

## 220.010 – EMERGENCY INFORMATION (CAMPUS OVERSIGHT TEAM)

**Date Revised:** May 2017

### POLICY

The basic goal is to generate accurate and timely information that helps ensure the safety of the campus community and addresses the concerns of the community, as well as those of family members, supporters and the general public.

That goal is the same whether we are dealing with an on-campus emergency situation (natural disaster, fire, active shooter, other violent crimes/situation in progress, etc.) or a non-emergency situation (notice of a deceased student or employee, notice of an off-campus crime that could impact campus community, etc.).

The goal of communications during a campus emergency is to generate timely and accurate information that helps ensure the safety of students, faculty and staff, and that addresses the concerns of family members, campus neighbors, and others who are part of our larger campus community.

### PROCEDURE

To achieve that goal, the Campus Oversight Team (COT), working collaboratively with the Office of the President, is responsible for:

- Identifying who needs to be informed;
- Activating appropriate communication vehicles quickly and efficiently that give people clear directions on what they need to do;
- Communicating facts about the situation and minimizing rumors.

### **Responsibility:**

- If an injury occurs in a class situation, the TA for the class should carry out the accident procedures.
- In the event that the class does not have a TA or it is the TA that is injured, the Instructor of the class should have emergency contact information.
- In the case of workstudy, the staff member overseeing the workstudy students should carry out the injury procedures.
- If the injury occurs outside class time, but on campus, the first staff member on the scene should carry out emergency procedures.

### **Emergency Procedure:**

- Evaluate the situation
- If minor injury render assistance as requested by the injured party.
  - See policy 220.030 SAFETY for locations of first aid kits.
- In the event of a more serious injury immediately dial 911. Stay on the line and follow instructions from the dispatcher until the ambulance arrives. If there is any doubt re: the seriousness of the injury call 911.
- **DO NOT** attempt to transport the injured individual in personal vehicles.
- Whenever possible remove other individuals from the area. Do not allow them to interfere with the injury procedures unless their assistance is helpful to the situation.
- Stay with the individual until trained help arrives. Be prepared to provide data to emergency responders. For example person's name, description of the incident.
- Be sure someone accompanies the injured party to the hospital and stays with them until a member of the Campus Oversight Team arrives.
- As soon as the individual's safety is assured, immediately contact one member of the **Campus Oversight Team (COT)**

In most every case, the first communication to our students, faculty and staff regarding a campus emergency will be in the form of a text message, phone call and/or e-mail and where possible, face-to-face notification.

**Campus Oversight Team (COT):**

President, Meg Weston 207-236-8581 x 350 cell: 207-650-8937  
VP Academic Affairs, Elizabeth Greenberg 207-236-8581 x 353 cell: 207-542-2238  
Dir, Student Services, Kerry Curren 207-236-8581 x 303 cell: 207-236-2705  
Dir, Finance and Admin, Cathi Finnemore 207-236-8581 x 360 cell: 207-542-5327

**Reporting**

Within 24 hours a detailed incident report must be provided to the Business Office by the person responsible on the scene and/or the person giving assistance. Please be detailed and thorough. It is important that the names of all persons present at the event be listed. This report will be distributed to all members of the Campus Oversight team. Please be available to discuss the incident report with the Director of Finance and Administration or the Business Manager. Incident forms can be found in the Forms & Documents database, the Business Office (Shepherd) or the Haas mailroom.