Western New England University

Emergency Removal Policy

Students, Employees, and Contractors

I. Purpose

Western New England University is committed to maintaining a safe and secure environment while protecting the rights of all members of the University community. The purpose of this Emergency Removal Policy is to establish a consistent process for the temporary removal or restriction of individuals whose continued presence on University property or participation in University activities presents an immediate and significant threat to the health, safety, or welfare of others.

Emergency removal is an interim risk-management measure and is not a disciplinary sanction or determination that University policy has been violated.

II. Scope

This policy applies to:

- Students
- Faculty
- Staff
- Contractors
- Vendors
- Visitors and other individuals conducting activities on University property or participating in University-sponsored programs

This policy supplements, but does not replace, applicable University disciplinary, employment, student conduct, Title IX, or other administrative procedures.

III. Policy Statement

The University may temporarily remove or restrict an individual from all or part of the campus, University housing, classes, employment duties, athletic participation, information technology resources, or other University activities when there is sufficient information to reasonably

conclude that the individual's continued presence presents an immediate and significant safety risk that cannot reasonably be mitigated through less restrictive measures.

The decision to implement an emergency removal shall be based upon available information, not a determination that misconduct has occurred.

IV. Guiding Principles

The University shall administer this policy according to the following principles:

- Protection of the campus community from credible and immediate threats.
- Respect for due process and the presumption that allegations have not yet been substantiated.
- Use of the least restrictive intervention necessary to mitigate the identified risk.
- Neutral and objective fact gathering.
- Consistent application regardless of an individual's status within the University.
- Prompt review and opportunity to appeal.
- Thorough documentation of all actions taken.

V. Definitions

Emergency Removal

A temporary administrative action restricting an individual's access to University property, facilities, activities, or systems pending further review or investigation.

Immediate Threat

A credible situation in which there is a reasonable basis to believe an individual presents a significant and imminent risk of harm to persons, property, or the orderly operation of the University.

VI. Initial Assessment

Whenever information is received indicating a potential immediate threat, Public Safety, under the direction of the Chief of Public Safety or designee, shall conduct an initial assessment.

The assessment shall consider:

- Nature of the alleged conduct;
- Credibility of available information;
- Immediacy of the threat;
- Potential harm to persons or property;
- Whether less restrictive measures could adequately address the risk.

If no immediate threat exists, the matter shall proceed through the University's normal investigative or disciplinary processes.

If an immediate threat is identified, the Emergency Removal Process shall be initiated.

VII. Threat Assessment Team Review

As soon as practicable, Public Safety shall convene the Threat Assessment Team (TAT) for an expedited review. Whenever feasible, this review should occur within hours of the reported incident.

The Threat Assessment Team includes representatives from:

- Public Safety
- Legal / Title IX
- Dean of Students (for student matters)
- Human Resources
- Health Services
- Public Relations
- Athletics (when applicable)
- Other University officials (as appropriate)

When immediate circumstances prevent convening the Threat Assessment Team, Public Safety, may impose temporary emergency restrictions pending formal review.

VIII. Threat Assessment Considerations

The Threat Assessment Team shall evaluate available information including, but not limited to:

- Specific threats or threatening statements
- Access to weapons
- Violent or concerning behavior
- Escalating conduct
- Mental health concerns affecting safety
- Police involvement, arrest, or detention

- Witness statements
- Prior incident history
- Other credible information relevant to the threat assessment

The assessment standard is not whether misconduct has been proven, but whether sufficient information exists to reasonably conclude that an immediate safety risk is present pending investigation.

IX. Consideration of Less Restrictive Measures

Prior to ordering an emergency removal, the Threat Assessment Team shall consider whether the risk can be adequately mitigated through alternative measures, including:

- No-contact directives
- Restricted access to specified facilities
- Administrative leave
- Temporary reassignment
- Remote work or remote learning
- Increased supervision
- Schedule modifications
- Other reasonable safety measures

X. Emergency Removal Decision

If the Threat Assessment Team determines emergency removal is necessary, the decision should be reached by majority vote.

If a majority decision cannot be reached, concurrence of both the Legal / Human Resources and Public Safety shall be required before emergency removal may proceed. In the event consensus cannot otherwise be achieved, the President shall make the final determination.

Prior to implementation, the President shall be informed of the decision.

When appropriate, Public Relations shall prepare internal or external communications.

XI. Notice of Emergency Removal

Upon implementation of an emergency removal, the affected individual shall receive immediate oral notification describing:

- The action being taken;
- The scope of restrictions;
- The temporary nature of the action;
- The right to appeal.

Restrictions may include:

- Removal from campus
- Removal from University housing
- Restriction from classes
- Restriction from athletic participation
- Restriction from University events
- Restriction of information technology access
- Issuance of a no-trespass order

XII. Written Notice

As soon as practicable following implementation, the University shall provide written notice to the affected individual(s) that includes:

- Description of the immediate safety concern;
- Explanation that less restrictive measures were determined to be insufficient;
- Statement that the action is an interim safety measure and not a finding of responsibility;
- Effective date;
- Scope of restrictions;
- Expected duration, if known;
- Appeal procedures;
- Appropriate University contact information.

The University shall also prepare internal documentation supporting the decision. Public Safety will provide when appropriate an update to impacted complainant(s), victim(s) or witnesses.

XIII. Appeal Process

The affected individual may submit a written appeal within three (3) calendar days following receipt of the written notice.

The University shall conduct an appeal review within three (3) calendar days after receiving the appeal.

The appeal shall be reviewed by the Vice President for Finance and Administration, or another designated administrator who did not participate in the original emergency removal decision.

Following review, the Appeal Reviewer may:

- Remove all restrictions;
- Modify the restrictions;
- Uphold the emergency removal.

The individual shall receive written notification of the appeal and rationale supporting the decision.

The Threat Assessment Team, President, and other appropriate University officials shall also be informed of the outcome.

XIV. Documentation

The University shall maintain documentation of:

- Initial reports;
- Threat assessments;
- Decisions made;
- Alternatives considered;
- Notices provided;
- Appeal materials;
- Final determinations.

Records shall be maintained in accordance with applicable University record retention requirements.

XV. Relationship to Other University Policies

Emergency removal under this policy is separate from, and does not replace, any disciplinary, employment, academic, student conduct, Title IX, or other University procedures.

Information or documentation gathered as part of Emergency Removal Process by its nature may be referenced as part of the review with other university policies and procedures as appropriate.

Those processes shall continue independently, as appropriate.

XVI. Policy Administration

The Chief of Public Safety shall be responsible for administering this policy in collaboration with the Threat Assessment Team, Legal, Human Resources, Student Affairs, Academic Affairs, and other appropriate University offices.

This policy will be reviewed at least annually, or earlier as determined by Public Safety, and may be updated from time to time.

XVII. Effective Date

Effective Date: September 1, 2026

Responsible Office: Public Safety

Approved By: President’s Cabinet

APPENDIX - Supplemental Tools, Checklists & Resources

Initial Assessment Checklist & Outcome

Responsible Party:

Chief of Public Safety (or designee)

Assessment Checklist

- ☐ Nature of incident
- ☐ Immediate danger
- ☐ Threat to property
- ☐ Police involvement
- ☐ Witnesses
- ☐ Credibility of information
- ☐ Threat to persons
- ☐ Possession of weapons
- ☐ Prior incidents
- ☐ Availability of lesser restrictions

Outcome

- ☐ No Immediate Threat - Proceed through normal investigative process.
- ☐ Immediate Threat - Initiate Emergency Removal Procedures.

Temporary Restrictions

When necessary before the Threat Assessment Team can meet, Public Safety may implement temporary restrictions including:

- ☐ No Trespass Order
- ☐ Housing restrictions
- ☐ Athletic suspension
- ☐ Building restrictions
- ☐ IT access suspension
- ☐ Temporary work reassignment

These restrictions remain temporary until reviewed.

Threat Assessment Worksheet

A standardized worksheet could include:

Incident Summary

Date: _____

Location: _____

Reporting Party: _____

Responding Officer: _____

Risk Factors

Risk Factor	Yes	No	Comments
Threats made	□	□	
Violence	□	□	
Weapon access	□	□	
Escalating behavior	□	□	
Police action	□	□	
Mental health concerns	□	□	
Witness statements	□	□	
Prior incidents	□	□	

Alternatives Considered

☐ Administrative Leave ☐ No Contact Order

☐ Remote Work ☐ Remote Learning

☐ Restricted Building Access ☐ Increased Supervision

☐ Schedule Modification ☐ Other

Reason alternatives were insufficient: _____

Decision Matrix

The TAT considers:	Yes	No	Comments
Is there credible information	□	□	
Is there an immediate safety risk?	□	□	
Can the risk be managed without removal?	□	□	
Is removal the least restrictive option?	□	□	

Decision:

- ☐ Remove
- ☐ Modify Access
- ☐ No Removal

Notifications – Oral & Written

Oral Notice Script

Provide:

1. Action being taken
2. Effective immediately
3. Restrictions imposed
4. Appeal rights
5. Emergency removal is not disciplinary

Written Notice Form

Would include a fillable template with:

- Date
- Incident Summary
- Restrictions
- Appeal Process
- University Contact
- Effective Date

Appeal Procedures

Action	Time
Written Notice Issued	Day 0
Appeal Submitted	Within 3 calendar days
Appeal Hearing	Within 3 calendar days
Decision Issued	Immediately following review

Appeal Reviewer:

Vice President for Finance & Administration (or designee not involved in original decision)

Documentation

Maintain the following documentation for the file

- Incident Report
- Public Safety Assessment
- TAT Notes
- Risk Assessment Worksheet
- Written Notice
- Appeal Documents
- Final Decision

Retention follows University records retention requirements.