

## STUDENT AFFAIRS OP 91.312: Critical Incident Response

**Date: September 15, 2006**

### Purpose

To establish uniform guidelines and procedures to be followed in response to critical incidents involving students while paying special attention to the safety needs of the university community.

### Policy

Mississippi State University, through the Division of Student Affairs, has developed a Critical Incident Response Team (CIRT) consisting of university officials to respond to critical incidents.

### Goals of the Critical Incident Response Team

1. To coordinate the university's response to critical incidents.
2. To offer counseling, guidance, and appropriate support to members of the university community, their families, and university care givers in the event of a critical incident.
3. To use critical incidents, when appropriate, as "teachable moments" which may enhance the quality of life for all those touched by critical incidents.

The Division of Student Affairs has defined critical incidents which the CIRT team will respond to include:

1. Death of a student (on or off campus)
2. Attempted suicide
3. Life threatening illness/injury
4. Sexual assault
5. Mental health crisis
6. Drug/alcohol overdose
7. Campus disturbance/riot
8. Contacting students in case of family emergency
9. Fire/explosion with injuries or significant damage
10. Natural disasters

Mississippi State University recognizes that the above list may not cover all situations that warrant CIRT intervention. Therefore, the determination of whether or not a situation needs CIRT attention will be decided by the CIRT person on call or the Dean of Students.

### On Call Personnel

Representatives of the Division of Students Affairs will rotate duty as the CIRT person-on-call. The person-on-call will be available by cell phone through the University Police Dispatch 24 hours a day, 7 days a week while school is in session.

#### Procedure

This outline is to provide general information only. In the event of an actual critical incident, variations may occur depending on the nature of the critical incident.

1. The MSU Police Department is notified of a critical incident involving a MSU student. The incident could be on or off campus.
2. The MSU Police Department notifies the CIRT person-on-call. The CIRT person-on-call gathers the information and then contacts appropriate staff, including the Dean of Students and the Vice President for Student Affairs. If the situation warrants, the CIRT person-on-call proceeds to the site of the incident or to the hospital. The CIRT person-on-call may request assistance from other CIRT members at the site of the incident or hospital. The Vice President for Student Affairs or the Dean of Students works in conjunction with University Relations to coordinate any press release or contact with the media regarding the critical incident.
3. The CIRT person-on-call verifies that contact with the affected student's family has been made, as well as contact with roommate, significant other, and other affected students.
4. If appropriate, a campus visit is arranged for the family. Once the family arrives, an escort is designated for the family.
5. The family meets with appropriate university administrators, police officers, and other officials as needed.
6. The CIRT team meets to debrief and plan any appropriate follow-up programs or activities.

#### Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

OP 91.312  
10/02/06

**THIS POLICY HAS BEEN SUPERSEDED**

**DIVISION OF STUDENT AFFAIRS  
OPERATING POLICIES AND PROCEDURES**

**STUDENT AFFAIRS OP 91.312: Critical Incident Response**

**REVIEWED BY:**

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Vice President for Student Affairs

5/31/12  
Date

/s/Lesia Bryant  
Internal Auditor

6/15/12  
Date

/s/Joan L. Lucas  
General Counsel

6/20/12  
Date

**APPROVED BY:**

/s/Mark Keenum  
President

7/16/12  
Date

**THIS POLICY HAS BEEN SUPERSEDED**