

# ADMINISTRATIVE POLICIES AND PROCEDURES

---

<b>SUBJECT:</b>	CRISIS MANAGEMENT TEAM
<b>NUMBER:</b>	605
<b>AUTHORIZING BODY:</b>	PRESIDENT'S CABINET
<b>RESPONSIBLE OFFICE:</b>	OPERATIONS AND FINANCE
<b>DATE ISSUED:</b>	MAY 1990
<b>LAST UPDATE:</b>	AUGUST 2018

**RATIONALE:** The purpose of this policy is to provide an explanation of the composition, general duties, responsibilities and activation process of the University's Crisis Management Team (Team).

**POLICY:** A Team has been established as an administrative decision-making group to respond to Critical Incidents which may occur at Oakland University. The Team's purpose is to manage decision-making, communications flow and operational responses to a critical incident.

**SCOPE AND APPLICABILITY:** This policy applies specifically to officials designated as primary members of the Team and their designated alternates.

## **DEFINITIONS:**

***Critical Incidents:*** Those campus-wide emergencies that threaten life or property, or those which impact a significant portion of the University community (including, but not limited to, major fires, civil disturbances, and weather disasters).

## **PROCEDURES:**

### **A. Composition of the Team**

- University President – serves as Team Leader



- Chief Operating Officer
- Vice President for Finance and Administration
- Chief of Police – OUPD – serves as Team Coordinator
- Senior Vice President for Academic Affairs and Provost
- Vice President for Student Affairs and Chief Diversity Officer
- Vice President for Legal Affairs, General Counsel and Secretary to the Board of Trustees
- Vice President for Communications & Marketing
- Chief Information Officer
- Emergency Management Specialist – serves as Training Leader
- Other members as needed and determined by the Team

#### **B. Team Notification Procedure:**

Generally, the Chief of Police, or designee, will brief the Chief Operating Officer regarding an impending or actual critical incident. The Chief Operating Officer will immediately apprise the President of the situation, and a decision whether to activate the Team will be rendered. If a decision is reached to activate the Team, the Chief Operating Officer will notify all Team members via a GroupMe text message that has been established for this purpose. All team members should report to room 118 North Foundation unless specified otherwise in the text.

During this initial notification, members may be placed on “stand-by” or directed to report immediately to a specific meeting location. Once activated, the members of the Team will set aside all other duties and place the critical incident as their top priority. This priority shall also be extended to their various subordinates deemed appropriate depending on the nature of the specific incident.

#### **C. Designation of Alternates**

It is the responsibility of each member of the Team, to provide for an alternate to carry out the assigned responsibilities in his/her absence and to inform the Chief of Police of said alternate (and any future changes). Team alternates are as follows:

- Chief Operating Officer
- Vice President for Finance and Administration

- Associate Vice President for Facilities Management
- Assistant Vice President for Finance and Administration
- Assistant Vice President for Academic Affairs
- Associate Provost
- Assistant General Counsel
- Assistant Vice President for Student Affairs/Dean of Students
- Director, Media Relations
- Director, Campus Communications
- Executive Director Enterprise Systems
- Operations Lieutenant
- Administrative Lieutenant
- Director, Police Support Services

#### **D. Team Members' Availability**

It is the responsibility of each primary member of the Team to notify their alternate whenever they will be absent from the local area (vacation, off-campus meeting, attendance at conferences, etc.).

#### **E. Oakland University's Emergency Response Plan**

All members of the Team and their designated alternates have been issued a copy of the University's Emergency Response Plan. The plan identifies and describes both general and specific responsibilities of the various Team members when they have been activated to deal with a critical incident.

Since time is often a significant factor when dealing with Critical Incidents, it is important that the identified University officials meet with their staffs and develop pre-established organizational plans to effectively respond to potential emergencies.

#### **RELATED POLICIES AND FORMS:**

#### **APPENDIX:**