

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, South Carolina 29409

MEMORANDUM
NUMBER 7-005

6 February 2014

URGENT COMMUNICATION POLICY

1. PURPOSE

The purpose of this policy is to prescribe the general rules under which the college will notify the Board of Visitors, and other Citadel personnel. The Citadel recognizes that every situation is unique and therefore delegates the ability to depart from these guidelines at the discretion of a Vice President or above.

- A. Critical information to the Board of Visitors.
- B. Priority information to the Board of Visitors.
- C. Death of individuals associated with The Citadel to College officials and the next of kin.

2. REFERENCE

None

3. DEFINITIONS

None

4. POLICY

- A. *Critical Information Report (CIR) to BOV*

The following information will be reported to BOV members as soon as possible, regardless of time of day.

- 1. Loss of life or serious injury on campus.
- 2. Cadet death/suicide both on and off campus.
- 3. Serious threats to the campus community (shooter, terrorist activity, etc.)
- 4. Major malfunction of property (fire, flood, building failure, etc.) that puts the campus community at risk.

B. *Priority Information Reports (PIR) to BOV*

The information will be reported to BOV members during normal duty hours. Exceptions will be made by the President, the Provost, Vice President for Operations, or the Executive Assistant to the President to send PIR immediate messages during off duty hours.

1. Death or hospitalization of a prominent Citadel individual (current or former President, their spouse or close family member; notable alumni) or public official.
2. Serious suicide attempt resulting in hospitalization.
3. Arrest/incarceration of students.
4. Campus incidents involving racially motivated violence, racial discrimination, sexual harassment, sexual misconduct, drug use or significantly irresponsible abuse of alcohol.
5. Theft, fraud, malfeasance of a material amount or that may generate negative publicity.
6. Student or campus activity which can generate significant positive or negative publicity.
7. News items of interest.
8. Any lawsuit or administrative complaint filed against The Citadel, or any member of the staff (including the President, staff, etc).
9. Significant government activity, i.e. the state budget and county legislative activity, which impacts The Citadel.
10. Major campus events/activities.

C. *Death of Cadet (s)*

1. Individual responsibilities
Notify the Department of Public Safety
2. Public Safety responsibilities
 - a. Determine the appropriateness of notifying City of Charleston Police Department (on-campus death due to vehicle accident, homicide or suicide). Director of Public Safety will normally make this determination. Notify City Police as required. If death occurs on campus, the Coroner will also be notified.

- b. Notify:
1. Commandant
 2. Vice President for Operations
 3. President (through his office during duty hours) and the Executive Assistant.
 4. Provost
 5. Director of Religious Activities (if unavailable, contact Episcopal or Catholic Chaplain)**
 6. The Citadel Physician**
 7. Director of the Counseling Center**
 8. Vice President for External Affairs
 9. General Counsel
 10. Associate Vice President for Facilities and Engineering*
 11. Vice President for Finance*
 12. Safety and Risk Management Officer*
 13. Secretary to the Board of Visitors

*The Director of Public Safety will normally direct which of these should be notified, depending upon circumstances. The term "suicide" must not be used in any official communications or reports without prior approval of the Provost and General Counsel.

**The Commandant will determine and make notification as appropriate depending on circumstances.

- c. Maintain police blotter, recording actions taken and personnel notified.

3. Notification of the next of kin

The Charleston County Coroner's office is responsible for notification of the next of kin.

4. Extending Condolences from The Citadel:

The Commandant of Cadets will extend condolences to the next of kin after receiving confirmation from Public Safety that the Coroner's office has notified the next of kin. He will inform the President and obtain his concurrence before proceeding with the actual call.

D. *Death of Day or Evening Student(s) On Campus*

1. Individual responsibilities

Notify the Department of Public Safety

2. Public Safety responsibilities

a. Determine the appropriateness of notifying City of Charleston Police Department (on-campus death due to vehicle accident, homicide or suicide). Director of Public Safety will normally make this determination. Notify City Police as required. If death occurs on campus, the Coroner will also be notified.

b. Notify:

1. Provost and Dean of the College
2. Vice President for Operations
3. President (through his office during duty hours) and the Executive Assistant
4. Commandant
5. Director of Religious Activities (if unavailable, contact Episcopal or Catholic Chaplain)**
6. The Citadel Physician**
7. Director of the Counseling Center**
8. Vice President for External Affairs
9. Associate Vice President for Facilities and Engineering*
10. Vice President for Finance
11. General Counsel

12. Safety and Risk Management Officer*

13. Secretary to the Board of Visitors

*The Director of Public Safety will normally direct which of these should be notified, depending upon circumstances.

**The Commandant will determine and make notification as appropriate depending on circumstances.

c. Maintain police blotter, recording actions taken and personnel notified.

3. Notification of the next of kin

The Charleston County Coroner's office is responsible for notification of the next of kin.

4. Extending Condolences from The Citadel

The Provost and Dean of the College will extend condolences to the next of kin after receiving confirmation from Public Safety that the Coroner's office has notified the next of kin. He will inform the President and obtain his concurrence before proceeding with the actual call.

E. *Death of Faculty or Staff Member or of a Faculty or Staff Member's dependent on Campus:*

1. Individual responsibilities

Notify the Department of Public Safety

2. Public Safety responsibilities

a. Determine the appropriateness of notifying City of Charleston Police Department (on-campus death due to vehicle accident, homicide or suicide). Director of Public Safety will normally make this determination. Notify City Police as required. If death occurs on campus, the Coroner will also be notified.

b. Notify:

1. Provost and Dean of the College

2. Vice President for Operations

3. Commandant

4. President (through his office during duty hours) and the Executive Assistant
5. Appropriate Department Head
6. Director of Religious Activities (if unavailable, contact the Episcopal or Catholic Chaplain)**
7. The Citadel Physician**
8. Director of Human Resources
9. Vice President for External Affairs*
10. Associate Vice President for Facilities and Engineering*
11. Vice President for Finance
12. General Counsel
13. Safety and Risk Management Officer*
14. Secretary to the Board of Visitors

*The Director of Public Safety will normally direct which of these should be notified, depending upon circumstances.

**The Commandant will determine and make notification as appropriate depending on circumstances.

- d. Maintain police blotter, recording actions taken and personnel notified.

3. Notification of the next of kin:

The Charleston County Coroner's office is responsible for notification of the next of kin.

4. Extending Condolences from The Citadel:

The Provost and Dean of the College will extend condolences to the next of kin after receiving confirmation from the Coroner's office that the next of kin has been notified. He will inform the President and obtain his concurrence before proceeding with the actual call.

- F. Any other incident which has a recognized potential for news media interest should be reported to the appropriate Citadel personnel (e.g. the Provost and Dean of the College, Vice President for Operations, or the individual's supervisor) and the Vice President for External Affairs who will take action, in consultation with the Senior Staff, as warranted.

5. COMPLIANCE

Failure to comply with the requirements of this policy can result in a delay or the improper notification of college as well as outside agencies and other individuals of information requiring urgent communication. Furthermore, non-compliance with this policy may result in disciplinary action.

6. NOTES

A. **Dates of official enactment and amendments:**

Approved by the Interim Vice President for External Affairs on 6 February 2014.

B. **Responsible Department:**

External Affairs

C. **Responsible Official:**

Vice President for External Affairs

D. **Cross References:**

[Emergency Response Plan](#), The Citadel

7. RESCISSION

Memorandum No. 39 dated 26 April 2000, is rescinded.

8. REVIEW

Review this policy on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

//signed, PPM, 6 February 2014//
Patricia P. McArver
Interim Vice President for External Affairs