

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 95)

15 June 2022

Superintendent's Critical Information Requirements (SCIR) Policy

1. **Purpose.**
 - a. To identify the Superintendent's SCIRs and prescribe responsibilities and processes for reporting serious incidents and critical information within the Virginia Military Institute's Area of Responsibility (AOR).
 - b. The Virginia Military Institute SCIR reporting system provides early notice to the VMI Superintendent and senior VMI leadership that a serious incident has or may have occurred.
 - c. This policy directs timelines and procedures for reporting SCIRs.
2. **Applicability.**
 - a. This policy establishes SCIR procedures for VMI and VMI ROTC leadership.
 - b. The Chief of Staff has staff responsibility for administering SCIR reporting. The Institute Emergency Operations Center (EOC) will be engaged whenever necessary to ensure that all SCIRs are processed in accordance with the Superintendent's guidance as well as to ensure that notification timelines and established means of widest applicable reporting are met.
 - c. Departments will report any incident that requires the attention of the Superintendent. All VMI department heads and senior leaders will establish and implement reporting systems within their respective reporting units to ensure compliance with the timelines and procedures in this policy.
3. **Critical Information Reporting Categories.**
 - a. Wake-up Reporting Criteria: These incidents will be reported by phone or in person to the Superintendent immediately through the Chief of Staff and/or appropriate Institute Executive.
 - b. Non-Urgent Reporting Criteria: These incidents will be reported via email to VMI-Superintendent@VMI.edu at the time of discovery if outside of duty hours or by telephone to the Superintendent's Office during normal duty hours (Monday-Friday, 0800-1730). See following Section 5. Procedures b. for further communication requirements.
4. **Processing.** In the event of other serious incidents not addressed in this policy, contact the Chief of Staff or Deputy Chief of Staff immediately for further instruction to ensure Superintendent awareness. Submission of a SCIR must never be delayed due to incomplete information; submit all known context per Enclosure 2 criteria within Enclosure 1 timelines. Additional required and/or pertinent information should be provided in subsequent add-on reporting.

5. **Procedures.** Incidents are to be reported as follows:
 - a. Initial reporting may be completed via phone call, text, and/or email based on the severity of the incident. For guidance on reporting status and details see Enclosures 1 and 2.
 - b. All SCIRs will also be transmitted electronically as an e-mail to the following addresses in addition to VMI-Superintendent@VMI.edu: chiefofstaff@vmi.edu and youngjm@vmi.edu.

6. Primary Point of Contact is LTC John M. Young, VMI Chief of Staff, (W) 540-464-7103, (C) 540-460-7947, youngjm@vmi.edu

FOR THE SUPERINTENDENT:

John M. Young
Lieutenant Colonel, Virginia Militia
Chief of Staff

Enclosure 1

Superintendent SCIR Report categories

Incident	After Hours	Normal Duty and Day Hours		
	Supt. Wake-up	Immediate	During Duty Hours	Within 2 Hours
Death or serious injury (life threatening) of cadet or employee	X	X		
Rape Report/Sexual Assault	X	X		
Fire on post causing minor structural damage and/or injury			X	
Fire on post causing major structural damage and/or injury	X	X		
Active shooter	X	X		
Any training related incident resulting in major damage or destruction of equipment				X
Any risk to life, limb, eyesight of a cadet or employee (including serious but non-life threatening injuries) that requires evacuation beyond Lexington or have a cause that could be concerning	X	X		X (if serious but not life-threatening)
Death of an immediate family member of any cadet or employee			X	
Suicide attempt	X	X		
Missing Cadet (GO No. 60)	X	X		
Arrest of cadet or employee				X
Felony Assault (cadet or employee involvement)	X	X		
Assault			X	
Vehicle accident with minor injuries			X	
Vehicle accident with death or serious injury of cadet or employee	X	X		

Major structural damage impacting ability to conduct academics/training/safe room and board	X	X		
Public Relations development			X	
Press on post			X	
Any unauthorized firearm on post (without threat or violence)			X	

Enclosure 2
Report Information Form

Report Information Requirements

Date/Time of Report: (day, time, month, year)

Follow-On Report:

Reported By:

Reporting Department:

Type of Incident:

Date/Time of Incident:

Location of Incident:

Who: *Names and status (employee, cadet, visitor, etc.) of Individuals Involved*

Where:

Why:

Summary/Description of Incident:

Corrective Actions Taken to Remedy the Incident:

Remarks:

Publicity?

Point of Contact: Name, Rank (if applicable), Position, Phone Number

Enclosure 3
Emergency Contact List

Emergency Contact List

Superintendent
Chief of Staff
Deputy Chief of Staff
Deputy Superintendent for Academics, Dean of Faculty
Deputy Superintendent for Finance, Administration, Support
Athletic Director
Commandant to Corps of Cadets
Institute and Corps Sergeant Major
Director of Emergency Management
Director of Information Technology
Director of Center for Leadership and Ethics
Director of Institute Assessment and Evaluation
Executive Assistant to the Superintendent
Director of Communications & Marketing
Institute Chaplain
Director, Center for Cadet Counseling & Office of Disability Services