

Policy Title: Emergency and Threat Response Policy
Policy Approver: President
Policy Holder: Finance and Administration Services
Executive Lead: Vice-President Finance and Administration & Chief Financial Officer
Category: Administrative Operational Policy
Original Date: July 2011
Last Revised: November 2023
Next Review: November 2025

Policy Statement

Yukon University is committed to promoting a safe and secure community within a supportive and accessible living, learning, and working environment.

Approval Statement

With the consent of the President's Executive Committee and approval of the President, this policy is hereby deemed in effect on November 22, 2023



Lesley Brown
President and Vice-Chancellor
Yukon University

November 22, 2023

Date

1. Purpose of Policy

This policy aims to guide the response efforts by the Yukon University (hereafter “YukonU” or “the University”) in identifying, investigating, evaluating, and managing threats and emergencies related to any member of the YukonU community or any YukonU property.

2. Scope

This Policy applies to every Emergency or Threat on any YukonU campus or off-campus at a YukonU sponsored event.

This Policy applies to the behaviour of members of the YukonU community, visitors to YukonU campuses, and attendees at off-campus YukonU sponsored events, as well as behaviour directed toward YukonU property and/or members of the YukonU community in relation to their role with YukonU by members of the general public.

3. Definitions

- **Abusive or threatening behaviour:** any statement or conduct that may cause a person to believe their own or another person's safety is at risk or that property is at risk of damage, destruction, or loss. This includes cyberbullying and other online threats made from known or anonymous individuals or groups.
- **Emergency:** a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.
- **Threat Assessment Team (TAT):** a YukonU group tasked with leading all assessments and investigations related to abusive, threatening, or violent behaviour to recommend case management strategies to provide for the safety and security of the YukonU community and YukonU property.
- **Yukon University Community:** includes all employees of Yukon University, visitors to a campus, and University students (full or part time; credit or non-credit).
- **YukonU Property:** includes all YukonU premises, whether rented or owned, and any off-campus sites related to YukonU activity.

- **Visitor:** any individual on any YukonU campus who is not a member of the YukonU community.
- **Violence:** any act or attempted act of a physical or emotional nature that either causes it is intended to cause physical or emotional injury or damage, destruction, or loss of property.

4. Emergencies

YukonU will establish and periodically update an Emergency Response Plan for each campus which shall be posted publicly and include emergency contact information and procedures.

Yukon University Community Members must immediately report any hazards that may result in an Emergency to their instructors, direct supervisor or Campus Security.

If an individual discovers an active Emergency, they must first and foremost ensure their own safety by following the Emergency Response Plan. Personal intervention in the Emergency should only be attempted when reasonably safe to do so. As soon as it is safe and practicable to do so, an individual who discovers an emergency must immediately inform Campus Security or, if the situation warrants, emergency services (911). When notified of any Emergency, Campus Security shall immediately inform the most appropriate authority which may include the facilities, RCMP, Whitehorse fire department or emergency medical services.

In addition to overseeing the implementation of the Emergency Response Plan in the event of an Emergency, Campus Security is responsible for immediately notifying the Director of University Infrastructure of any Emergency. In turn the Director of University Infrastructure shall immediately advise the President.

YukonU shall undertake all reasonable steps to notify Yukon University Community Members of an active Emergency in order to minimize harm and potential damage.

Following every Emergency, the President shall establish an investigative team to review YukonU's response to the Emergency and recommend any changes to practice or policy necessary to better respond to any future emergency.

5. Threats

YukonU will not tolerate abusive, threatening, or violent behaviour on any YukonU campus or at any YukonU sponsored event. Any abusive, threatening, or violent behaviour must be reported to an individual's instructor, immediate supervisor, or Campus Security. Clear instructions for reporting Threats will be made readily available to Yukon University Community members.

To respond to any reported threat, YukonU will establish a Threat Assessment Team under the authority of the Vice-President Finance and Administration & Chief Financial Officer, dedicated to threat assessment, investigation, and management. All reports of abusive, threatening, or violent incidents that have been forwarded to the Threat Assessment Team will be investigated, and an appropriate response strategy will be activated.

The Threat Assessment Team will address threatening behaviour or incidents of violence and recommend management strategies to enhance the safety and security of the YukonU community and YukonU property. The University will ensure the Threat Assessment Team has the means and resources to conduct its work appropriately and that Team members are provided with the appropriate training.

The Threat Assessment Team is responsible for conducting risk assessments for all reported incidents of abuse, threatening or violent behaviour, and has the authority to undertake any necessary activity to resolve an immediate life or safety issue, including reporting criminal activity to police and recommending management strategies.

Individuals involved in abusive, threatening, or violent behaviour are subject to discipline under the appropriate policy.

Anyone involved in investigating, assessing, or managing situations that pose a risk to the safety and security of the YukonU community or YukonU property must maintain strict confidentiality and comply with the Freedom of Information Protection and Privacy Act. Academic Freedom is a fundamental tenant of the University. This policy shall not be interpreted or applied to impose on the legitimate Academic Freedom of any member of the YukonU community.

6. Other Related and/or Accompanying Documents

Threat Assessment Procedures – SF 11.1

7. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
July 2011	President: approval of the new policy and procedures
January 6, 2012	President: approval of the revised policy and procedures
November 22, 2023	President: approval of the revised policy and procedures
Jan 2025	Code change from SS 11.0 to SF 11.0