



Criswell College Emergency Response and Evacuation Plan

The administration of Criswell College has authorized the following policy for the protection of the individuals on and the property of the College campus during an emergency:

EMERGENCY RESPONDER:

The Criswell College Police Department is the primary responder for all emergencies that occur on the College Campus. Immediately contact the Campus Police at **214-818-1333** (or **x1333** from any campus phone) if there is an emergency. The Campus Police will contact and coordinate any additional emergency providers and shall establish incident command as needed. If you are unable to reach the Campus Police, dial **911**. The Facilities Department shall serve as the secondary responder for any emergencies that occur on campus.

EMERGENCY NOTIFICATION:

Students, faculty, and staff shall be notified via emails, phone calls, texts, and/or postings on the College website if an emergency situation occurs on campus.

EMERGENCY NOTIFICATION PROCEDURE:

1. If an emergency or potentially dangerous situation is observed on or around the campus, immediately contact the emergency responder identified above once you are out of harm's way.
2. The emergency responder shall determine if others need to be notified about the situation. If the situation warrants the notification of others, the emergency responder will determine the appropriate segment of the campus community to receive notification as well as the content of the notification, and initiate the notification to the targeted audience.
3. The emergency responder shall also contact the appropriate College administrators with regards to the situation.

EMERGENCY NOTIFICATION COMMITMENT:

Unless the issuance of a notification will (in the professional opinion of the emergency responder) compromise efforts to assist a victim and/or respond to, contain, or mitigate the emergency situation, the emergency responder shall initiate the notification procedure without delay once the decision to do so is made. This procedure shall be tested annually.

EMERGENCY EVACUATION:

If the Criswell College facilities are evacuated (due to a state of emergency), only the Campus Police (or a Facilities Department employee in the absence of the emergency responder) is authorized to issue an all-clear that allows students, faculty, and staff back into the campus facilities.

EMERGENCY RESPONSE AND EVACUATION TESTING AND PUBLICATION:

The Emergency Response and Evacuation procedures for Criswell College shall be tested annually, and a record shall be kept of each test, documenting the date and time and whether it was announced prior to testing or unannounced. The Emergency Response and Evacuation Plan shall be publicized on the Criswell College website, highlighted at New Student Orientation, and communicated to all employees via email annually.

EMERGENCY CONTACTS:

Criswell College PD - **214-818-1333** (or **x 1333** from any campus phone)
Dallas Police / Fire - **911**