Mount Mary College
Critical Incident Team Protocol

I. Definition and Parameters

For the purpose of this protocol, a “critical incident” is a situation that:

- involves death, serious injury, or threat to the health or welfare of a student or another member of the Mount Mary College;
- requires an immediate response beyond the individual person or agency responding;
- and/or has widespread implications for or potential impact on students, faculty, and staff.

College professionals will identify such situations as “critical incident” as a means to coordinate clear communication and effective teamwork in assessing and responding to these situations. Staff members will use their professional judgment, in consultation with the Chair of the Critical Incident Team, in identifying a “crisis” for this team’s response. Examples include, but are not limited to:

A. Death, injury, illness or disappearance: in residence hall, community, at Mount Mary College-sponsored event or activity; of student or staff away from campus; of a student’s or staff’s family member; at a local, state, national, or global location.

B. Health or welfare-threatening situations, such as:
   - natural disasters (e.g., earthquake, storm, loss of water or power, fire, hazardous material release, etc.);
   - assaults (e.g., bomb threats, explosions, hostage taking, sniper/shooting, physical or sexual assaults, rape, fights, kidnapping, etc.);
   - epidemics (e.g., measles, meningitis, hepatitis, food poisoning, flu, etc.);
   - military actions or acts of war; missing persons; suicide attempts;
   - civil disobedience (e.g., political or religious protests, athletic event demonstration, riots, crowd control, etc.); major criminal arrest of a Mount Mary College community member; events which could adversely alter public perception of the College or create an atmosphere of fear of unrest.

C. Or any other situation that has widespread implications for or potential impact on students.
II. Protocol

The purpose of this protocol is to enhance the institutional response to a critical incident by facilitating efficient and effective communication.

A. The first College staff member to identify the critical incident will respond according to protocol (which may include activating the critical incident team) and will notify the Associate Dean for Student Affairs (or the Vice President for Academic and Student Affairs, if the Associate Dean is not available). As a result of that notification, the Chair will decide if and when (1) the Team will convene and (2) the Vice President for Academic and Student Affairs will be notified.

B. The Critical Incident Team (CIT) consists of six (6) core members:

C. The Chair of the Critical Incident Team will be responsible for convening the committee and facilitating discussion on the communication strategy. Members of the committee will be designated to contact others who will need to be involved in the communication strategy or informed about the incident. A member will be designated to complete a Case Report Form, which will be kept on file in the Office of the Chair.
D. The Vice President for Academic and Student Affairs (or designee) will be responsible for communicating the situation to the President’s Council.

Critical Incident Planning Prioritization Criteria

1. Protect human life; prevent/minimize personal injury.
2. Prevent/minimize damage to physical assets.
3. Protect the environment.
4. Restore normal operations.