



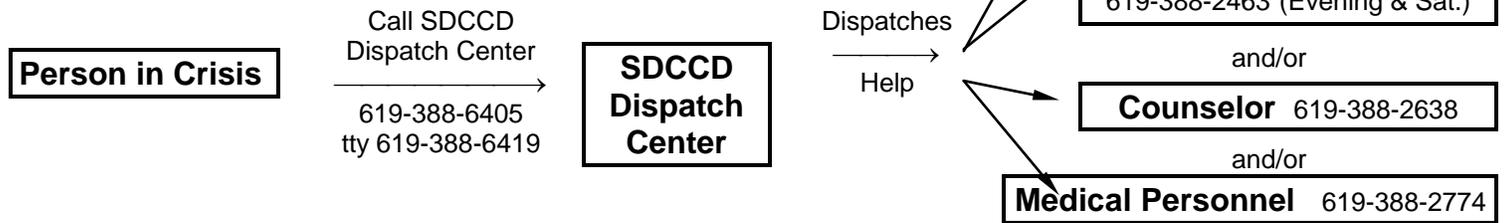
SAN DIEGO MESA COLLEGE

CRISIS RESPONSE PROCEDURES

**7250 Mesa College Drive
San Diego, CA 92111**

San Diego Mesa College Basic Crisis Response Format

Procedures for Activating Mesa College Crisis Response:



Crisis Response Procedures Format

	Examples/Definitions	Initial Response/Assessment	Complementary Response
Sexual Assault	Rape Sexual Battery	College Police	Counselor Administrator
Non-Sexual Assault	Battery Fist Fight	College Police	Administrator Counselor Medical Personnel
Alcohol Related Cases	Drunkenness	College Police	Administrator Counselor Medical Personnel
Drug Related Cases	Possession/Trafficking Use of Marijuana/drugs	College Police	Administrator Counselor Medical Personnel
Vehicular Accidents	Collision	College Police	Counselor Administrator Medical Personnel
Disaster Situations	Arson and Bomb Threats	College Police	Administrator Medical Personnel Counselor
Disturbances	Psychological Cases Suicidal Ideation Suicide Attempt or Suicide	College Police Counselor College Police	Counselor Counselor Medical Personnel Administrator
	Phone Threats	College Police	Counselor
Hate Crimes	Hate literature, or graffiti, anti-Semitic, anti-abortion, anti-homosexual	College Police	Administrator Medical Personnel Counselor
Other Injuries/ Emergency Medical Conditions	Minor Injuries	College Police	Medical Personnel Counselor
	Serious Injuries	College Police	Medical Personnel Administrator
Misc. Inappropriate	Stalking/ Indecent Exposure	College Police	Administrator

***In any case where a weapon is involved, the college police will take the lead.**

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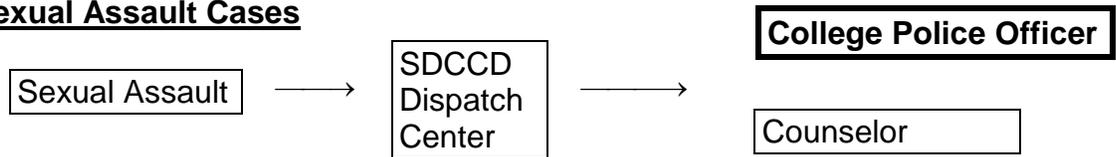
I. **BASIC RESPONSE PROVISION:** SDCCD Dispatch Center will always receive the first emergency call at 619-388-6405. There is a direct dial button for this emergency number on all telephones on campus. The Dispatch Center number is also posted on all payphones on campus.

II. **NOTIFICATION OF PERSONNEL:**

Police dispatch officers can be contacted for emergencies by calling the District Dispatch Center at 619-388-6405, tty 619-388-6419. The Counseling Department can be contacted by calling 619-388-2638 or 619-388-2779. Administrative personnel can be contacted by calling 619-388-2678/2699 (Week Day) & 619-388-2463 (Evening & Saturday). Medical personnel can be contacted by calling 619-388-2774.

III. **CRISIS RESPONSE PROCEDURES:** The ten classification areas for monitoring crisis activity and the procedures for each are stated below:

A. Sexual Assault Cases



Upon receiving an emergency call for these cases, Dispatch Center will send a police officer immediately to the scene. Upon assessment of the situation the services of a counselor may be extended to the student. If accepted, the officer will alert dispatch to notify Counseling. Administration and Medical Personnel will be notified by dispatch as deemed necessary by officer at the scene. The administrator will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

B. Non Sexual Assault Cases



Upon receiving an emergency call for these cases, Dispatch Center will send a police officer immediately to the scene. Upon assessment of the situation, if needed, the officer will also alert dispatch to notify Administration, Health Services, and/or Counseling for an appropriate complementary response. The officer will give special attention to specific cues at the scene that identify an unusual emotional response (e.g., crying, nervousness, cursing, increased volume of voice, rapid breathing, withdrawal, etc.) in order to request that dispatch notify a counselor. The officer will also give attention to specific physical cues that indicate any personal injury in order to request that dispatch notify medical personnel. The administrator will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

C. Alcohol Related Cases



Upon receiving an emergency call for these cases, Dispatch Center will send a police officer immediately to the scene. Upon assessment of the situation, if needed, the officer will also alert dispatch to notify Administration, Health Services, and/or Counseling for an appropriate complementary response. The officer will give special attention to specific cues at the scene that indicate that the offender has adversely affected others. The administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

D. Drug Related Cases



Upon receiving an emergency call for these cases, Dispatch Center will send a police officer immediately to the scene. Upon assessment of the situation, if needed, the officer will also alert dispatch to notify Administration, Health Services, and/or Counseling for an appropriate complementary response. The officer will give special attention to specific cues at the scene that indicate that the offender has adversely affected others. The administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

E. Vehicular Accidents



Upon receiving an emergency call for these cases, dispatch will send a police officer immediately to the scene. Upon assessment of the situation, if needed, the officer will also alert dispatch to notify Administration, Health Services, and/or Counseling for an appropriate complementary response. The officer will give special attention to specific cues at the scene that identify an unusual emotional response (e.g., crying nervousness, cursing, increased volume of voice, rapid breathing, withdrawal, etc.) in order to request that dispatch notify a counselor. The office will also give attention to specific physical cues that indicated any personal injury in order to request that dispatch notify medical personnel. The administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

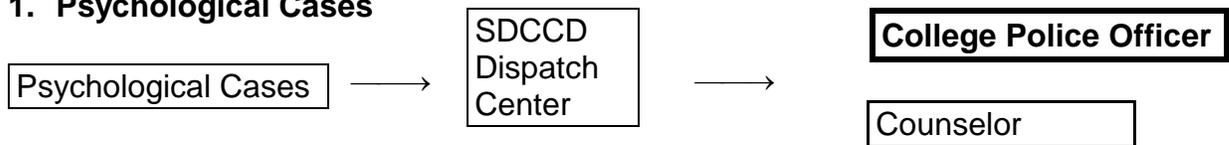
F. **Disastrous Conditions**
(Arson & Bomb Threats)



Upon receiving an emergency call for a fire, chemical spill, arson or bomb threat dispatch will respond appropriately to the emergency by notifying the appropriate authorities, campus police and administrative personnel. Campus police will alert dispatch to notify medical and counseling personnel to assist students, faculty and staff. An administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

G. **Disturbances**

1. Psychological Cases



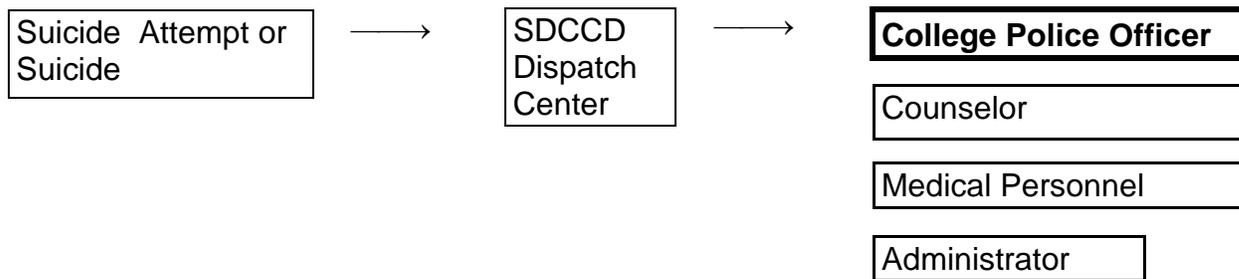
Upon receiving an emergency call for these cases, dispatch will send a police officer immediately to the scene. Upon assessment of the situation, if needed, the officer will also alert dispatch to notify Administration, Health Services, and/or Counseling for an appropriate complementary response. If called to the scene, the counselor will make an assessment as to the nature of the problem and the need for an immediate referral. The administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

2. Suicidal Ideations



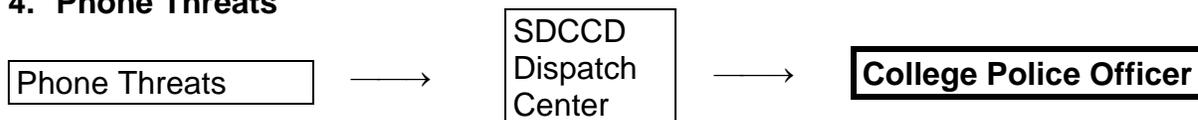
Upon receiving an emergency call for cases involving a potential suicide (i.e., persons who communicate that they don't want to live, and/or have thoughts of killing themselves, and/or would like to kill themselves and/or intend to kill themselves) dispatch will send counseling personnel to the scene. After assessment, if needed, additional resource personnel may be contacted, including campus medical personnel, college police, or local community resources. The counselor dispatched to the scene will take the lead in this situation. The administrator, if called, will conduct a debriefing within 24 hours involving the faculty and staff responding to this crisis.

3. Suicide Attempt/Suicide



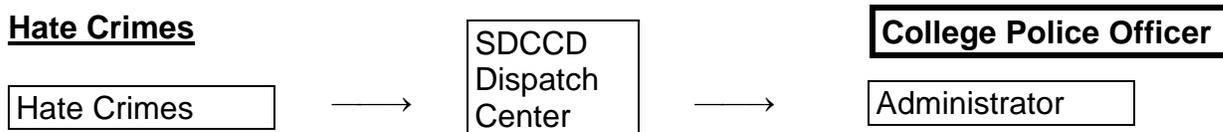
Upon receiving an emergency call for cases involving a suicide or attempted suicide, dispatch will send college police immediately to the scene. Upon assessment of the situation, if needed, the officer will also alert dispatch to notify Administration, Health Services, and/or Counseling for an appropriate complementary response. In both cases of suicide and attempted suicide, medical personnel will take the lead in instructing others how to assist, unless safety is an issue. Police officers will alert counselors to respond to the needs of the patient as well as by-standers. The administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

4. Phone Threats



Upon receiving an emergency call for these cases, dispatch will send a police officer to interview the person receiving the threat. During the interview, the officer will review any evidence, take the appropriate report and refer the person to the counseling department chairperson. If the individual is experiencing extreme anxiety, the officer may choose to escort them to counseling. The officer will notify administrative personnel of this occurrence, who will debrief in 24 hours if necessary.

H. Hate Crimes



Upon receiving an emergency call for these cases, dispatch will send a police officer immediately to the scene. Upon assessment of the situation, if needed, the officer will also alert dispatch to notify Administration, Health Services, and/or Counseling for an appropriate complementary response. The officer will give special attention to indications that others, including individuals or groups, have been adversely affected by the offender(s). The officer will note unusual responses by individuals groups (e.g., crying, agitation, cursing, screaming, rapid breathing, withdrawal, crowd movement, mob behavior etc.) in order to request that dispatch notify a counselor. The officer will also give attention to specific physical cues that indicate any personal injury in order to request that dispatch notify medical personnel. The administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

I. Other Injuries

1. Minor Injuries



Upon receiving an emergency call for cases of minor injury (e.g., PE injuries, strains, bruises, minor cuts or falls, etc.) dispatch will send a police officer immediately to the scene. Upon assessment of the situation, the officer will notify dispatch to seek the assistance of medical or counseling personnel as necessary.

2. Serious Injuries



Upon receiving an emergency call for cases of serious injury (e.g. heart attacks, broken limbs, unconsciousness, severe bleeding, choking, or other situations requiring an ambulance or hospitalization) dispatch will send a police officer immediately to the scene. Medical personnel will be notified if appropriate. If the officer is responding to a minor injury call, and thereafter discovers that the injury in his or her estimation is a serious one, dispatch will be asked to send medical and administrative personnel to the scene immediately. The police officer will dispatch counseling personnel as necessary. The administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

J. Miscellaneous Inappropriate Activities



Upon receiving an emergency call for these cases, dispatch will send a police officer to interview the person(s) lodging the complaint. Upon assessment of the situation, the officer will also alert dispatch to notify Administration, Health Services, and/or Counseling for an appropriate complementary response. The administrator, if called, will conduct a debriefing within 24 hours with the faculty and staff responding to this crisis.

Revised: 11/14/00

