



POLICIES AND PROCEDURES

Section Title: Operations	Section Reference: OP
Policy Title: Building Access	Policy Number: OP-018

Policy Statement:

To outline building access management protocols

PURPOSE: The purpose of this policy is to establish the principles, procedures and guidelines for the access to the buildings by community members inclusive of students, staff, faculty and others. Further, for YUSC to set out the authorities and responsibilities of individuals in each stage of the process for potential removal of individuals from the building. This will ensure that management is consistent when evaluating incidents on a case by case basis.

RELATED AGREEMENTS AND POLICIES:

1. The Management Agreement between YUSC and York University
2. The York University Act (insofar as it may be applicable to YUSC)
3. The Ontario Corporations Act

PRINCIPLES:

1. YUSC is committed to providing access to the building for community members inclusive of students, staff, faculty and others.
2. YUSC expects all occupants of the building to maintain a safe communal space free of threats related to community health and safety.
3. YUSC will cooperate and work with the Department of Community Safety to address incidents involving threats to community health and safety.
4. Person(s) posing threats to community health and safety will forfeit their building access privileges.

PROTOCOL FOR THE REMOVAL OF PERSON(S):

1. YUSC cooperates with the Department of Community Safety and their protocols and procedures in assessing and responding to all health and safety related complaints and incidents. York Security is the primary and usual first responders for all events connected with health and safety on campus.
2. In situations where there is a threat to community health and safety, York Security will contact the YUSC Executive Director or their designate, and seek approval to remove said person(s). YUSC will also contact York Security to instruct removal of person(s) who are posing threats to community health and safety.
3. There will be instances when notification to the YUSC Executive Director may be impacted or delayed. This usually occurs in three instances:
 - a. **In-progress**; In progress health and safety events are those that are current, unfolding currently, or just immediately occurred.
 - b. **Immediate**; Immediate health and safety events are those that are current and the likely hood of risk to all the community is high.
 - c. **Imminent**; Imminent health and safety events are those where the threat to health and safety is substantiated and current evidence does not substantiate known factors.
4. The YUSC Executive Director will report to the Executive Committee all instances of person(s) removed from the building.

REVIEW:

- This policy will be reviewed by the YUSC Board of Directors annually and any recommendation for the changes will be reported to the Board for approval and rectification.

Contact Person (title):	Executive Director/ Chairperson
Cross-Manual Reference:	
Monitoring Tools:	Board/Executive Committee Minutes
Relevant Forms:	N/A

Board Approval Date:	August
Review Dates:	

Revised Date(s):	23 April 2024 (Removal of Gendered Pronouns and revised to include SSC & New Systems.)
Last Reviewed By:	YUSC Vice Chair