

UNIVERSITY OF HAWAII

COMMUNITY COLLEGES POLICY

UHCCP #9.730 Workplace Non-Violence Programs

April 2011

I. Purpose

UH Executive Policy authorizes campus Chancellors to develop and implement programs that promote non-violence in the workplace and includes the establishment of a Campus Crisis Management Team (CCMT).

The purpose of this policy is expand the role and responsibilities of the CCMT, to ensure campus awareness of workplace violence reporting responsibilities, and to ensure that the activities of the CCMT include industry best practices and lessons learned which have demonstrated that additional pre- and post-response activities can further mitigate against serious incidents of workplace violence and its consequences.

II. Related University Policies

- A. Board of Regents Policy, [Section 11-6, Public Health and Safety](#)
- B. University of Hawaii Systemwide Executive Policy, [E9.210 Workplace Non-Violence](#)
- C. University of Hawaii Systemwide Administrative Policy, [APM A9.730 Workplace Non-Violence Campus Procedures](#)

III. Related State and Federal Laws, Directives, and Agreements

- A. State of Hawaii, Hawaii Revised Statutes [Section 396-6, Employer Responsibility: Safe Place of Employment](#)
- B. State of Hawaii, Collective Bargaining Agreements (as applicable)
- C. United States Code [654, Section 5\(a\)\(1\), Occupational Safety and Health Act](#)
- D. United States Department of Homeland Security, Presidential Directive/[HSPD-5, Section 16\(a\), National Response Plan and National Incident Management System](#)

IV. Definitions, Abbreviations, and Acronyms

CCMT– Campus Crisis Management Team

ICS (Incident Command System) – A standardized command and control system under NIMS that is flexible and can be utilized for incidents of any type, size, and complexity; provides guidelines to maintain common response processes for planning and managing resources

NIMS (National Incident Management System) – An operational system developed by the U.S. Department of Homeland Security; provides guidelines to ensure common response and recovery organization, protocols, and operational roles and responsibilities

UH – University of Hawaii (University)

UHCC – University of Hawaii Community Colleges

V. Responsibilities

- A. Office of the Vice President for Community Colleges shall have the responsibility to:
1. Provide direction and technical assistance in matters of workplace non-violence programs;
 2. Provide support for appropriate program activities which offer collective benefit to UHCC campuses;
 3. Provide support to the UHCC campuses in the development of standardized procedures and operational guidelines; and
 4. Compile, review, and analyze reports from all campuses and collaborate on program improvement and mitigation strategies.
- B. Chancellors shall have the responsibility to:
1. Establish a Campus Crisis Management Team consistent with University of Hawaii Executive Policy, Section E9.210 VI.B and inclusive of other critical campus components such as mental health, facilities, information technology as examples ;
 2. Establish campus-specific procedures for response and timely warning for a workplace violence incident;

3. Ensure that CCMT members and alternate members are adequately trained to response to incidents;
4. Establish a formal system by which the CCMT tracks and reports its activities;
5. Ensure CCMT member representation and participation in collaborative campus safety and security planning activities;
6. Ensure that the CCMT members meet on a regular basis to review campus incidents, conduct behavioral assessments, and determine a plan for intervention or mitigation as necessary;
7. Promote and support networking and collaborative activities among the UHS campuses CCMTs;
8. Ensure that CCMT members cooperate with other campuses, institutional officials, and external agencies and authorities who are involved in workplace violence program processes;
9. Ensure that the CCMT preserves information confidentiality and adhere to discretionary disclosure policies; and
10. Ensure that the CCMT members meet National Incident Management System/Incident Command System training requirements for administrators for institutions for higher education as prescribed by the U.S. Department Homeland Security.

VI. Campus Crisis Management Flowchart

Attachment 1: Suggested Campus Crisis Management Flowchart for Community Colleges

Attachment 1

UHCC: Suggested Campus Crisis Management Flowchart

Attachment 1

