artwork, or writing
- extreme changes in behaviour including absenteeism, mood swings, deterioration of personal hygiene and deteriorating performance
- evidence of family or other external violence which could find expression in Saskatchewan Polytechnic facilities

While the presence of one of these signs or the display of one of these behaviours by itself may be of limited concern, the display of a cluster of these signs and behaviours must be taken seriously.

## **Weapon**

Weapon means anything used, designed to be used or intended for use in causing death or injury or for the purpose of threatening or intimidating any person and may include but is not limited to: firearms, knives, dangerous substances, explosives and ammunition.

## **PROCEDURES**

### **1.0 Reporting and Responding to Violent Incidents:**

**In all instances of an emergency, the following steps should be taken:**

#### **1.1 Call 911 immediately (dial 9-911 from a SaskPolytech office phone)**

#### **AND THEN**

#### **1.2 Call the 24-Hour Commissionaire Desk for the applicable campus:**

Moose Jaw:	306-691-8300
Prince Albert:	306-960-3995
Regina:	306-775-7777
Saskatoon:	306-659-4444

**If NOT an emergency, incidents of violence should be reported to the campus safety & security (CS&S) manager:**

**Email: [campussafetyandsecurity@saskpolytech.ca](mailto:campussafetyandsecurity@saskpolytech.ca)**

Moose Jaw: 306-691-8278  
Prince Albert: 306-765-1524  
Regina: 306-775-7754  
Saskatoon: 306-659-4455 or 306-659-6913

- 1.3 Under the oversight of and with the support of the director, health, safety, and security (HS&S), the CS&S manager or their designate will coordinate a response on behalf of Saskatchewan Polytechnic, ensure the implementation of immediate steps required to restore order and ensure the safety and well-being of members of the Saskatchewan Polytechnic community and the security of Saskatchewan Polytechnic facilities.

Possible actions include but are not limited to:

- initiating the Saskatchewan Polytechnic emergency response plan and/or relevant emergency procedures
  - securing the safety of community members
  - activating an emergency response team (ERT) as per the Saskatchewan Polytechnic emergency response plan
  - ordering the cessation or curtailment of any Saskatchewan Polytechnic activity
  - closing all or part of a campus
  - requesting the assistance of the local police service
  - removing or having the police remove from Saskatchewan Polytechnic facilities any person whose continuing presence poses an ongoing, credible threat to people or facilities
  - confirming the student or employment status of the parties involved in the violent incident;
  - engaging representation by the appropriate OOS manager of the division affected as well as from either Human Resources or Student Services as appropriate as members of the emergency response team
  - initiating and leading a threat assessment as required
  - imposing conditions or restrictions on an individual's use of Saskatchewan Polytechnic facilities, equipment, or property
  - imposing conditions or restrictions on an individual's participation in Saskatchewan Polytechnic activities or Saskatchewan Polytechnic-related activities
  - determining the need for emergency support and care for anyone adversely impacted by violence
  - assisting a victim of an offence to file a police report
  - filing a police report as necessary
- 1.4 The director, HS&S will inform the CFO & vice president, administrative services (CFO) of all reports of violence received and of any immediate steps which have been taken.
- 1.5 To assess and secure the environment at the affected campus, the CFO, in consultation with the director, HS&S, will determine whether the violent incident is likely to result in one or more of the following conditions:
- 1.5.1 The required response is likely to exceed the general resource capabilities of the campus on which it occurred; and/or
- 1.5.2 The incident itself or the required response is likely to materially affect the operations of the campus; and/or

- 1.5.3 The incident itself or the required response is likely to impact the overall well-being or reputation of Saskatchewan Polytechnic.
- 1.6 If it is determined that a violent incident is likely to result in one or more of these conditions, the CFO will immediately schedule a meeting of the Emergency Management Committee and inform the president & CEO, following the Emergency Response Plan.
- 1.7 If a threat of violence is person(s) specific, the CS&S manager will inform the threatened person(s) directly and ensure reasonable precautions are taken to protect that person(s).
- 1.8 If a threat of violence is program or service specific, the CS&S manager will inform the senior administrator responsible for the program or service and consult with that individual respecting the most effective means to communicate the threat to those working or studying in the program or service.
- 1.9 After any imminent threat has been dealt with and the situation stabilized, the appropriate OOS manager of the division affected, with the support of the CS&S manager and Human Resources or Student Services as appropriate, will complete any additional investigation as necessary.
- 1.10 Discipline will be administered in accordance with the disciplinary clauses of the various collective agreements, if applicable, and in the case of students, the Student Code of Conduct (Non-Academic) 1211b.
- 1.11 The CS&S manager or designate will complete an investigation report, which will address the incident and relevant outcomes, and identify any recommendations to minimize the risk of future violence. The report will be submitted to the Emergency Management Committee by the director, HS&S. At the behest of the Emergency Management Committee, the appropriate OOS manager of the division involved will be responsible for ensuring recommendations are implemented as practicable.
- 1.12 The CS&S manager is responsible for managing the ongoing coordination and communication regarding relevant stakeholders, such as law enforcement.

## **2.0 Warning Signs/Worrisome Behaviour**

- 2.1 Several warning signs/worrisome behaviours have been documented as precursors to violent acts committed at other post-secondary institutions. Worrisome behaviour is defined as those behaviours that cause concern and may indicate that an individual is moving toward a greater risk of violent behaviour. Worrisome behaviours may be an early warning sign of the development of more serious high-risk behaviour and should be addressed in a timely manner. Any person having knowledge of high-risk behaviour or having reasonable grounds to believe there is a potential risk to students, employees or property shall immediately notify Campus Safety and Security.
- 2.2 The CS&S manager will investigate the behaviour to determine the presence or absence of these warning signs/worrisome behaviours. Based on this evaluation, a threat assessment may occur.
- 2.3 Members of the Saskatchewan Polytechnic community who demonstrate warning signs/worrisome behaviours may be encouraged to seek assistance through the Saskatchewan Polytechnic Employee and Family Assistance Program or through student counselling services.

### **3.0 Steps to Minimize the Risk of Violence**

As per requirements within the Occupational Health and Safety legislation, Saskatchewan Polytechnic will take reasonable steps to minimize the risk of violence at its facilities, including:

- 3.1 Risk assessments where violence has occurred or may reasonably be expected to occur.
- 3.2 Identification of any employee or student positions or activities where violent situations have occurred or may reasonably be expected to occur.
- 3.3 Implementation of engineering or architectural controls and devices including changes to landscaping.
- 3.4 Revision of work and administrative practices and procedures.
- 3.5 Provision and required use of personal protective equipment where prudent.
- 3.6 Providing information to employees and students whose positions or activities expose them to a risk of violence, including information respecting the means to recognize and defuse potential violence, appropriate responses to violence, how to obtain assistance and procedures for reporting violence.
- 3.7 Providing security alerts which inform the Saskatchewan Polytechnic community of violence-related incidents and outline precautionary measures to be taken to minimize risk. (See the definitions section of this policy and Appendix A for further information related to security alerts.)
- 3.8 Director, HS&S will determine the most effective medium for communicating security alerts directed at the campus and publicize this medium widely. Community members are responsible for accessing this medium on a regular basis to ensure their personal safety.

### **4.0 Steps to Support Individuals Impacted by Violence**

Saskatchewan Polytechnic will take reasonable steps to support any member of the Saskatchewan Polytechnic community who is adversely impacted by violence on Saskatchewan Polytechnic facilities including:

- 4.1 Encouraging and assisting Saskatchewan Polytechnic community members to access appropriate medical treatment.
- 4.2 Encouraging and assisting Saskatchewan Polytechnic community members to access appropriate counselling or psychological services.
- 4.3 Providing employees with paid time off to consult with healthcare professionals.
- 4.4 Providing students with academic program modifications including: deferral of exams, leaves of absence without academic penalty and alternative clinical, practicum or work experience placement.
- 4.5 Ensuring all required Workers' Compensation Board forms are completed and filed.
- 4.6 Reimbursing the costs of Saskatchewan Polytechnic-approved counselling or psychological services not covered by the Saskatchewan Polytechnic Employee and Family Assistance Program or available through student counselling services.
- 4.7 Providing enhanced security precautions including SafeWalk service, timetable and room changes, personal security devices and relocation of parking to a closer or monitored parking space.
- 4.8 Providing advice, counsel and support to members of the community whose positions or activities expose them to a risk of violence, including information respecting the means to

recognize and defuse potential violence, appropriate responses to violence, how to obtain assistance and procedures for reporting violence

- 4.9 Providing support to groups of community members who are dealing with traumatic stress in response to an incident of violence.

## **5.0 Ceremonial Knives**

Saskatchewan Polytechnic permits the wearing of ceremonial knives (e.g., kirpan) carried or used to meet religious obligations when they have been rendered inoperable. The associated responsibilities and processes are as follows:

- 5.1 The individual wearing the ceremonial knife is responsible for ensuring it is worn concealed, under the clothing, in a cloth bag which is sewn shut.
- 5.2 Questions or concerns relating to students wearing the ceremonial knife can be directed to the Student Relations Office.
- 5.3 If wearing the ceremonial knife could cause physical harm to the wearer or others in an academic program setting, the CS&S manager will work with the program and student and may consult Student Services as needed.
- 5.4 Questions or concerns relating to faculty and staff wearing the ceremonial knife can be directed to the associate vice president, human resources or designate.
- 5.5 Questions or concerns relating to visitors wearing the ceremonial knife can be directed to the CS&S manager.
- 5.6 The right of a student, faculty, staff, or visitor to wear the ceremonial knife may be suspended by Saskatchewan Polytechnic if the wearer does not comply with the guidelines noted above. For students, the process in the Student Code of Conduct (Non-Academic) 1211b will be applied to resolve the issue. For faculty and staff, the matter will be referred to Human Resources.

## **RESPONSIBILITIES**

While this policy recognizes that all members of the Saskatchewan Polytechnic community share responsibility for promoting the development of a learning, working, and living environment free of violence, it is imperative that accountability for the accomplishment of certain key responsibilities be assigned.

### **1. Associate Vice President, Human Resources**

The associate vice president, human resources (AVP, HR) is responsible for ensuring access to the expertise, services and information required to minimize the risk of violence to employees, and for ensuring this policy and any revisions to it minimize the risk of violence to employees, and for ensuring the Emergency Management Committee is consulted appropriately on matters related to violence.

In practice, these responsibilities include:

- 1.1 Ensuring the violence policy is readily available to employees.
- 1.2 Ensuring employees may access information respecting violence including, but not limited to:
  - a) the provisions of this policy
  - b) the means to recognize and defuse potentially violent situations

- c) the means to minimize or reduce the risk of violence
- d) engineering controls, personal or work practices, administrative arrangements, and personal protective equipment that have been developed to minimize the risk of violence
- e) appropriate responses of employees to incidents of violence, including how to obtain assistance
- f) procedures for reporting violent incidents; and,
- g) enhancing personal safety.

Information may be provided through Saskatchewan Polytechnic publications, employee handbooks, new employee orientation sessions, website materials and other electronic learning opportunities, in-person training sessions and print materials distributed and available through Human Resources.

## **2. Associate Vice President, Student Services**

The associate vice president, student services is responsible for ensuring access to the information required to minimize the risk of violence to students.

In practice, these responsibilities include:

- 2.1 Ensuring the violence policy is readily available to students.
- 2.2 Ensuring students may access information respecting violence, including but not limited to:
  - a) the provisions of this policy
  - b) the means to recognize and defuse potentially violent situations
  - c) the appropriate responses of students to incidents of violence including how to obtain assistance
  - d) procedures for reporting violent incidents; and
  - e) enhancing personal safety

Information may be provided through Saskatchewan Polytechnic publications including student handbooks and calendars, new student orientations, website materials, in-person training sessions and print materials distributed and available through Student Relations Office and Counselling Services available at all campuses through Student Services.

- 2.3 Consulting as necessary with the associate vice-president, human resources to ensure this policy is revised, where necessary, to further minimize the risk of violence to students.

## **3. Director, Health, Safety and Security**

The director, health, safety, and security (HS&S) is responsible for ensuring a campus is prepared to respond effectively to reports of violence and for coordinating the response to reports of violence received by their office under the authority of this policy.

In practice, these responsibilities include:

- 3.1 Providing program heads, managers, directors, associate deans, deans, and senior administrators with access to the expertise required to conduct risk assessments.
- 3.2 Providing program heads, managers, directors, associate deans, deans and senior administrators with access to the expertise required to minimize the risk of violence to students and employees who are working in positions or engaged in activities where they may reasonably be exposed to violence.



- 3.3 Assisting the AVP, human resources and AVP, student services to ensure students and employees may access information respecting violence including, but not limited to:
- a) the provisions of this policy
  - b) the means to recognize and defuse potentially violent situations
  - c) the means to minimize or reduce the risk of violence
  - d) engineering controls, personal or work practices, administrative arrangements, and personal protective equipment that have been developed to minimize the risk of violence
  - e) appropriate responses of employees to incidents of violence, including how to obtain assistance
  - f) procedures for reporting violent incidents; and
  - g) enhancing personal safety

#### **4. Campus Safety & Security (CS&S) Manager**

In any circumstance where the director, HS&S is absent or unable to perform their duties under this policy, those duties will be assumed by a CS&S manager.

Under the oversight of and with the support of the director HS&S, the CS&S manager or their designate is responsible for:

- 4.1 Liaising with the local police service in a manner which reflects the joint responsibility of Saskatchewan Polytechnic and the police service for the safety and well-being of members of the Saskatchewan Polytechnic community and which ensures a coordinated and effective response from the police service and other emergency response services when necessary.
- 4.2 Establishing effective emergency response procedures for a campus.
- 4.3 Ensuring emergency response procedures are widely known and regularly rehearsed on the campus.
- 4.4 Forming an emergency response team or threat assessment team, as appropriate.
- 4.5 Ensuring the members of the emergency response team and/or threat assessment team receive appropriate training and orientation.
- 4.6 Coordinating the work of the emergency response and threat assessment teams.
- 4.7 Taking, in response to a report of violence, any immediate steps required to restore order and ensure the safety and well-being of members of the Saskatchewan Polytechnic community and the security of Saskatchewan Polytechnic facilities, as outlined in Procedures 1.0.

#### **5. Occupational Health and Safety Committee**

The Occupational Health and Safety Committee contributes to Saskatchewan Polytechnic's efforts to promote the development of a work environment free of violence and to minimize the risk of violence for employees.

In practice, the responsibilities of the committee include:

- 5.1 Assisting in the identification of any employee positions or activities that have been or may reasonably be expected to be exposed to violence.
- 5.2 Consulting with the associate vice-president, human resources or designate to ensure risk assessments are conducted in Saskatchewan Polytechnic facilities.

- 5.3 Consulting with the associate vice-president, human resources or designate to ensure the risk of violence is minimized through training and revisions to work and administrative procedures for employee positions or activities.

## **6. Out-of-Scope (OOS) Managers**

Within their portfolios, OOS managers bear an increased responsibility for promoting a learning, work and living environment free of violence, for minimizing or eliminating the risk of violence wherever possible and for ensuring violence is responded to effectively.

In practice, this responsibility includes:

- 6.1 Determining if reports of violence within their portfolio can be managed through existing policies and procedures or if a threat assessment is required, in consultation with the CS&S manager, as determined in Procedure 1.0.
- 6.2 Evaluating the investigation report of the CS&S manager and implementing any determined actions.
- 6.3 Informing themselves, and students and employees within their portfolio, of the provisions of this policy and procedures and generally promoting the development of a learning, work and living environment free from violence.
- 6.4 Identifying within their portfolio any facility where violence has occurred or may reasonably be expected to occur, ensuring a timely risk assessment is conducted, in consultation with the CS&S manager, in any such facility and ensuring steps are taken consistent with the requirements of this policy to minimize any risk of violence identified by the risk assessment.
- 6.5 Identifying any student or employee positions or activities within their portfolio that have been or may reasonably be expected to be exposed to violence and ensuring steps are taken consistent with the requirements of this policy and in consultation with the CS&S manager to minimize the risk of violence.
- 6.6 Ensuring violence within their portfolio is reported in a timely manner to the CS&S manager and, when necessary, the local police service, as per Procedure 1.0.
- 6.7 Facilitating and participating in the efforts of the CS&S manager or their designate and the threat assessment team as they assess, investigate and manage reports of violence which occur within their portfolio.
- 6.8 Promoting the development of a learning, work and living environment free of violence within their portfolio and facilitating access to information for employees and students respecting violence.
- 6.9 Ensuring that the steps in Procedure 4.0 are followed to support any member of the Saskatchewan Polytechnic community within their portfolio who is adversely impacted by violence in Saskatchewan Polytechnic facilities.

## **7. Program Heads, Supervisors, and Senior Administrators**

Within their portfolios, program heads, supervisors, and senior administrators bear an increased responsibility for promoting a learning, work and living environment free of violence, for minimizing or eliminating the risk of violence wherever possible and for ensuring violence is responded to effectively.

In practice, this responsibility includes:

- 7.1 Informing themselves, and students and employees within their portfolio, of the provisions of this policy and procedures and generally promoting the development of a learning, work and living environment free from violence.
- 7.2 Identifying within their portfolio any facility where violence has occurred or may reasonably be expected to occur, ensuring a timely risk assessment is conducted in any such facility and ensuring steps are taken consistent with the requirements of this policy to minimize any risk of violence identified by the risk assessment.
- 7.3 Identifying any student or employee positions or activities within their portfolio that have been or may reasonably be expected to be exposed to violence and ensuring steps are taken consistent with the requirements of this policy to minimize the risk of violence.
- 7.4 Ensuring violence within their portfolio is reported in a timely manner to the CS&S manager or their designate and, when necessary, the local police service.
- 7.5 Facilitating the efforts and decisions of the CS&S manager or their designate and the threat assessment team as they assess, investigate, and manage reports of violence which occur within their portfolio.
- 7.6 Promoting the development of a learning, work and living environment free of violence within their portfolio and facilitating access to information for employees and students respecting violence.

## **8. Provost & Vice President, Academic**

The provost & vice president, academic (provost) or designate may authorize the storage, carrying or use of firearms, ammunition and knives on Saskatchewan Polytechnic facilities beyond those weapons exempted in this policy. The provost or designate may only authorize the storage, carrying or use of such weapons on Saskatchewan Polytechnic facilities required for Saskatchewan Polytechnic-sanctioned events, activities or academic programs.

- 8.1 In the performance of this responsibility, the provost, in consultation with the director, HS&S, will ensure requests to carry, store or use such weapons:
  - a) are made in writing
  - b) include copies of proof of ownership, registration and other permits or documents as may be required by law
  - c) include a statement of the purpose of the authorization and to which such weapons will be put to use
  - d) provide information as to when and where such weapons will be used
  - e) provide information as to how long such weapons will be carried or stored on Saskatchewan Polytechnic facilities
  - f) provide information as to how such weapons will be safely stored when not in use; and
  - g) provide evidence as to the experience and expertise of those requesting the authorization
- 8.2 When authorizing the storage, carrying or use of such weapons on Saskatchewan Polytechnic facilities, the provost will set out in writing:
  - a) an exact description of such weapons authorized
  - b) the purpose for which such weapons are authorized
  - c) the names of the individuals who are authorized to store, carry, or use such weapons
  - d) the length of time such weapons may be stored, carried, or used on Saskatchewan Polytechnic facilities
  - e) the provisions for the safe storage of such weapons when not in use, including any provisions required in law
  - f) the way the use of such weapons is to be logged; and

g) any conditions on the authorization which they determine are appropriate in the circumstances.

8.3 Copies of the written authorization will be provided to the relevant CS&S manager, facilities manager, and senior administrators.

8.4 The decision of the provost to grant or withhold an authorization to store, carry or use such weapons on Saskatchewan Polytechnic facilities is final.

## **9. Students and Employees**

All members of the Saskatchewan Polytechnic community, including students and employees, must play a role in the promotion of a learning, work and living environment free of violence.

The responsibilities of students and employees include:

9.1 Familiarizing themselves with this policy and its procedures.

9.2 Familiarizing themselves with the locations of security alerts and checking for alerts regularly.

9.3 Promptly reporting violence to Campus Safety and Security or to another responsible Saskatchewan Polytechnic official such as their instructor or supervisor.

9.4 Taking reasonable precautions to protect themselves and others from violence, including violence which occurs independently of Saskatchewan Polytechnic, but which threatens to carry over to Saskatchewan Polytechnic facilities or activities (e.g. domestic violence).

## **APPENDIX A**

### **SECURITY ALERTS**

#### **1.0 Responsibility**

The director, health, safety, and security or designate is responsible for security alerts.

#### **2.0 Content**

A security alert will include the following information:

- 2.1 The nature and extent of the risk
- 2.2 Precautionary measures which are advised to minimize the risk
- 2.3 Any other information which will assist community members to ensure their safety; and
- 2.4 Any services available to community members to assist them in ensuring their safety

#### **3.0 Timeliness**

The timeline of security alerts will be dependent on the nature of the incident and as needed.

#### **3.0 Access**

Methods of communicating security alerts to the Saskatchewan Polytechnic community may include, but are not limited to, the following:

- email
- social media
- website
- posters
- presentations