

Student Crisis Response

Barton County Community College is committed to the safety and well being of its students. To this end, the President has designated the Dean of Student Development to coordinate the College's response to significant crisis situations involving its students, whether on campus or in the community. Response procedures are to be developed for implementation in the event of the death or severe injury to a student, or other disaster, natural or otherwise.

The Student Crisis Response procedure, which is also outlined in the Student Handbook, is intended to:

- assist those individuals in dealing with the crisis to respond appropriately
- provide coordination with external individuals and agencies,
- provide communication within the College community, and
- assist in post-crisis support and resolution.

Approved by President on 07-28-02

[Procedure](#)

Student Crisis Response Procedure

Crisis Response Team

The Dean of Student Development (or designee) will serve as the coordinator of the response team. Other members will be utilized on an as needed basis and will participate when the situation warrants, as decided by the coordinator (i.e., Great Bend Chief of Police, Athletic Director, Athletic coaches).

Core Team Members:

- Dean of Student Development
- Director of Student Housing
- Director of Campus Security
- Student Support Services Counselor
- Director of Student Support Services
- Coordinator of College Communications
- Student Health Nurse
- Director of Physical Plant

Additional Team Members As Needed:

- Faculty/Division Chairs
 - Athletic Coach(s)
 - Advisor(s)
 - International: Advisor, host family, embassy, country diplomats
 - ESL: Instructor, host family, embassy, country diplomats
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On-Campus Crisis

If a crisis occurs on campus or at a College-sponsored activity, follow the full procedure as follows.

Step	Action
1	<p>In the event of a student crisis on campus, any individual first to respond must contact emergency personnel (911), the Campus Security Department, and the Student Health Nurse, as the emergency warrants.</p> <ul style="list-style-type: none">• Campus Security officers are in charge at the scene of the incident until all appropriate actions have been taken.• Every effort should be made to preserve the scene of the incident exactly as discovered.
2	<p>Campus Security officers, after arriving and initially securing the scene of the incident, will contact by telephone the Dean of Student Development (or designee) and the Supervisor(s) where the incident has occurred as warranted.</p>

Step	Action
3	<p>The Dean of Student Development (or designee) will immediately contact by telephone all Crisis Response Team core members and the necessary auxiliary members, coordinating the efforts of the team.</p> <ul style="list-style-type: none"> • The Coordinator of College Communications will immediately contact by telephone the President, who will contact: <ul style="list-style-type: none"> ◆ appropriate cabinet members (if warranted), ◆ attorney (if warranted). • The Director of Student Housing will immediately contact all Resident Assistants. • The Student Support Services Counselor will respond to the scene to assist with immediate psychological and emotional needs. • The Student Health Nurse will respond to the scene to assist with medical needs.
4	<p>The Dean of Student Development (or designee) will call a meeting of the Supervisor within the division to identify affected students and provide any information available at that time.</p>
5	<p>The Dean of Student Development (or designee), in consultation with Crisis Response Team, will immediately contact the family members of all students involved in the incident.</p> <ul style="list-style-type: none"> • Determine positive identification(s) and correct name of any student involved in the incident. • Work through the local police and chaplains in the family's home jurisdiction if at all possible.
6	<p>The Dean of Student Development (or designee) will immediately notify families of students with the same name that their student is safe and <u>not</u> the one involved in any incident reported by the media.</p>
7	<p>The Dean of Student Development (or designee) will contact the family of all students involved in the incident a second time to confirm their understanding of the earlier call.</p> <ul style="list-style-type: none"> • Be prepared to answer as many specific questions as possible. • Be prepared to make arrangements for them to come to campus. • Offer assistance. • Obtain information about funeral arrangements.

8	<p>The Coordinator of College Communications (or Dean of Enrollment Management if not available) will coordinate all information associated with the incident which is released by the College and respond to all requests for information from media personnel.</p> <ul style="list-style-type: none">• The Coordinator of College Communications will notify the College switchboard operator to direct all calls to the Communications office. <p><i>To insure accurate and consistent information, all College personnel must observe this requirement, directing all inquiries to the Coordinator of College Communications!</i></p>
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Step	Action
9	<p>The Dean of Student Development (or designee) will serve as the primary contact person for the family of the students involved in the incident.</p> <ul style="list-style-type: none"> • Meet with family members if they choose to travel to campus. • Coordinate the assembly of the deceased student(s) personal possessions for return to family members. • Write a letter of condolence to family members of the deceased student(s). • Provide assistance for those wishing to hold a campus memorial for the deceased student(s). • Coordinate/confirm the return of funds (if any) to the family of the deceased student(s).
10	<p>In the event of a student death, the Dean of Student Development (or designee) will, with expedience, notify the following by <u>memorandum</u> and those offices will assume the outlined responsibilities:</p> <ul style="list-style-type: none"> • Director of Enrollment Services: close the official academic records. • Director of Marketing: cease mailing from institution. • Director of Financial Aid: notify Business Manager of any funds owed to or by the student(s). • Director of Human Resources: finalize any remaining wage payment, forwarding it to the Dean of Student Development and close any employment records. • Business Manager: process any allowable refund of tuition and fees. • Library: renew all materials checked out to avoid inadvertent overdue/fine notices. • Deans. • Associate Deans. • Faculty Advisor of each student involved in the incident. • Instructors of each student involved in the incident. • Student Housing: process any allowable refund of room, meal plan, and/or Flexi-cash payment; return to library any materials on loan; upon family request, pack private possessions for return to the family.
11	<p>The Student Support Services Counselor will be responsible for coordinating psychological counseling and emotional support to students in need of assistance as a result of the incident.</p> <ul style="list-style-type: none"> • Areas to consider when providing support for survivors of an incident include living unit, classmates, clubs, organizations, academic departments. • When utilizing assistance from area professionals, provisions must be made for meeting space and support services.

Step	Action
12	The Dean of Student Development (or designee) will call meetings of all Crisis Response Team members involved with the incident to review activities and progress of the team during the resolution of the incident. Following the completion of the work of the team, the Dean of Student Development (or designee) will organize a debriefing session for the members of the team.

Off-Campus Crisis

In the event of a crisis occurring off campus involving a Barton County Community College student, follow the steps as indicated below.

Step	Action
1	Any College employee receiving official notice of an off-campus crisis involving a Barton student should immediately notify the Dean of Student Development (or designee).
2	Follow Steps 3, 4, 9, 10, 11, and 12 as are listed under the On-Campus Crisis Procedure.

Please remember to respect the value of official information and guard against sharing information that cannot be verified through an official source!

Approved by Dean of Student Development and President on 05-14-97