

DEPARTMENT PROCEDURE

Effective Date: 01/10/13

Approved By: Richard Van Den Hul, Vice President BFA

Cancels:

See Also: [POL-U5615.01](#)

Responding to Campus Violence or Threats of Violence

PRO – BFA5100.A

COORDINATING STRESS MANAGEMENT RESPONSE TO CRITICAL INCIDENTS

Action by:

First Responding Individual

Chief or Representative

AVP/HR Director

EAP

AVP/HR Director

Action:

1. **Notifies** of University Police Chief or other University Representative of critical incident.
2. **Notifies** Assistant Vice President/Human Resources Director (AVP/HRD).
3. **Contacts** Employee Assistance Program (EAP) Critical Incident Stress Management (CISD) team with details.
4. **Informs** AVP/HRD of office locations and phone numbers where services will be provided.
5. **Arranges** for any specific groups of individuals to meet with such as a specific department that was directly impacted by the incident.
6. **Emails** AVP/HRD with specific handouts to utilize with staff to manage the immediate impact of the critical incident.
7. **Provides** direct counseling services as scheduled.
8. **Follows-up** with AVP/HRD 1-2 weeks after the incident to find out how impacted staff is managing the event and to assist further if needed.
9. **Briefs** University administrators as necessary to review effectiveness of response.