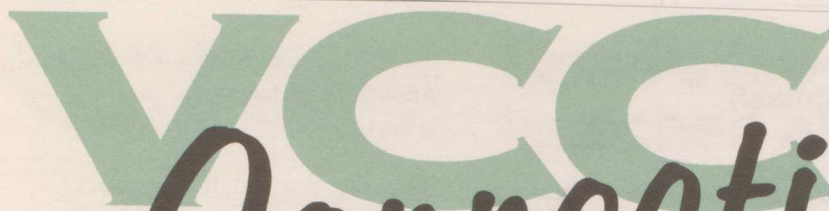




VANCOUVER
COMMUNITY
COLLEGE



Vancouver Community College
King Edward Campus - Lib.
Box 24620, Station F
Vancouver, BC V5N 5T9



Connections

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**Next
Connections:
June 9
Deadline for
submissions:
June 2**

Commuter Challenge Day: Wednesday, June 7, 2000

As part of VCC's commitment to being a community leader, we will participate in **Commuter Challenge** on Clean Air Day, June 7. This challenge is a friendly competition between workplaces in the Lower Mainland and is part of our efforts to reduce air pollution and traffic congestion.

This year VCC has challenged Langara to have a greater percentage of employees who use alternative transportation. To be part of the Commuter Challenge, you can walk, cycle, car-pool, take public transit, roller-blade or arrive at the College by any means other than in a single occupancy vehicle. By leaving your car at home, you will help to reduce traffic congestion, harmful vehicle emissions and maybe even improve your health. Join VCC President Dale Dorn and your co-workers by leaving your single occupancy vehicle at home on June 7. It may become

a habit!

On June 7, be sure to register your mode of transportation on the sign-in sheet in your department. Prizes will be awarded for the employee with the most unusual commute and the employee who makes the longest trip. If you have a unique commuter story, be sure to let us know so that we can recognize you.

Employees who use alternative transportation on June 7 will receive the coveted *VCC Commuter Challenge pencil*, so be sure to encourage your coworkers to participate. The department with the greatest participation will also be credited in Connections.

To get you thinking about the impact single occupancy vehicles have on the Lower Mainland, here are a few questions:

- 1) What percentage of all air pollution in the lower mainland is made by private cars?
a) 24% b) 50% c) 69% d) 77% e) 98%
- 2) Cars produce what percentage of BC's greenhouse gases?
a) 12% b) 25% c) 40% d) 60% e) 80%

continued on page 2

Practical Nursing granted five year approval

The Practical Nursing Department has just been informed by the Education Standards Committee of the College of Practical Nurses that VCC has been granted a five year approval for the program. This is a new process implemented by the College of Practical Nurses of British Columbia under the Health Professions Council.

There are four Practical Nursing programs in British Columbia, all located at community colleges around the province. To date College of the Rockies and Vancouver Community College have received the full five year approval, Malaspina University College has received a three year approval and University College of the Okanagan is in the approval process.

Upcoming ICS Open Forums

June 14 (Wednesday)

12:00-1:00 PM

Room Room, CC

June 15 (Thursday)

12:00-1:00 PM

Room 5025, KEC

- Come and see what's happening in 2000
- Meet some of our staff
- Talk to us about the computer needs in your area
- Arrange your own meeting with the ICS team
- Come in just to chat

Commuter challenge (continued)

3) What percentage of the average household income is spent on owning and operating a car?
a) 4% b) 10% c) 20% d) 33% e) 44%

4) How long does the average commuter in the Lower Mainland spend each day driving to and from work?
a) 21 minutes b) 36 minutes c) 40 minutes d) 48 minutes e) 1 hour

5) Approximately, how many bicycles can be stored in the space required for one automobile?
a) 5 b) 10 c) 15 d) 20 e) 30

6) What is the maximum number of cars that one bus can replace?
a) 15 b) 20 c) 40 d) 50 e) 60

7) What major area in Canada has the lowest supply of transit, the second lowest ridership, and the highest rate of car ownership?
a) Toronto b) Edmonton c) Vancouver d) Calgary e) Montreal

8) Near downtown Vancouver in busy times, what mode of transport is fastest?
a) walking b) cycling c) transit d) driving

The first person to return this page with

Emergency Procedures Handbook now available

The Emergency Procedures Handbook is being distributed to all department phones and classrooms. The handbook contains important information for employees and students on what to do in the event of an emergency situation. Be sure to read through the material and keep the handbook near your phone for easy reference.

the correct answers will win a cool prize! Answers can be returned to Lee Henderson at the City Centre Learning Centre.

Thanks for your support!

The Commuter Challenge Planning Team:
Heather Gratton, Local 8456
Dave Greenal, Local 7205
Lee Henderson, Local 8607
Sarah Lucas, Local 7158
Steve Traviss, Local 8603



Summer Schedule

Don't let the
weather fool you ...
summer's on its way,
and with it
VCC Connections'
summer schedule:
One issue in June,
July and August

Thanks to Chuck Finch for his many hours of work in making the handbook possible.

If you require additional copies, please call Heather Gratton at 8457.

Steve Traviss, Safety,
Security and Parking Coordinator.

New Police Operations Centre launched at CC

Vancouver Community College has joined with the Vancouver Police Department to open a new Police Operations Centre at City Centre Campus. The official launch took place Tuesday, May 23, at City Centre.

This is a new location for the Police Operations Centre, which was formally housed in the campus Security offices. Now located at the Campus' north entrance, the Centre will provide Police with their own 24 hour space, with ease of access from Pender Street. Policing staff and

visitors will be able to enter the Operations office directly from the street, without having to enter the Campus.

"We believe this new, enhanced Operations Centre is a very positive development for City Centre Campus in its relationship with the surrounding community," said Dale Dorn. "The accessible location will give students and staff a better sense of security, while providing Vancouver Police with a convenient centre and greater presence in the area."

Book now for Learning Centre Orientation tours!

The Learning Centre staff invite you to bring your students in for a tour. Meet the friendly tutors and give your students a chance to see what work they can do in the Learning Centre. Students can get **free help** with their math, science, English, and other course work from a wealth of materials, computers and friendly, helpful and knowledgeable staff.

When you book your tour, please let us know:

- your name and phone number
- number of students (if known)
- level or program and
- any special requests you have. (If requested, we can also visit your classroom.)

To arrange a tour at City Centre Learning Centre, call local 8607.

City Centre Learning Centre Hours:
Monday to Thursday, 9:30-7:00, Friday,
9:30-5:00

To arrange a tour at KEC Learning Centre, call 7219.

KEC Learning Centre Hours: Monday
to Thursday, 9:00-7:00, Friday, 9:00-4:30
Tours take approximately 25 minutes
and must be **booked in advance** for KEC
Learning Centre.

Student Computing Centres in the the Learning Centres

The renovations are complete and the labs have been running for the last few weeks. These are free drop-in labs for VCC students. Bring student I.D. to sign up. Students can learn keyboarding, wordprocess their assignments, use various business programs, do on-line research and much more. Printing is twenty cents a page.

Student Photo I.D. cards

Students must bring photo I.D. cards with a new expiry sticker to use the Learning Centres and computing centres. Schedules for getting photo I.D. cards are posted around campus. Returning students can pick up new expiry stickers from the cashier. Please remind your students.

Media Services Summer Hours

KEC: June 5-Sept. 1

- Mon.-Thurs. 8:00am-4:30pm
- Friday 8:00am-4:00pm
- Closed Saturdays

City Centre: June 19-Sept. 1

- Mon.-Thurs. 7:30am-4:15pm
- Friday 7:30am-4:00pm
- Closed Saturdays

Please Note: Media Services will be cleaning and doing inventory on all A/V equipment in the college during the summer months. Please ensure that all equipment which has been borrowed from Media Services is returned so that we can repair and clean it for the fall semester.

If you have any concerns about A/V equipment in your department needing cleaning or repairs, please call local 7131 at KEC Media or local 8366 at City Centre.

Media Services

Notice of Elections: College Board and Education Council

Notices have been posted calling for elections for student representatives on the College Board and Education Council.

Nomination period: May 29 - June 9
(Deadline 3:00 pm).

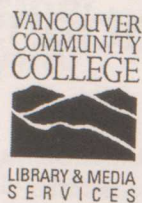
Campaign period: June 12 - June 16
Advanced voting will take place Thursday June 15, 9:00 a.m.-4:00 p.m. in the Registrar's office.

Voting will take place Tuesday, June 20 and Wednesday, June 21 in the Registrar's Office from 9:00 a.m.-7:00 p.m.

Notice is also given that a By-election for a faculty-at-large seat on Education Council will take place concurrently.

Please see notices for details.

Library Closed June 2nd



The Library at the King Edward and City Centre campuses will be closed on Friday June 2 for a staff professional development day.

News

In the news

Pat Hartley inspires son to culinary heights

In the Wednesday, May 10 edition of the Vancouver Sun's Food section, Pat Hartley, Associate Dean of Health Sciences programs, was photographed giving a loving kiss on the cheek to her son, Chris Mills. The article focused on notables from around town who have been inspired by their Mom's cooking to go on to great careers as chefs or high-end caterers.

In Chris' case, he's worked at some of the finest restaurants in Vancouver, and next year is off to Lyons, France, for the Bocuse d'Or, the foremost worldwide competition for individual chefs.

**Next
Connections:
June 9
Deadline:
June 2**

Annual 2000 Retirement Dinner

List of retirees extended to Aug 31, 2000

As announced in the previous edition of Connections, the Annual 2000 Retirement Dinner will be held on Wednesday, June 21, 2000 at JJ's Restaurant. We are pleased to announce that the list of retirees to be honoured has been extended to include those retiring up to August 31, 2000.

The following retirees will be honoured on June 21, 2000:

- Doug Buck, Coordinator, CCA - BEST Program
- Peter Clark, Instructor, Building Service Worker Program
- Anthony Crawford, Support Staff, Library - KEC
- Jerry Domer, Instructor, Music
- John Godfrey, Instructor, ESL - ELS
- Anna Goss, Instructor, ESL - Outreach

- Beth Inglis, Support Staff, Bookstore - KEC
- Donald Keyes, Instructor, Diesel
- Ruby Lan, Support Staff, Payroll - KEC
- Hans Leber, Instructor, Baking & Pastry Arts
- Jeanine Lucas, Support Staff, Library - KEC
- Margaret Morris, Support Staff, Food Services CC
- Sheila Oxholm, Instructor, Practical Nursing
- Russell Porter, Coordinator, CCA - ABE Youth
- Daniel Rajah, Instructor, ESL - CPE
- Marg Rosati, Instructor, CF - Mathematics
- Mary Wilson, Counsellor, CC
- Wayne Wilson, Instructor, CF - Mathematics

Dale Dorn, President

Paw Power 2000

Paw Power 2000 is the very descriptive name chosen for a very important "dog walk" starting from Lumberman's Arch in Stanley Park on **Sunday, June 11**. This event is a major millennium fundraiser for BC Guide Dog Services, an organization that holds special interest for some of the staff and students in our college's program for visually impaired adults.

BC Guide Dog Services breeds, raises and trains guide dogs to be matched up with potential BC guide dog users. You've probably seen some of BCGDS' canine graduates around the campus with their human team mates.

Paw Power 2000 promises to be fun for everyone—kids and adults, with or without dogs. The agenda includes a 2K or 4K walk, entertainment, refreshments,

dog contests, a huge prize draw, face-painting, balloons, and more. Some of the Paw Power walkers will be collecting pledges on behalf of their pooches; others will just come to enjoy the day and to show their support.

Registration—by donation or with pledges—begins at noon and the walk starts off at 1:00 p.m.

If you want more information, or would like to take a pledge form, please see me at Room 2047 or call my voice mail—7340.

If you can't come to Paw Power 2000 but would like to help BCGDS, you could always make a pledge to my guide dog Misty. I plan to be the top pledge collector—unless a real challenger (say, from another department) can beat me.

*Adele Morley, Computer Instructor,
Program for Visually Impaired Adults*

Summary of Minutes of VCC Operations Council

Chair: Mary Hoekstra
May 9, KEC, Room 5025

to provide input into the policy before the June meeting.

1. Training Grid - Violence Prevention

A grid was distributed outlining the number of staff to be trained in Non-violent Crisis Intervention. It will take approximately one year to train all employees including supervisors. An update will be brought back at six months.

2. Smoking Update

An informal survey conducted by the Health and Safety Committee at City Centre indicates that a designated, covered smoking area is favoured by smokers. Smokers are currently congregating at the Dunsmuir and Hamilton entrance where smoke entering the air intake ducts has raised concerns. As part of the capital process, special ashtrays have been requested to be placed away from the entrance. Also, as part of the 5 Year capital plan, there will be significant changes requested for the Dunsmuir entrance to further improve and upgrade the area.

3. Violence Prevention Policy

At the April VCC Board meeting, it was suggested that there be a more clearer definition of "weapon" in the policy. The policy will be amended to include the definition of weapon as outlined in the Criminal Code, which states a weapon is "anything used, designed to be used or intended for use (a) in causing death or injury to any person, or (b) for the purpose of threatening or intimidating any person." The Council had no objections to the amendment.

4. Draft - Non-base Funded Activities Policy

The revised policy will be distributed next week. Operations Council will be asked

5. Draft - Travel Policy

A draft Travel Policy was distributed and Council was asked to provide input to Dave Crowe in Purchasing by May 31. The Policy will be brought forward for approval in June.

6. 2000/2001 Budget Update

The 2000/2001 draft budget was presented for information. It will be introduced to the Board on June 8 (re-scheduled from May 25) and be brought forward for approval for their June 22 meeting. Education Council will receive the program profile for approval on June 6. Operations Council will be asked to approve the budget at their meeting of June 13.

7. Year End Update

It was reported that the College auditors have begun their work in reviewing the 1999/2000 fiscal period. The draft financial statements will be ready for presentation and approval in June. The 1999/2000 fiscal ended in a balanced position.

8. Capital Project Certificates Update

Confirmation has been received from the Ministry of Annual Capital Allowance totalling approximately \$1,112,100 and capital improvement project certificates totalling approximately \$1,044,970. An additional \$300,000 was received for Phase III of the ongoing connectivity/cabling upgrading project. The allocation of capital allowance includes cyclical maintenance, disabled access, safer campuses initiatives and non-program projects. Capital improvement projects include improving ventilation in the Diesel/Auto Collision area, Pharmacy Tech Lab reno-

ventions and Upgrade of JJ's Dining Room.

9. Police Operations Centre Opening

The grand opening of the Vancouver Police Operations Centre at City Centre Campus will be held on Tuesday, May 23, 2000, from 10:00 - 10:30 a.m. Operations Council members were invited to attend the official launch of the Centre.

10. Commuter Challenge

The Commuter Challenge will be held on June 7 to coincide with Clean Air Day, part of National Environment Week. Council members were asked to encourage people in their area to participate in the Challenge by car pooling, biking, taking rapid transit, to work, etc. Last year, the Challenge resulted in an 18% reduction in single occupancy vehicle usage. VCC is hoping to challenge Langara College to a competition this year.

11. College Wide Budget Committee 2000/2001 Capital Process

The list of capital needs as ranked by the College Wide Budget Committee was distributed for information. The items were ranked to a total of approximately \$1 million and will be brought forward in June for final approval by Operations Council. In 1999/2000 about \$900,000 was available for capital needs and it is expected that this year about \$800,000 will be allocated.

Announcements

Amendment - Upcoming Finance Committee Meeting Date

The public meeting of the Finance Committee of the VCC Board has been changed from Wednesday, June 14 at King Edward Campus to Thursday, June 15, 2000, from 11:00-1:00 p.m. in Room 237 at City Centre Campus. Please call 871-7163 for further information.

Doreen Sharan, Confidential Secretary

PUBLICATION SCHEDULE

- Published Thursdays
- Bi-weekly January-May and September-November
- Monthly June, July, August and December

Produced by the College Advancement Department,
Vancouver Community College



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CITY CENTRE CAMPUS
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Vancouver, B.C. V6B 1S9

classifieds

FOR SALE



93 Mazda MPV

4x4, V6 Auto, PW, PD, dual air, excellent condition, \$12,600. Contact. 921 - 2077

Piano for Sale

Beautiful vintage upright piano by Mason and Rich, lovely tone and very easy touch. In wonderful condition, with richly carved wood. Approximately 70-80 years old. \$1200. Phone Dale at local 7152 or 251-4677.

Vancouver Jazz Festival tickets for sale

"Denzal Sinclair Tentet" plays the Vancouver East Cultural Centre on June 27 at 8pm. I have two tickets for sale, \$50 for both. They cost \$28 plus tax (each). Let me know if you are interested. Call Chris at local 7361.

Warming up to the Great Walk

The June 3, GREAT WALK date is rapidly approaching for that pedestrian trio of Pauline, Margaret and Malcolm. Thanks to the big hearts of our colleagues, from all levels, the amount of money being pledged to students in financial need is rapidly growing. It is our intention to raise \$1,000 this year, so that when the government matches it, there will be a total of \$2,000 in the fund.

Our training is coming along splendidly, although Pauline had to return to Australia due to a death in the family, and

might expect to have a few more blisters than usual.

Instead of borrowing Bill Miller's Country and Western tapes this year, we will instead walk to the music of Don Giovanni and Madama Butterfly. There's nothing like a little culture "up-island."

So, please keep those pledges coming in. Despite the rain and snow, the cougars and the bears, we will finish with personal best times.

Malcolm Cant

2000 Board Meetings

The College Board meets on the fourth Thursday of each month (except July), and the December date is subject to Board approval. The Public Board meeting starts at 5:30 p.m.

Room 5025, KEC

• June 22, Oct. 26 • Nov. 23

Room 240, CC

• Aug. 24, September 28

*Dec 14 subject to Board approval

If you would like a copy of the Board Agenda, or need any information about the College Board, please call Vivienne Garrott at 871-7159.

Editor, Design and Layout

Dale Rasmussen, Marketing and Communications
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email drasmussen@vcc.bc.ca

Upcoming Publication Schedule

June 9 / July 7 / August 4 / September 15

Please recycle Connections ♻️

The printing and paper used in the cover shells for VCC Connections was generously donated by HEMLOCK PRINTERS

How to submit your article:

1. email drasmussen@vcc.bc.ca; OR
2. save your file to the j:\common\connect\ directory (call the editor at 7152); OR
3. through the VCC Connections On-line website. Go to "Submit Your Article" and follow the directions.
4. text only on an IBM-formatted disk, with hardcopy attached

Your submissions are welcome. However, material may be edited for clarity and length. Deadline for submissions is the end of the week prior to publication.

Violence Prevention Policy

Effective Date: April 11, 2000

Policy Category: Governance

Number: A.3.8

Purpose

To ensure that employees are aware of the assistance available to them and the recourse they may take if they are subjected to, or become aware of situations involving violence

Policy

Vancouver Community College is committed to a safe and violence free environment for everyone. VCC will not tolerate violence or threatening behavior against employees.

Applies to

All VCC Employees.

Definitions

Violence means the use or threat of physical force to cause injury, and includes any threatening statement or behavior which gives an employee reasonable cause to believe that they are at risk of injury.

Supervisor means a person who instructs, directs and controls employees in the performance of their duties and may include but is not limited to Directors, Department Heads, Deans, and Associate Deans.

Procedures

1. The Safety, Security and Parking Coordinator is responsible for ensuring supervisors are trained in the standards for the prevention of violent incidents in the workplace.
2. Supervisors are responsible to ensure that their employees are adequately trained in the recognition and management of potentially violent incidents and

are familiar with the VCC Guide for the Protection of Employees from Violence in the Work Place Booklet. (See Appendix A)

3. Employees of Vancouver Community College are responsible for becoming familiar with and complying with this policy and the VCC Guide for the Protection of Employees from Violence in the Work Place booklet
4. All VCC employees must report threats or incidents of violence to their supervisor or security immediately.
5. Supervisors are responsible for following up on reported incidents and contacting the Safety, Security and Parking Coordinator.
6. The Safety, Security and Parking Coordinator will promptly investigate reported incidents of violence and take corrective action to prevent the recurrence of similar incidents.

Policy Sponsor:

Safety, Security and Parking Coordinator

APPENDIX A

VCC Guide for the Protection of Employees from Violence in the Workplace

Introduction

VCC is committed to a safe and violence free environment. VCC does not tolerate threatening behavior or violence against employees.

It is the responsibility of every employee to familiarize themselves with the contents of this guide, which provides information on how employees can help maintain a safe work environment and protect themselves and others from potential violence.

Responsibilities

VCC, through the Safety, Security and Parking coordinator, will:

- provide adequate direction and instruction to employees in the safe performance of their duties
- provide training to minimize the risk of violence to employees including specific training for supervisors in meeting their responsibilities under the Violence Prevention Policy;
- notify any employees who may be exposed to the risk of violence, of the nature and extent of the risk. This includes providing information about people who have demonstrated violent behavior;
- establish procedures and work environment arrangements, in consultation with supervisors, which will minimize or effectively control the risk of violence; and
- ensure that corrective actions are taken in response to incidents of violence.

All supervisors will ensure their employees are properly trained to perform their work without undue risk by:

- informing employees of the nature and extent of any known risks of violence;
- arranging scheduling to minimize the necessity to work alone. Where this is not possible, make arrangements for periodic checks on the well-being of the employee;
- ensuring that corrective actions are taken in response to incidents of violence;
- ensuring that the Violent Incident Report Form is completed and sent to appropriate people as indicated on the form, following an incident of violence;
- immediately notifying other departments and/or individuals of an abusive or threatening person who may also present an immediate threat to them;
- advising employees who have been injured in an incident of workplace violence to contact the Safety, Security, and Parking coordinator and seek appropriate medical attention;

- advising employees that critical incident debriefing or counselling is available as outlined in the **Post Emergency Intervention Policy A.3.4.**
- **All VCC employees** must comply with the WCB Occupational Health and Safety Regulations by:
 - following departmental procedures and actively participating in making the College environment safe and violence free;
 - reporting any incidents of violence or threatening behaviour to their supervisor or security;
 - completing a **Violent Incident Report Form** and forwarding a copy of the form to their supervisor;
 - taking precautions necessary for their protection such as:
 - requesting security or a co-worker to provide a safe walk to car after work;
 - avoiding contact with any individual who appears threatening;
 - asking security or a co-worker to check on you if working alone, or with limited staff after hours.

Members of the Occupational Health and Safety committee will:

- conduct annual reviews and risk assessments;
- assist in the development and regular audit of Vancouver Community College's Workplace Violence Prevention Program;
- assist in incident investigations, with the area supervisor and the Safety, Security and Parking Coordinator;
- assist in conducting follow-up to ensure corrective action is taken.

The Safety, Security and Parking Coordinator will:

- establish procedures for reporting, investigating and documenting incidents of violence in accordance with the Workers' Compensation Board Regulations;
- conduct an investigation, with area supervisor and Occupational Health and Safety Committee member, ensuring all pertinent details are recorded;
- co-ordinate investigation with police if applicable;
- take possession of any exhibit (weapon, etc).

If the offender is a student, the *VCC Standards of Student Conduct Policy* provides for appropriate sanctions. Offences covered by the Criminal Code of Canada will be dealt with through the legal system.

Dealing with Abusive Language or Threatening Behaviour

- If you are comfortable doing so, in a polite, but firm manner, ask the aggressor to refrain from being rude, abusive, or aggressive, explaining it is the College's policy not to tolerate threatening behaviour.
- If the aggressor persists, advise them that you will have to terminate the interaction.
- While maintaining a firm, courteous manner, ask the aggressor to leave the room immediately and quietly. Alternately, you can quietly leave yourself.
- If the aggressor refuses to leave, call security, notify your supervisor, and monitor the situation if your safety is not in jeopardy.
- If the actions are such that others are disturbed and/or service is interrupted, but there appears to be no serious threat, notify your supervisor who will attempt to defuse the situation.
- If at any time you sense the situation has escalated to the point that you or anyone else is in danger, call 9-1-1 requesting police attendance. Then call security and notify your supervisor.
- Do not block the individual if he/she decides to leave. Be prepared to give police and security a description.
- If the abuse is over the telephone terminate the conversation. Advise your supervisor of all details. If you feel that someone who has been abusive or threatening might go directly to another office, notify that office and advise Security.
- Keep a detailed account of the incident on file. Fill out a Violent Incident Report form and forward copies as indicated on the form.

Preventing Robberies

- Do not count cash in public view.
- Rearrange work areas so that cash is hidden from public view.
- Vary routine when carrying cash deposits.
- Do not make deposits alone.

Weapons *

- If you observe a weapon and the situation warrants it, immediately call security or the police.
- If you observe a person with a weapon but there is no immediate threat, contact your supervisor for follow-up.
- Always put your own needs first. Do not be a hero.

**Weapon as defined by the Criminal Code is:*

anything used, designed to be used or intended for use

(a) in causing death or injury to any person, or

(b) for the purpose of threatening or intimidating any person.

Working Alone

- Have someone contact you periodically at predetermined intervals, in person or by telephone.
- With another co-worker or security officer present, check that all doors are locked and make sure washrooms and storage rooms are empty.
- Prominently display notices indicating the premises are monitored and the emergency numbers for assistance.
- Do not open back doors or leave them opened and unattended.
- Try to vary your routine.

If you are Confronted

- A confident assertive person is a less likely target than someone who appears timid and lost.
- Many potential assaults are deterred by the assertive behaviour of an intended victim. An assailant, looking for compliance, may test a person's reaction to a simple touch on the arm or a question as to the time of day.
- If attacked, scream -- as loud and long as possible -- and run to the nearest well-lit area.
- If someone grabs your purse, deposit bag, or other personal property, **do not** resist and **do not** chase the thief.
- Call the police immediately after any incident and record appearance and mannerisms of the offender. Notify your supervisor and fill out a Violent Incident Report form.

Travelling to and From Work – After Hours or When You are Alone

- Use the main entrance as much as possible - avoid rear or secluded exits.
- As you enter or leave the parking area, scan the area for suspicious individuals. Have a back-up plan if there is danger.
- If possible, avoid walking to your vehicle alone. Go with other workers, or a security officer.
- If you must walk to your vehicle alone, if possible, have a co-worker watch you from a window, and wave to him or her on the way to your vehicle. If no one is available, fake it; pretend you are being watched and wave to an imaginary co-worker on the way to your vehicle. Once you are in your vehicle, ensure all doors are locked and windows are up.

Walking to Work

- Appear alert, scan your route, and proceed directly to work.
- Use the main entrance as much as possible -- avoid rear or secluded entrances.

- Stay on well lit streets, in the centre of the sidewalk, away from bushes, doorways and parked cars -- anywhere that an attacker could hide. Cross the road if necessary.
- If you think someone is following you, turn around and check. Let them know you are aware of their presence. Do not go to your car or your house. Cross the street and go to a safe place, such as a store or restaurant.

Public Transit

- Avoid isolated or poorly lit bus stops.
- Plan your arrival time at the bus stop to get you there just before your bus arrives.
- If you are alone or it is late at night, sit near the driver. If someone bothers you, tell the driver immediately.
- Try to sit where you can see your upcoming bus stop as you arrive. If you see suspicious or menacing individuals at your stop, get off at the next stop.
- If possible, plan to have someone meet you at your home bus stop.
- When stepping off the bus, check to see if you are being followed. If you are, walk directly and quickly to a service station or store and call police.

Don't dismiss any of your suspicions as paranoia. Since every assault situation is different, there is no one formula for successful resistance and escape. Put your own needs first. Refuse to sacrifice your safety for fear of being rude.

h:\...policies\violguid.doc

VIOLENT INCIDENT REPORT

PART A - IDENTIFYING INFORMATION

NAME: _____

LOCAL: _____

DEPARTMENT: _____

CAMPUS: _____

JOB TITLE: _____

PART B - INCIDENT INFORMATION

DATE OF INCIDENT: _____

TYPE OF ABUSE

☐ VERBAL ☐ STRUCK ☐ SCRATCHED ☐ OTHER (SPECIFY)

☐ THREAT ☐ KICKED ☐ BITTEN

ASSISTANCE OBTAINED:

☐ VCC SECURITY CONTACTED?

☐ FIRST AID OBTAINED?

☐ POLICE CALLED?

☐ REPORTED TO SUPERVISOR?

ACTION TAKEN BY YOU:

PART C - ASSAILANT (IF KNOWN)

STUDENT PRESENTLY ENROLLED

☐ YES

☐ NO

☐ UNKNOWN

PROGRAM ENROLLED IN: _____

PROSPECTIVE STUDENTS

☐ YES

☐ NO

☐ UNKNOWN

PROGRAM(S) APPLIED FOR: _____

☐ VISITOR ☐ STAFF

☐ OTHER (SPECIFY) _____

NAME: (IF KNOWN) _____

AGE: _____

PART D - OTHER INFORMATION

WAS THE ASSAILANT INVOLVED IN ANY PREVIOUS VIOLENT INCIDENTS WITH THE STAFF?

☐ YES

☐ NO

☐ UNKNOWN

ARE THERE ANY MEASURES IN PLACE TO PREVENT SIMILAR INCIDENTS?

☐ YES

☐ NO

☐ UNKNOWN

PLEASE PROVIDE ANY RELEVANT INFORMATION INCLUDING: EXACT LANGUAGE AND GESTURES MADE BY PERSON.

WOULD YOU LIKE A DEBRIEFING SESSION ARRANGED?

☐ YES

☐ NO

IF YES, CHECK AS MANY OPTIONS AS YOU REQUIRE:

☐ INDIVIDUAL DEBRIEFING WITH SUPERVISOR AND/OR SECURITY

☐ GROUP DEBRIEFING WITH SUPERVISOR AND SECURITY

☐ CRITICAL INCIDENTS STRESS DEBRIEFING THROUGH THE POST EMERGENCY INTERVENTION TEAM

FOLLOW UP INFORMATION:

The following actions have been taken:

☐ Contacted key personnel

☐ Debriefing session held?

☐ Disciplinary action taken

☐ Other

Please forward this report to your immediate supervisor who will forward it to security. An interview or detailed written statement may be required. You will receive a copy of this report with the follow up actions detailed.

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