Mandate and Purpose:

The Early Intervention Team (EIT) is established under GOV-100-016, the Violence Prevention Policy.

Through a collaborative approach involving open communication, the EIT works to bring together information from key stakeholders in order to proactively identify behaviour threats or concerns (i.e. expression of intent to harm or act violently towards oneself, someone else or something else) and respond to them in a timely and deliberate manner in order to minimize the risk of violence to members of the University community.

The EIT serves to support a specific part of the University's mission to offer a safe and welcoming academic and work environment for students, faculty, and staff.

The EIT contributes to this goal by:

- Supporting the institution's administrative preparedness and response to the threat of, or potential for, violence;
- Supporting the University's commitment to Violence Threat Risk Assessment (VTRA) Protocol;
- Involving the relevant University resources and providing a forum and process to ensure a coordinated response to the threat of, or potential for, violence;
- Enabling information sharing between University units with responsibilities related to prevention of violence and maintaining a safe environment.

The EIT has been established at the University in order to provide leadership to threat assessment, intervention as applicable, and case management. While each of the team members has individual responsibilities related to the prevention of violence and case management, as a team, the group is better able to provide a coordinated approach in responding to potential threats of violence.

All information shared among the members of the EIT will be held in strict confidence and will only be shared with others with a "need to know", or in accordance with University policy and applicable law.

Membership:

The EIT will be comprised of the following members:

- Associate Vice-President, Student Affairs, or appropriate designate
- Manager, Student Counseling Services, or appropriate designate
- Executive Director, University Governance or Vice-President Administration
- Director, Security and Operations
- Director, Health, Safety & Wellness
- Coordinator, Respectful University Services
- Coordinator, Policy and Enterprise Risk Management
- Director, Student Affairs Operations

The Regina Police Service and other VTRA community partners may be consulted by the EIT on a case by case basis.

The EIT may also consult or advise other individuals as required (such as a student's Dean, family members or coaches, Residence Services, Human Resources, legal counsel, etc.).

Reporting relationship:
EIT reports directly to the Vice-President Administration.

Chair responsibilities:
The Chair shall be appointed by the Vice-President Administration and shall be rotated every two (2) years. The chair will be responsible for organization of meetings along with duties of the representative role.

Meeting frequency:
Meetings will occur at least twice annually, and on an as-needed basis, as deemed relevant to the mandate of the EIT. Meetings can be convened by any member of the EIT or the Vice-President Administration. Members of the EIT may also communicate informally in between meetings, as required.

Responsibilities:

Reporting and Responding to Threats and Acts of Violence:

The EIT shall:
- Identify, assess, investigate and mitigate the threat of, or potential for, violence or high risk behaviour and develop action plans to protect persons at risk;
- Provide advice and direction to faculty and staff on how to recognize and report threatening or high risk behaviour; and
- Develop a reporting mechanism and protocol to ensure that those in need of support are able to access the appropriate programs and services.

A threat of, or potential for, violence or high risk behaviour may include an expression of intent to harm or act violently towards oneself, someone else or something else. A threat can be communicated directly or indirectly and can include communications that are spoken, written or symbolic (including online or through social media).

Procedure:

In applicable cases the following procedures will be employed:

1. **Communicate Concern**: A threat can arise from anywhere in the University community. Typically, Campus Security (306-585-4999) will be the central point of contact for the University on threat-related issues. In situations where the threat of violence is imminent, 911 will be called immediately. However, Campus Security is only one of several points of contact. Threats can also be reported to faculty, department heads, deans, Student Affairs, the University Secretariat, the Office of Enterprise Risk Management, and the Health, Safety and Wellness Unit. If, in the judgment of the individual who receives a report, the threat represents a high risk of violence (to self or others), the individual will immediately bring the threat to the attention of the EIT.

2. **Documentation**: All reported threats, whether explicit or implied, will be documented and stored in a secure database. The reports will be made available to the EIT on a confidential basis.

3. **Assessment and Action**: When a threat is reported, available members of the EIT will convene as soon as possible in person or by conference call in order to review the information available relating to the threat and to determine an appropriate response (which can include both preventative and remedial action). Once the EIT has determined the appropriate response plan, the plan will be implemented and the EIT will be kept up-to-date on the status of the situation (which may require the EIT to reconvene from time to time (and modify the response plan) as the situation evolves). EIT may also communicate and work with the Emergency Response Team and others, where appropriate.

4. **Review and Follow-up**: After a threat situation has been managed, the EIT will review the implementation of the response plan and the outcome of the threat situation to determine if any changes in policies or processes are warranted.

Related Policies and Procedures:

The following policies and procedures are relevant to the operation of the EIT:

Regulations Governing Discipline for Academic and Non-academic Misconduct:
https://www.uregina.ca/student/registrar/publications/

Violence Prevention Policy:
https://www.uregina.ca/policy/browse-policy/policy-GOV-100-016.html

Health and Safety Policy:
https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html

Respectful University Policy:
https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html

VTRA Fair Notice

VTRA Protocol Procedures