

CAMPUS EMERGENCY PROCEDURE

Procedure title: Psychological Crisis
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 **psychological crisis** exists when an individual is threatening to do harm or is doing harm to themselves and/or to others, and/or to campus property.

Early identification and intervention with persons suffering from psychological crisis is the single most important step that faculty, staff, security and health professionals can take to prevent individuals from escalating to violent acts.

Procedure

In the event of a psychological crisis, faculty, students and staff will:

- Call Campus Security at ext. 2400 from a campus phone or 905.721.3211 from an external line;
- If the crisis or incident escalates, evacuate the immediate area;
- Seek a place of safety away from the individual and notify Campus Security of your location; and
- Refer to the document produced by the Campus Health Centre's counselling services, Connections: Identifying and Referring Students in Difficulty, for further information.

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

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