

Emergency Procedures

1. **Contacting Students:** Please do not leave the College telephone number as an emergency number. Students cannot be called from classes for personal reasons.
2. **Fire Emergencies:** In the event of fire in a campus building, the nearest fire alarm should be pulled immediately by the person who first discovers the fire. At the sound of the alarm, all persons must evacuate the building according to the following procedures.
 - a. Leave the building immediately at the sound of the alarm. Use the nearest exit.
 - b. Take your belongings with you, but do not attempt to go to another part of the building to get your things.
 - c. Get as far from the building as possible, at least 100 feet.
 - d. Do not block roadways.
 - e. Follow directions of College officials.
 - f. Do not attempt to re-enter the building, until the “all-clear” signal is given by a College official.
3. **Fire Drills:** Follow the same procedure as for Fire Emergencies. Never assume, “it’s only a drill.”
4. **Medical Emergencies or Accidents**
 - a. All medical emergencies should be reported to the switch board. The Director of Health Services or the Director of Security or Vice President and Dean of Students and Enrollment Management or his/ her designee will determine whether the medical emergency or accident warrants calling for outside assistance, e.g. Greenport Rescue Squad, ambulance, hospital emergency. The Vice President and Dean of Students and Enrollment Management’s Office shall be contacted should the Director of Health Services or the Director for Security not be available.
 - b. An Incident Report Form shall be filed with the Office of the Vice President and Dean of Students and Enrollment Management for each medical emergency or accident involving students. Forms are available from the Vice President and Dean of Students and Enrollment Management’s Office in room 205.
 - c. Reports of accidents or injury to College personnel will be forwarded to the Office of Human Resources.
5. **Evenings:** The same procedure shall apply, except that the Office of Community Services shall be contacted, Room 107, extension 3342, for immediate assistance. The Vice President and Dean of Students and Enrollment Management will also be notified when necessary.

PLEASE NOTE: For emergencies of any kind on campus, call the switchboard. The operator will contact the appropriate administrator(s) and/or the backup personnel in case of their absence. If necessary, the operator will call for fire or police assistance, as directed. In case of accident or illness, please stay with the “patient” after notifying the operator until help arrives.

Student Crisis Response Procedure

The C-GCC Crisis Response Procedure was established to respond to the needs of the student population during a critical incident and/or during individual student crisis situations. Medical emergencies are not covered by this procedure. In the event of a medical emergency, contact the Switchboard at ext. 0. If you are unsure as to the seriousness of a situation, Security should be contacted.

DEFINITIONS:

- **Critical Incident:** A Critical Incident is an on-campus or off-campus event that has a significant impact on the emotional health and well-being of the student population. Examples include assaults, sexual assaults, suicide or suicide attempt, accident with major casualties or fatalities, hate crimes, acts of terrorism or bomb threats.
- **Student in Crisis:** A Student in Crisis is one who is in jeopardy of hurting him/ herself or others, or one who is involved in a Critical Incident.
- **Crisis Response Team:** The Crisis Response Team (CRT) shall consist of the Vice President and Dean of Students and Enrollment Management, Assistant Dean of Students, Director of Special Services, College Nurse/Director of Health Services, Director of Security, REACH Representative and faculty members and other college staff, as necessary.

RESPONSE TO CRITICAL INCIDENT:

When a Critical Incident has occurred, the Vice President and Dean of Students and Enrollment Management shall immediately notify the CRT members and assemble them, as appropriate, to determine the College's response to the incident. In the absence of the Vice President and Dean of Students and Enrollment Management, the Assistant Dean of Students, the Vice President and Dean of Administration, the Vice President and Dean of Academic Affairs or the President will automatically assume this role. In the absence of all these individuals, the Assistant Dean of Academic Affairs or the Assistant Dean of Administration shall assume the role. Prior to the assembling of the CRT, on-scene responders are authorized to make necessary operational decisions and to commit resources to mitigate and control any Critical Incident that occurs on campus.

RESPONSE TO STUDENT IN CRISIS DURING REGULAR BUSINESS HOURS (8 AM to 5 PM):

- When a Student in Crisis is identified, a CRT member will be contacted and will consult with one or more members to determine whether intervention by the College is appropriate. The Vice President and Dean of Students and Enrollment Management will be immediately notified of the CRT's decision and response plan.
- If the CRT decides that a psychological evaluation is warranted, an ambulance shall be summoned to take the student to the nearest hospital emergency room. If the student is uncooperative, a mental hygiene arrest will be requested through the appropriate local law enforcement agency. In either event, a family member (parent/ spouse) or guardian of the Student in Crisis will be notified with the student's permission. If the Student in Crisis is under 18 years of age, a family member/guardian will be notified.
- A Student in Crisis shall not be permitted to return to campus until he/she agrees to a re-entry plan. The re-entry plan will be coordinated by the Vice President and Dean of Students and Enrollment Management in consultation with the involved CRT members and other appropriate professionals on a case- by-case basis. The re-entry plan will be approved and implemented by the Vice President and Dean of Students and Enrollment Management. In the event that the Student in Crisis subsequently engages in conduct that poses a risk to him or herself or others, the Student Code of Conduct will supersede the re-entry plan.

RESPONSE TO STUDENT IN CRISIS AFTER REGULAR BUSINESS HOURS (5 PM. to 8 AM):

- In the event a Student in Crisis is identified after regular business hours, the Security Officer on duty will be contacted and will consult with the Vice President and Dean of Students and Enrollment Management to determine whether intervention by the College is appropriate.
- If the Vice President and Dean of Students and Enrollment Management is unavailable, the Assistant Dean of Students will assume this role. If the Vice President and Dean of Students and Enrollment Management or the Assistant Dean of Students is unavailable, the appropriate local law enforcement agency will be contacted.
- If a psychological evaluation of a Student in Crisis is deemed appropriate, the student will be informed by the Security Officer on duty of the available options; utilization of an ambulance or utilization of a local law enforcement agency. If the student is uncooperative, a mental hygiene arrest will be requested through the appropriate local law enforcement agency.
- An Incident report will be forwarded to the Vice President and Dean of Students and Enrollment Management for follow up purposes. The Dean will meet with the Student in Crisis to determine whether a re-entry plan is required.
- If it is determined that the individual in crisis is not a current student, the appropriate local law enforcement agency will be contacted to assess the welfare of the individual and determine the appropriate response.

RESPONSE TO STUDENT IN CRISIS OFF CAMPUS:

- The Security Officer on duty will contact the appropriate local law enforcement agency and request that they check the welfare of the Student in Crisis. The officer on duty will request that the local law enforcement agency update the Security Office following contact with the Student in Crisis.
- In cases involving a current student, the Vice President and Dean of Students and Enrollment Management will be notified.
- An Incident Report will be forwarded to the Vice President and Dean of Students and Enrollment Management for follow up purposes. The Vice President and Dean of Students and Enrollment Management will meet with the Student in Crisis to determine whether a re-entry plan is required.

Contact persons:

Office: Security Office Room 200

Phone: (518) 828-4181 Ext. 3208

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181, ext. 3364