

Pine Technical College Policy and Procedure

Policy Number: 106	Date: 10/02/00	Revision Date:
Division/Department: General Administration	Author: Mary Bucher & Phil Schroeder	
Subject: PTC Crisis Team Designation and Responsibilities		

Authorities:

MNSCU, Office of Pine Technical College President, Leadership Team

Purpose:

During an emergency situation that affects the health and safety of students and employees, plus campus resources, PTC's crisis team will:

- * Act responsibly and calmly
- * Assess the problem and bring it under control
- * Assure or restore the safety of PTC students and employees
- * Keep the campus operations running with minimal interruption
- * Disseminate accurate and needed information in a timely manner

Policy:

When a major emergency occurs, the designated PTC Crisis Team will be called together by the President or Vice President of Academic Affairs to analyze the incident and to carry out the necessary procedures needed to secure students, employees and facilities. This policy creates a team that will function to provide maximum safety and minimal losses or damage to the college community.

Procedure:

1. The Campus Crisis Team will be composed of:
 - * President
 - * Vice President of Academic Affairs
 - * Dean of Student Affairs
 - * Dean of Administrative Services
 - * Technology Director
 - * Building Maintenance Supervisor
 - * Director of Custom Training and Continuing Education
 - * Manager of Employment and Training

2. Any staff observing or being informed of an emergency, will notify the Vice President of Academic Affairs (VPAA) and College President. Chain of Command listing attached. Also, see Chain of Command Policy 107.
3. The VPAA will notify the police/fire/ambulance as needed.
4. The VPAA will inform the college President of the incident, who will in turn notify the team by phone (group dialing) to meet in the reception area of the Employment and Training Center in the Center of the College.
5. Team informed of nature of crisis and appropriate procedure followed (see Crisis Manual) . Information gathering checklist attached.
6. VPAA or President checks to see that all areas assigned to Crisis Team members are covered:
 - * President-Administration Office area plus notify Marketing Director and Building Maintenance Supervisor, and MNSCU systems office
 - * VPAA-contacts police/fire/ ambulance as needed
 - * Dean of Administrative Services/Technology Director-T&I shops and classrooms at center and rear of building and Area Learning Center.
 - * Dean of Student Affairs-Admissions Office, Student Lounge and restrooms
 - * Manager of Employment & Training- ETC offices, Academic Skills Center, Media Center and Business Office
 - * Director of Custom Training and Continuing Education-CT Offices, Business Department classrooms & offices/ ITV classrooms and DayCare.
7. If building is evacuated, crisis team should meet at garage next to tennis courts.
8. Students/staff cannot go to cars unless released by police and/or fire department
9. Instructors should take class to designated spot in building or outside of building. If possible, students should take purses and laptop computers. Close all offices and classrooms. If possible, check number of students once in safe area.

Crisis that occurs in the evening

1. Night Supervisor notifies police/ fire as needed
2. Night Supervisor notifies President
3. President notifies other administrators as needed
4. Night Supervisor contacts maintenance, evening instructors, duty secretary
5. Team assembles: Night Supervisor, Maintenance, Instructors, Secretary
6. Notification and evacuation of building or secure students within building as appropriate.
7. Students not allowed to leave until released by police and/or fire departments.

Next Day Procedures for either daytime or evening crisis

1. If possible, meet in auditorium or if building is not useable, meet at high school
2. Arrange a hotline for information sharing
3. Schedule someone on phones to answer questions
4. Plan resumption of classes
5. Issue news releases

Responsibilities:

The President and Vice President of Academics are responsible for all aspects of an emergency situation that affects the health and safety of students, staff and facilities.

Dissemination:

All Staff and Faculty

Reviewed by Executive Cabinet:	Date: 10/02/00
Reviewed by Faculty Senate:	Date:
Reviewed by:	Date:
Approved:	Date: 10/02/00