

## **Fitchburg State University**

### **Incident Response Team**

#### **Purpose, make up, operation and procedure for the Incident Response Team**

##### ***Introduction***

This document defines and coordinates the efforts of various university departments to provide a thoughtful, organized, consistent and effective institutional response to formally or informally reported campus incidents. The definition and coordination is intended to specify and clarify the process for reviewing and acting upon reported incidents to assure the safety and well-being of our student community.

##### ***Purpose of the Incident response Team***

The purpose of the Incident Response Team [IRT] is to promote and maintain a safe, thoughtful and respectful campus community for students. To this end, the IRT will:

- a) Regularly review various reported incidents involving students;
- b) Pursue appropriate courses of action and follow up congruent with the various office functions and responsibilities, and;
- c) Assure procedure/protocol compliance with various university policies and/or outside legislative compliance and agency regulations, or;
- d) Make action recommendations for Senior Administration officials to consider.

Based on the severity or complexity of the incident, individual offices within the IRT, IRT sub groups or the entire team may be involved in a response. Other offices at the University may also be included as dictated by the incident situation and identified by the appropriate administrative offices. Similarly, other agencies outside the university may be included in or precipitate a response.

Incidents of sexual assault follow the “Protocol for Responding to Sexual Assault” identified separately.

##### ***Organization of the Incident Response Team***

The Incident Response Team will be comprised of at least the following administrators (or identified designees) and offices:

- Dean of Student and Academic Life
- Chief of Fitchburg State University Police
- Assistant Dean of Student development and Housing
- Director of Counseling services
- University Officer of Student Conduct, Mediation and Education
- Director of Housing and Residential Services

The Chief of Police and the Dean of Student and Academic Life are the conveners of the Team and provide incident awareness to the President of the University.

Beyond the core Team, other administrators and offices may be included as indicated by the incident and identified by the Dean of Student and Academic Life and/or Chief of Fitchburg State University police.

The additional offices/individuals may include but are not limited to: a representative from the Office of the President, University legal Counsel, Title IX/OCR Officer, Director of Housing and Residential Services, Director of Student Health Services, and Chief Information Officer.

### ***Incident Response Team Operation***

The IRT meets weekly during the Academic year [University Calendar from “Opening” through “Undergraduate Commencement”] and is charged with: a) reviewing various reported incidents involving students; b) pursuing appropriate courses of action congruent with the various office functions and responsibilities, and c) assuring procedure/protocol compliance with various university policies and/or outside agency regulations. Beyond the regular weekly meeting, the IRT may be assembled as needed at the direction of the Chief of police and/ or Dean of Student and Academic Life (or designees) or any member of the University Senior Administration as dictated by incident circumstances.

IRT discussion surrounding individual incidents will determine if other individuals, offices or agencies within or outside the university are to be informed or included in a response. As determined, the Dean of Student and Academic Life or Chief of University Police will proceed with contacting additional participants. Information discussed in meetings will be kept private and confidential within university regulations and applicable legislation or regulations.

### ***Incident Response Team Procedure***

The IRT will regularly review formally or informally reported incidents on campus or in our surrounding area as per our “Good Neighbor Policy”. The entire Team or individual offices may be involved in a response ranging from outreach by an individual office to assist a student to following appropriate protocols for physical or sexual assaults or other serious incidents. Similarly, local police agencies may be either included or prioritized based on the reported incident.

### ***Incident Reporting***

**Note:** incidents regarding sexual assault follow out “Protocol for Responding to Sexual Assault identified separately.

#### ***Formal reporting***

Incidents may be reported in a variety of venues but most typically are reported via Campus Police, a Housing incident report, directly to the Office of Student Conduct or directly to the Dean of Student and Academic Life. These are generally written statements and descriptions but may occasionally be reported verbally. Verbal reports are typically reported in writing by the receiving party and confirmed with the reporting party. Once a written report is generated, the appropriate office may initiate a direct response or refer the report for discussion by the IRT based on the seriousness of the incident. All reports to Campus Police or other reports involving Campus Police are treated by the IRT.

*Informal Reporting*

Incidents or indications of concern for students may be reported informally via direct conversation, phone or electronic means by other students, staff, faculty, administrators or parents. The concerns are generally communicated to Campus Police, Housing or the Dean of Student and Academic Life but may be indicated elsewhere and referred to one of these offices. These range from, but are not limited to, academic concerns, health and safety checks, and absences from class beyond class limits, or undefined concerns by parents/ family, etc. While many may be non-specific, there is general outreach to students to discern the possible nature of the indication and notification of the contact to the dean of Student and Academic Life or Chief of Campus Police. Once initially addressed by outreach activities the situation may be clarified and resolved or referred to the IRT for discussion and further follow up as appropriate.