

**PART II
ADMINISTRATION
CHAPTER II**

**CAMPUS RESPONSE TEAM
ANCHORAGE CAMPUS**

The Campus Response Team (CRT) is a group of University employees that represents a broad knowledge and service capability to meet emergency situations, which occur on or near the UAA Anchorage campus that affect the members of the University community.

The primary responsibility of the CRT is to provide a comprehensive response to a wide variety of potential events or situations that may adversely affect the safety of the UAA community. The CRT provides the University's immediate response to these events or situations, normally up to 24 to 48 hours. After the closure of a CRT Level II response, long-term University responses go into effect.

The CRT assessment and service provide support to the Chancellor and the Chancellor's Cabinet.

CRT REPRESENTATIVES

The Campus Response Team is composed of individuals from key units within UAA. Each level is capable of responding at specific times and each has specific responsibilities.

LEVEL I FUNCTIONS

Designated representatives from the University Police Department, University Advancement, Student Affairs, and Facilities and Campus Services will respond at the first level of an emergency. Their immediate task is incident assessment, notification of Level I-A members that the Campus Response Team is being mobilized, and the identification of Level II CRT members that are needed to begin the post-incident response and provision of services to the University community. The time requirements will be minimal at this initial stage and the rapid identification of the second level service providers will be the priority (refer to CAMPUS ROSTER).

As soon as one Level I member is alerted to a crisis incident, he/she will contact the other three members of the Level I team, or their designees, of the location and nature of the incident; initial estimates of fatalities, casualties, witnesses, and facilities damage; and who has already responded to the scene from the UAA and Anchorage community. The Level I members will then notify their designated Level I-A member(s). Based on the initial information, and in consultation with Level I-A team members, the Level I team will identify UAA members needed on the Level II CRT team. Level I members will set up the service coordination location and begin notification of Level II CRT members. Depending on the incident, selected members of Level II may be called into Level I to assist in assessment phase.

<u>UNIVERSITY POLICE</u>	<u>UNIV. ADVANCEMENT</u>	<u>STUDENT AFFAIRS</u>	<u>FACILITIES/CAMPUS SVS</u>
* Respond to scene	* Respond to scene	* Respond to scene	* Respond to scene
* Notify Other Level I CRT	* Notify Other Level I CRT	* Notify Other Level I CRT	* Notify Other Level I CRT
* Call other emergency services	* Assess impact on UAA and Anchorage community	* Assess impact on UAA community	* Assess impact on UAA facilities, grounds, risk mgmt.
* Control scene	* Notify VC Univ. Advancement if media involved	* Notify VC Student Affairs if students involved	* Notify VC Admin. Svs. if facilities/property involved
* Notify VC Admin. Svs if investigation underway	* Notify Chancellor	* Notify Chancellor if situation involves serious student injury/incarceration	* Notify UA Risk Mgmt. if situation involves accidents or serious injuries
	* Notify Provost & Level I-A CRT Members, as needed		

DEVELOP FACTS FOR LEVEL II RESPONSE

- Assess the type of incident – accident, natural disaster, crime, etc.
- Establish the number and names of fatalities, casualties, witnesses, and a process to obtain the names and contact information of family members of victims.
- Determine who is on the scene and who else needs to respond.
- Depending on the situation, members from the Level II team may be called in as Level I responders (i.e. Residence Life Director, Building Managers, Provost, Directors, Deans).
- Establish Level II team members and recommended tasks.
- Call selected members of Level II team, give brief description of incident, and direct to CRT location.

LEVEL I-A FUNCTIONS

Level I-A consists of the Chancellor, Vice Chancellors, and Provost for affected area(s) of campus operations. These administrative officers will be promptly notified of the incident. Depending on the nature of the incident either the University Advancement Level 1 team member or a designated Level I team member will notify and coordinate with the Level I-A members. The task of the Level I-A team is to remain available for consultation and decision-making and to assist Level I CRT in mobilizing and coordinating the Level II response, as appropriate to existing circumstances. The Chancellor will notify the UA President, as appropriate. Level I members or Level I-A members will notify UA General Counsel and UA Risk Management, as appropriate.

LEVEL II FUNCTIONS

Level II team members will receive an update on the incident from Level I team member(s) and begin planning the post-incident response and provision of services to the university community and family members. In addition to determining the type of services required, the Level II team will also need to consult with Level I team members and plan the appropriate location for the provision of services. This team will initiate notification of UAA service providers and directing them where to respond. When needed, this team will also begin identification of Anchorage community service providers, notify them of UAA's need for their services, and direct them onto the campus.

Members of UAA units will be subject to call for any incident. Employees of other University units may be called on for special expertise and/or skills. The Level I team will determine who is called for Level II responses based on the nature of the incident.

Members of the Level II team actually plan the delivery of services to the University community and update Level I team members as the response is progressing. Each Level II member will have a list of service providers within the UAA community and a list of Anchorage community service providers. Once the team has established the needed services and locations for the provision of services, the CRT members will network into the UAA community to set up the intervention process. As needed, the CRT members will network into the Anchorage community service providers.

The Level II team will be instrumental in coordination of the arrival of caregivers within the campus and from the community.

The information from the Levels I and II teams will be routed to the University Advancement representative, who, in consultation with the Level I-A team, will be responsible for the dissemination of information to the UAA campus and will be the sole spokesperson for UAA when dispensing information to the news media.

LEVEL II – A FUNCTIONS

Level II – A are other UAA community members and Anchorage community agencies that provide support for Level I and II responses. This also includes service providers from UAA and the Anchorage community that provide critical incidence stress debriefing (CISD) and long-term care after the immediate incident response has occurred and after the closure of level II activities.

At the closure of Level II activities, usually within 24 to 48 hours, CISD will be provided to Level I and II responders, as appropriate to the severity of the incident. Research indicates that CISD provides an enhanced recovery rate for service providers.

LEVEL III FUNCTIONS

The Chancellor may chose to convene a Level III review team for large-scale and/or more severe incidents after the critical incident response has been completed. This review will consist of Level I and II members, and others appointed by the Chancellor. The prime focus of this group will be to constructively:

- Review the response of Level I and II;
- Identify possible improvements in the Campus Response Team process; and
- Communicate those findings and recommendations to the Level I, I-A, II, and II-A Campus Response Teams, as appropriate.
- When appointed and designated to do so by the Chancellor, a Level III team may be tasked to conduct a formal review and make a timely written report of its findings and recommendations to the Chancellor, the Campus Response Team, and the Chancellor's emergency response organization.

**UAA CAMPUS RESPONSE TEAM
ANCHORAGE CAMPUS ROSTER**

LEVEL I

- University Police (UPD) – University Police Chief or Designee
- University Advancement (UA) – University Advancement Assistant Vice Chancellor or Designee
- Student Affairs (SA) – Dean of Students or Designee
- Facilities and Campus Services (F&CS) – Administrative Services Associate Vice Chancellor or Designee
- Depending situation, key members from Level II may be called in as Level I responders

LEVEL I-A

- Chancellor (informed by Level I UA Designee or Level I Member depending on situation)
- Provost (informed by informed by Level I UA Designee if incident involves academic areas)□
- Vice Chancellor for Administrative Services (informed by Level I UPD or F&CS Designee)
- Vice Chancellor for Community Partnerships (informed by Level I UA Designee)
- Vice Chancellor for Student Affairs (informed by Level I SA Designee)
- Vice Chancellor for University Advancement (informed by Level I UA Designee)
- UA President (informed by Chancellor, depending on the severity/nature of the incident)
- UA General Counsel (consultation by Level I or I-A, depending on the severity/nature of the incident)
- UA Risk Management (informed by Level I F&CS designee, depending on the severity/nature of the incident)

LEVEL II

- | | |
|---------------------------------------|--|
| • Levels I and I-A | • University Police Department |
| • University Advancement | • Counseling Response Team |
| • Residence Life | • University Housing, Dining & Conference Svs. |
| • On-Site Building Managers | • Student Health & Counseling Center |
| • Facilities & Campus Svs. | • Environmental Health & Safety/Risk Mgmt. |
| • Academic Affairs & Deans | • Information Technology |
| • Alaska Native Student Response Team | • Community Campus Directors |
| • Procurement | • Other areas as needed |

LEVEL II-A

- Other UAA and Anchorage entities that provide support for Level I and II responses and coordination of longer-term services after the immediate incident response has occurred.

LEVEL III

- Individuals from Level I and II, and others appointed by Chancellor.