

# H1005 – OCCUPATIONAL HEALTH AND SAFETY

## THREAT AND INDIVIDUAL RISK ASSESSMENT PROCEDURES

### 1. General

#### 1.1 Definitions

**Campus Security** means employees or contractors reporting to and operating under the direction of the Manager, Security & Emergency Management.

**Risk** means uncertainty related to a future event or occurrence which could prevent or impede the College from achieving its financial, strategic, and operational objectives and priorities. (Langara College Risk Management Policy 470). In this case, Risk refers to an individual risk, which may or may not involve enterprise risk.

**Risk Assessment** is the process of determining risk to a known or unknown target or targets in an unknown period; in this context, no known threat has been made, or the threat has been sufficiently mitigated against, that it is no longer a threat.

**Threat** means a person, circumstance, or thing likely to cause danger, injury, damage, or other adverse impact, or any indication of an imminent, likely, or potential danger, injury, damage, or other adverse impact.

**Threat Assessment** is the process of determining if someone who has made a threat has caused or is likely to cause danger, injury, damage, or other adverse impact to the target or targets they have threatened. The plausibility of the threat is evaluated to determine if a threat assessment is required.

**Safety Plan** means a deliberate and documented set of planned actions and interventions implemented to minimize the potential impact(s) of a threat being carried out. As much as practicable, and to the extent they so desire, the target(s) of a threat are involved in creation of a Safety Plan. A Safety Plan must include supports for the psychological impacts associated with being a target of a threat.

**Urgent** means a threat for which intervention is required to mitigate a life-safety concern, such that a delay in intervention until normal College business hours would or is likely to cause a detrimental outcome.

#### 1.2 Distinction of Risk vs Threat

It is important to understand the distinction between threat and risk. A threat can be understood as some indication of a person's intention to cause specific harm, while risk is how exposed to a potential and/or unknown harm the College or an individual is.

#### 1.3 Rationale

Langara College is committed to making our campuses safe for all students, staff, and community members. As a result, we are collectively committed to responding to all behaviours that pose a potential risk to self or other students, staff, and members of the community. The term 'partner' in this document is not intended to mean a legal partnership, but rather a collaborative arrangement.

Reports of threats may be received directly from students, staff, and others, including community partners; all have a duty to report behaviours that do or could impact safety.

As part of the College's comprehensive safety and security programs, Threat and Individual Risk Assessment Procedures have been established to support responding to threats and individual risk in a multi-disciplinary manner.

Along with early intervention measures from various College areas of responsibility, the effective implementation of Threat and Individual Risk Assessment Procedures support collaborative action and intervention to prevent traumatic events and reflects safe, caring, and restorative approaches. Timely sharing of information about individuals at risk for violence towards themselves and/or others can ensure that supportive plans are put in place.

The strength of this approach to threat and risk management lies in the deliberate combination of initial assessment with referral to and involvement of multi-disciplinary practitioners in the College community. Promptly after a threat, assessment and life-safety intervention will ensure the protection of the College community, while also activating multi-disciplinary support and intervention mechanisms to collaborate on effective management of future risk.

The collaborative process respects the individual's rights to privacy and the safety of all, to the fullest extent possible, and all personal information will be collected, used, and disclosed only in accordance with privacy legislation and requirements.

#### 1.4 Method

This Procedure draws on established and evidence-based approaches, recognizing the diversity and unique roles of members of the College community and the areas that support and are accountable to them. The Procedure also recognizes the potential for a case to evolve into and out of the scope of this Procedure and provides a mechanism to transition between the Procedure and other disciplines and areas of accountability for the College.

## 2. Threat Assessment Procedures

### 2.1 Reporting Requirement

All behaviours of students, staff, or community members that may pose a threat to others must be reported to Campus Security. This is in addition to and does not replace or discharge any other reporting requirement(s).

Individuals who are displaying self-harm behaviours and/or suicidal ideation pose a risk to themselves. These behaviours may not require a threat assessment but could require other intervention or support.

### 2.2 Threat Assessment Lead

The Manager, Security and Emergency Management, or designated and trained alternate, acts as the Threat Assessment Lead on behalf of the College.

The Threat Assessment Lead is accountable for

- Maintenance, periodic review, and continuous improvement of these Procedures
- Consultation with community partners as part of a Threat Assessment
- Convening and facilitating a multi-disciplinary assessment team in response to a threat, if required
- Maintaining the official copy of all documentation related to a threat and/or Threat Assessment, in compliance with the BC *Freedom of Information and Protection of Privacy*

*Act (FIPPA)*, and the College’s Recorded Information Management policy (B5010) and related procedures.

## 2.3 Assessment

It is important to note that the following steps occur rapidly and often concurrently, and the initial assessment may take seconds or minutes to complete.

### 2.3.1 Determine if a threat is present

Campus Security will evaluate the report to determine if it constitutes a threat, based on the definition in Section 1.1 and the criteria outlined in Section 4.1 of this document.

- **If the report does not meet the definition** of a threat, Campus Security will refer the case to the Individual Risk Assessment Procedure to support multi-disciplinary management and intervention.
- **If the report does meet the definition of a threat**, Campus Security will continue to assess the report.

### 2.3.2 Confirm Langara involvement

Campus Security will assess the reported threat, using the criteria outlined in Section 4.2 of this document, to determine if there is a bona-fide threat that impacts the College.

- **If the threat does not meet criteria**, Campus Security will refer the case to the most appropriate resource, such as local police, ambulance, 8-1-1, counselling services, etc.
- **If the threat does meet criteria**, Campus Security will continue to assess the report.

### 2.3.3 Assess credibility of the threat

Credibility is vital when determining whether and how a threat should be addressed or if the individual should be referred to other College services for intervention and support. Campus Security will determine credibility of the threat based on whether it is clear, direct, and plausible, using the criteria outlined in Section 4.3 of this document.

- **If the threat is not determined to be credible**, Campus Security will refer the case to the Risk Assessment Procedure to support multi-disciplinary management and intervention.
- **If the threat is determined to be credible**, Campus Security will continue to the next step of assessment.

### 2.3.4 Urgent intervention for life-safety

Campus Security will assess the threat for urgency, and may involve a community safety partner, such as local police, to assist in this assessment.

- **If the threat is urgent**, Campus Security will follow intervention processes, procedures, and/or directives established by applicable legislation, and the College’s Occupational Health and Safety Policy, applicable Security policies and procedures, and applicable Emergency Management policies and procedures, including activating emergency services (9-1-1).
  - A Threat Report in a standard format will be prepared and referred to the Threat Assessment Lead without delay, along with copies of any other required reports for the incident and/or response.

- **If the threat is not urgent**, Campus Security will create a Threat Report in a standard format and refer the case to the Threat Assessment Lead for review and action during College business hours.

### 2.3.5 Mitigation

The Threat Assessment Lead will review the Threat Report, and confirm the nature and detail of the threat, potential impact of the threat if carried out, and consider the individual's role within the College. The Threat Assessment Lead will convene a multi-disciplinary team, composed of trained College representatives in appropriate area(s) of responsibility to:

- Determine the need for and consult with community partners, as required,
- Determine the need for and develop a Safety Plan to mitigate against the threat, and
- Deliberately transition the case to the Individual Risk Assessment Procedure (Section 3).

## 3. Individual Risk Assessment Procedure

This procedure assesses individual risk and may contribute to but is not an exhaustive assessment of enterprise risk. The result of the individual risk assessment is communicated to Organizational Risk Assessment for consideration in enterprise risk evaluation.

### 3.1 Reporting Requirement

All behaviours of students, staff, or community members that may pose a risk to others or the College must be communicated with Organizational Risk Assessment. This is in addition to and does not replace or discharge any other reporting requirement(s), but may be achieved by other means and consolidated reporting, where appropriate and established.

### 3.2 Risk Assessment Lead

The Risk Assessment Lead is the appointed representative from the Area of Responsibility (Section 4.4), who acts on behalf of the College for the purpose of this Procedure.

The Risk Assessment Lead is accountable for

- Consultation with community partners as part of an Individual Risk Assessment
- Convening and facilitating a multi-disciplinary assessment team in response to the report of an individual risk
- Ensuring sharing and coordination of all related information with the multi-disciplinary assessment team
- Ensuring connection and coordination with Organizational Risk to align with and support Enterprise risk management strategies and activities
- Maintaining the official copy of all documentation related to the individual risk and/or Individual Risk Assessment, in compliance with the BC *Freedom of Information and Protection of Privacy Act (FIPPA)*, and the College's Recorded Information Management policy (B5010) and related procedures.

### 3.3 Assessment

The Risk Assessment Lead will review the Threat Report and convene a multi-disciplinary team, composed of trained College representatives in appropriate area(s) of responsibility to:

- Determine the need for and consult with risk management partners, as required,
- Determine and notify relevant stakeholders, as required,

- Determine the risk level and appropriate risk management strategy to implement, using the continuum outlined in Section 4.5 of the document, and
- Deliberately transition the case to areas of individual accountability for further management, including behavioural interventions.

#### 4. Appendices

##### 4.1 High-risk Threat Criteria

- Verbal/written threats to harm or kill others (“clear, direct, and plausible”)
- Threats made via social media to harm, kill, or cause serious property damage
- Serious violence or violence with intent to harm or kill
- Indicators of suicidal ideation as it relates to fluidity (homicidal/suicidal)
- Weapon possession (including replicas)
- Bomb threats (or possession/detonation of devices)
- Hate incidents motivated by factors including, but not limited to: race, culture, religion, and/or sexual orientation
- Sexual intimidation, sextortion, extortion, or sexual assault
- Domestic, interpersonal, relational violence
- Gang-related intimidation and violence
- Fire setting (contextual)
- Section 28 *Mental Health Act* apprehension

##### 4.2 Campus Threat Criteria

- Threat occurred on campus, including threatening someone off-campus.
- Threat occurred off campus but was a threat to the campus or a College-sponsored event or activity.  
*Example: An employee’s ex-partner sends a Facebook message that says, “I’m going to come to your office at Langara tomorrow, break down your door, and take back my plant.”*
- Threat occurred off campus but specifies intention to carry out the threat on campus or at a College-sponsored event or activity.  
*Example: After failing an assignment, a student sees their lab instructor at a shopping mall and says, “You better watch out, next time you’re alone in the lab, I’m going to knock you out.”*
- Threat occurred off campus at a College-sponsored event or activity.
- Based on the context of the threat, there is a high likelihood of the threat being carried out on campus or at an off-campus College-sponsored event or activity.  
*Example: Student posts on social media “Next time I see you, I am going to stab you in the face” to a classmate.*

#### 4.3 Credibility Assessment Criteria

The below criteria are considering in determining the credibility of a threat. If all criteria is met, the threat is considered credible and must be acted upon.

<b>Clear</b>	<ul style="list-style-type: none"> <li>Consider the words actually stated, written, posted, etc.</li> <li>Examine for evidence of personal escalation and/or intent to instill fear in a target(s)</li> </ul> <p><i>Example: It may be worrisome if someone says, “I swear revenge is coming”, but as a standalone statement there is no clarity. “I’m gonna get my brother’s knife and stick it in your gut” is clear.</i></p>
<b>Direct</b>	<ul style="list-style-type: none"> <li>Consider if the threat-making or threat-related behaviour delivered in a way that suggests it was meant as a conscious or unconscious cry for help.</li> <li>Examine if it delivered with language of commitment and clarity to the target or someone who the person of concern believes will communicate to the target.</li> </ul> <p><i>Example: Someone who believes they are privately mumbling to themselves “I swear I’ll kill him” may simply be expressing their frustration inappropriately but does not constitute a direct threat.</i></p>
<b>Plausible</b>	<ul style="list-style-type: none"> <li>Consider if the threat is reasonably possible, given the circumstances, context, and individual.</li> <li>Examine the language in context of the individual to identify if it is likely or unlikely to be within their capacity to actually carry out the action(s) threatened.</li> </ul> <p><i>Example: An individual threatening to call down a Martian UFO to vaporize us all is not a plausible threat. A student threatening his teacher that he is going to drive “a Sherman Tank through this school” may be clear and direct but it is certainly not plausible. One girl threatening another girl that “I’m going to beat you with a lead pipe” is plausible.</i></p>

#### 4.4 Referral Matrix

<b>Subject of the assessment is...</b>	<b>Area of responsibility</b>
A student	Student Services <i>including Student Conduct and Academic Integrity</i>
A member of staff, including faculty	People & Culture
Another member of the College community, other than staff or student	Security & Emergency Management
Someone else	Security & Emergency Management

## 4.5 Risk Continuum

<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>
<i>Low categorization of risk does not imply no risk, but indicates the individual is at little risk for violence and monitoring the matter may be appropriate.</i>	<i>Moderate categorization of risk indicates the individual is at an elevated risk for violence, and the measures currently in place or further measures, including monitoring, are required to manage the individual's future risk.</i>	<i>High categorization of risk indicates the individual is likely at high or imminent risk for violence, and immediate intervention is required to prevent an act of violence from occurring.</i>
Little or no history of violence or worrisome behaviour.	Some history of worrisome behaviours.	Extensive history of warning signs and acts of violence, including "leakage to others".
Gathered information from the subject of the assessment is inconsistent, implausible, or lacks detail or realism	Gathered information suggests that the subject of the assessment has given some thought to how the act will be carried out.	Gathered information suggests that concrete steps have been taken toward carrying out specific actions or moving to a specific threat behaviour.
Content of the threat suggests that the subject of the assessment is unlikely to carry out a threat.  No motivation.	There may be some veiled, ambiguous, or inconclusive possibility.  Some justification or motivation.	The subject of the assessment is highly motivated. Has nothing to lose. Has impulse/anger issues. Has history with the target. Alcohol/drug abuse. Target/persecution issues, entitlement, resentment.
The subject of the assessment has extensive connections to other healthy individuals or groups.	The subject of the assessment has some healthy connections to others.	The subject of the assessment has no healthy connections to others. Is connected to anti-social, violent or racist groups.