

# CAMPUS EMERGENCY PROCEDURE

---

**Procedure title:** Domestic Violence  
**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

**Domestic violence** (or intimate partner violence) occurs when a person uses physical violence, coercion, threats, intimidation, stalking, emotional, sexual or economic abuse to control his or her current or former partner (married, dating, living together or have a child in common).

## Procedure

Students, staff, faculty or visitors who are affected by domestic violence and fear that a current or former intimate partner, who may be on campus or may come to campus, may pose a risk to themselves or anyone on campus, must report this concern to Campus Security at ext. 2400 or 905.721.3211 from an external line.

If an individual discloses being a victim/target of domestic violence:

- Let her or him know you are concerned and that you will support her or his needs for safety, necessary accommodations and referrals to appropriate resources;
- Respect confidentiality, telling only those who need to know (i.e. Campus Security and the Office of Campus Safety). In the case of a threat of violence on campus, you are obliged to report to Campus Security at ext. 2400 or 905.721.3211;
- Individuals with restraining orders are strongly encouraged to provide the Office of Campus Safety with a copy of the order; and
- If an individual discloses committing domestic violence, the staff/faculty should inform the individual that the college and university have a strict policy against Domestic Violence. Be clear that the individual will be disciplined if the violence takes place anywhere on campus.

## In the event of an injury:

In the event an injury occurs, please contact your immediate supervisor to inform her or him 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**

Persons in positions of authority (including deans, directors, chairs, supervisors, faculty, graduate student instructors, coaches or others who oversee employees or students) have an obligation to contact the appropriate resources if they see or are informed of domestic violence incidents or threats of violence. Employees can seek assistance from their Human Resources representative.

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  
UOIT Accident Reporting Procedure