King's Occupational Health & Safety Committee

Meeting Minutes

August 6, 2026, 11:00am

Attending: Andy Curry, Ian Wagschal, Ashley Nixon, Catherine Fullarton, Amos Morine, Michelle Mahoney, Lyndsie Bourgon, Andrea Lamb

Unavailable: Tami Kendell, Trish Miles, Katie Merwin, Tim Ross, Daniel Brandes, Malcolm DeWolfe, Devon Sheppard, Karen Eull, Jennifer Fong, Ellie Anderson, Ell Zagar, Paul MacKay, Orli Abramson, Ranall Ingalls, Miriam Bonello MacQuarrie, Pethrona Russell

Minutes from previous meeting and assigning note-taker

- June 10, 2026 minutes approved.
- Note-taker: Ian Wagschal

Agenda Item: Active Aggressor Response Plan Training Document

- Andy began reviewing the Active Aggressor Plan.
- Michelle asked how staff with disabilities would be assisted. For example, would their manager be responsible for them? She raised this as an issue to be discussed either now or later.
- Andy noted that she based the document on a similar document from Toronto Metropolitan University (TMU). The document is intended to be as general as possible, with portions to be used elsewhere.
- Andy reviewed the document in its entirety.

QUESTIONS/COMMENTS:

Security training:

Amos asked whether Security had been included in the training. Andy answered that the document had not yet received full approval. Once approved, it would be distributed to the broader community. Ian added that, following approval, the training would be developed for specific groups.

Delivery of training:

Michelle asked who would deliver the training, whether there would be large meetings, and how the University would ensure that no one was missed. Andy answered that the document would provide the basic information needed to ensure that everyone received the core message. Each team would require tailored training but use the document to build it out as necessary.

Run, hide, fight guidance:

Lyndsie asked how the training would address recommendations such as whether to use an elevator or what constitutes a safe space. Andy answered that the primary purpose was to teach the sequence of actions—run, hide, fight—rather than provide instructions for every circumstance. The appropriate response would depend on the individual's own judgment. Ian reiterated this point and noted that the absence of a single correct answer for every situation is the central difficulty in delivering this training.

Faculty responsibilities:

Ian commented that the section on faculty responsibilities must be explained carefully. The University is not a high school and cannot legally restrain adults in its classrooms. Although a professor may be the most knowledgeable person in the room and may provide the best direction, each adult is ultimately responsible for their own actions.

People with disabilities:

Michelle commented that, as a person with a disability, the inability to run or otherwise defend oneself is very distressing. Ian responded that, although there are many possible scenarios, it is impossible to develop an answer for each one, and while we cannot mandate self-sacrifice, we can encourage people to rise to the occasion.

Exit awareness:

Lyndsie asked about training students on the locations of exits. Ashley said that the King's Students' Union (KSU) probably does not provide this training. Ian noted that exit signage is intended to be consistent among public buildings across Canada so that people can determine how to exit an unfamiliar building. Andy added that supervisors should also make their employees aware of exits and relevant training.

Residence training:

Ashley noted that a PowerPoint had been created for Don and residence-student training based on the same training document. The PowerPoint presentation would be made available upon request so it can be adapted for other department training.

Final comments:

Andy reiterated that the President must review and approve the training plan. Since those present had reviewed it and those unable to attend had suggested no revisions, the document would now be submitted for approval.

ACTION ITEMS:

- Submission of the Active Aggressor Response Plan Training document to President Tim Vine for approval.

Agenda Item: New Business

Time did not permit. Follow-ups of business from prior meeting to be included in the next regularly scheduled meeting.

Next scheduled meeting: September 9, 2026.