

CAMPUS EMERGENCY PROCEDURE

Procedure title: Criminal Acts
Effective date: May 2014
Revision date: May 2016

Introduction

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees and students, or the facility itself.

Definition/explanation

A **criminal act** refers to any conduct that is in breach of the Canadian Criminal Code (R.S.C., 1985, c. C-46).

Procedure

If you witness a criminal act, take the following action:

- Move to a safe location;
- Call Campus Security immediately at ext. 2400 from a campus phone or 905.721.3211 from an external number;
- Do not intervene; and
- Assist Campus Security and/or police officers when they arrive by providing all pertinent information.

Faculty and Staff

If you are a faculty or staff member and you witness a criminal act:

- If safe to do so, use your authority as a faculty or staff member to attempt to verbally intervene. Please note: faculty and staff are not expected to place themselves in an unsafe situation;
- If you are outside a classroom or office, remain in a safe location, if possible;
- If it is not safe to remain on site, move to a safe location, such as an office or classroom and report your location to Campus Security at ext. 2400 or 905.721.3211;
- If you are inside a campus building, move into a classroom or office, close and secure the door, ensure the safety of the students and staff in the classroom or office, and report your location to Campus Security at ext. 2400 or 905.721.3211;
- If the act is committed in a classroom or office and doesn't show evidence of de-escalating, evacuate the students, staff and others from the classroom or office and move to a safe location and report your location to Campus Security; and
- If weapons are involved, faculty and staff are not to become involved. Immediately evacuate the students to a place of safety, call Campus Security at ext. 2400 or 905.721.3211, and report your location and any pertinent information.

In the event of an injury:

In the event an injury occurs, please contact your immediate supervisor to inform him or her of the incident. Next, you or your supervisor must fill out an Accident/Incident Report Form.

For Durham College employees, the form can be located on the employee intranet, ICE, under Forms, then Human Resources, and Accident, Injury. For more information, please refer to the Durham College Accident Reporting Procedure (EMPL-301.1), also located on ICE.

UOIT employees can access the form through the UOIT.ca website. On the homepage, click Faculty and Staff, then Campus Services, and Health and Safety. For more information, please refer to the Accident Reporting Procedure, which is located on the UOIT.ca website.

Authority and responsibilities

The Emergency Management Response Team (EMRT) and the Office of Campus Safety will be responsible for enforcing and communicating these procedures to staff and students.

Faculty, staff, and students will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

Reference

Durham College and UOIT Emergency Preparedness Plan & Policy
Durham College Emergency Preparedness Policy ADMIN-211
Durham College Accident Reporting Procedure EMPL-301.1
Government of Canada – Criminal Code (R.S.C., 1985, c. C-46)
UOIT Accident Reporting Procedure