



Administrative Policy

Policy Title:	Critical Incident Team (CIT)
Policy Number:	2611
Date Adopted:	1/12/2011
Version:	5.0
Review Cycle:	Biennially
Date Last Reviewed:	10/17/2018
Office Responsible:	President's Office and Safety & Security
Reviewing Committee:	Leadership
Related Policies:	NA
Related Laws:	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
- Vice President of Administration and Human Resources
- Vice President of Finance/CFO
- Vice President of Student Services
- Vice President for Advancement and President, JC Foundation
- Vice President of Facilities and Information Technology
- Vice President for Instruction
- Chief of Staff
- Safety & Security Designee (Safety and Security Manager) Consultation may be by radio or phone if they are actively involved in the incident.
- Chief Diversity Officer

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.

Level 1 Incident: A Level 1 Incident is defined as any loss of life, serious injury or substantial property damage that is occurring or has occurred on any property owned, operated or controlled by Jackson College. A Level 1 Incident shall result in the assembly of all available

CIT members to the location designated. A Level 1 incident shall result in the CIT establishing a formal intervention and communication plan.

Level 2 Incident: A Level 2 Incident is defined as a credible threat of violence, loss of life, serious injury or substantial property damage that is not or has not occurred on any property owned, operated or controlled by Jackson College. A Level 2 Incident shall result in the notification of all CIT members.

The assembly of the CIT for a Level 2 Incident will be at the discretion of the President or his Designee. CIT members should be mindful that a Level 2 Incident can quickly escalate to a Level 1 Incident without proper investigation or intervention by College staff or local law enforcement.

Level 3 Incident: A Level 3 Incident will be defined as:

- 1) An unsubstantiated threat of violence, loss of life, serious injury or substantial property damage, or a threat received by a third party. The incident has not, but potentially may, occur on any property owned, operated or under the control of Jackson College.
- 2) The suspension or expulsion of a student that results in removal from campus property pending investigation/intervention and written approval for return.

A Level 3 Incident shall result in an email, phone or text message notification of the CIT. CIT members should be mindful that a Level 3 Incident can quickly escalate to a Level 2 Incident. This may result from additional information realized through continued investigation by the CIT Team, Safety & Security or local law enforcement.

CIT Assembly Locations:

A primary and secondary incident command center, for the CIT, shall be defined by the President and known to CIT members.

Incident Communication plan:

The CIT shall determine the need for an internal/external communication plan based on the nature of the incident. The Communication Plan shall be facilitated by the President's Office in coordination with Human Resources and Public Relations. The plan shall be conducted consistent with other institutional communication policies and procedures and shall define the following for both internal and external audiences:

- Message Content
- Method of Communication
- Communication Responsibility
- Communication Timing

Debriefing and Documentation:

Documentation of CIT deployment shall be maintained by the Coordinator of Campus Safety/Security. Documentation shall include the resulting intervention and recommendations resulting from post incident debriefing.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
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