



#### Administrative Policy

<b>Policy Title:</b>	Critical Incident Team (CIT)
<b>Policy Number:</b>	2611
<b>Date Adopted:</b>	1/12/2011
<b>Version:</b>	8.0
<b>Review Cycle:</b>	Biennially
<b>Date Last Reviewed:</b>	6/25/2024
<b>Office Responsible:</b>	President's Office and Safety & Security
<b>Reviewing Committee:</b>	Leadership
<b>Related Policies:</b>	NA
<b>Related Laws:</b>	NA

#### **Policy Summary:**

The goal of the College is to provide a safe campus and community for all students, employees and visitors. The purpose of this policy is to establish a consistent response to incidents on the properties owned, operated or controlled by Jackson College. This policy will address the formation and responsibilities of a Critical Incident Team (CIT).

#### **Policy Statement:**

Jackson College shall establish and maintain a CIT to provide for timely response to and communication regarding critical incidents concerning real or perceived threats of violence that could result in harm to individuals or significant destruction of College property.

**CIT Members:** CIT members are appointed by the President and include:

- College President and Chief Executive Officer
- Chief of Staff
- Chief Operating Officer
- Chief Financial Officer
- Chief Student Services Officer
- Chief Facilities & Logistics Officer
- Chief Information Officer
- Chief Academic Officer
- Campus Safety & Security (Safety and Security Manager) Consultation may be by radio or phone if they are actively involved in the incident.

The addition of personnel is at the discretion of the President, as necessary to handle the specific incident. The President may excuse members of the CIT from participation in an incident if individual participation is not essential to the incident being addressed.

#### **Notification and Response Levels:**

The CIT shall be convened at the direction of the President or any other CIT member through the Chief of Staff. The Chief of Staff shall establish and maintain a CIT Emergency Contact Organizational Chart. Emergency contact may be made by e-mail, text message, phone or



face-to-face notice. CIT member response time shall be understood as immediate.

Due to the sensitive nature of the response, the procedures are “classified information” and housed in the President’s Office and the Safety and Security Department.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
12/04/2012	1.0	Update	C. Allen
2/13/2012	2.0	Biennial Review	C. Allen
2/6/2015	3.0	Biennial Review	C. Allen
06/23/2016	4.0	Annual Review	C. Allen
09/24/18	5.0	Annual Review	C. Allen
2/22/20	6.0	Annual Review	C. Allen
11/11/2022	7.0	Annual Review	C Allen/D Sullivan
7/15/2024	8.0	Update	C Allen/D. Sullivan