



# Emergency Preparedness and Recovery Plan

The Administration of Criswell College has authorized the following policy for the protection of the individuals on the property of the College campus during a state of emergency. This plan works in conjunction with the *Emergency Response & Evacuation Plan* disseminated to the entire student body.

---

1. **PURPOSE:** The basic emergency procedures outlined in this guide serve to enhance the protection of lives and property through effective use of campus resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, a **state of major emergency** and/or **disaster** may be declared and these contingency guidelines may be fully implemented.

## 2. DEFINITIONS & RESPONSIBILITIES:

a. **Incident Commander (IC):** Due to his/her emergency response training and familiarity with the campus layout, the Criswell College Police Chief (or in his/her absence, the ranking Criswell College Police Officer) will be the first to be apprised of the situation, and will become the IC. In their absence, the Facilities Director (or in his/her absence, the ranking Facilities Employee) will assume responsibility as the IC.

b. **Emergency Operations Team (EOT):** Consists of the Police Chief, Facilities Director, and IT Director as well as the President, Chief of Staff, and Vice Presidents of the College. If the President or next ranking official declares the campus to be in a state of emergency, this team (along with available Police, Facilities, and IT personnel) is to manage and protect the college assets and bring the college back to operating status as quickly as possible.

c. **Safe Place:** A predetermined meeting area that is easily accessible and is a safe distance from the emergency situation. An evacuation chart detailing the best possible escape and alternate route will be prominently displayed in each room and hallway. Typically, when the building is evacuated, this will be the backside of the main campus parking lot (along Junius St.), but may be altered as needed by the IC.

d. **Floor Warden (FW):** Predetermined Criswell College personnel who have been assigned to specific and strategic areas in order to aid in the emergency evacuation of the campus and its buildings. They are to report to the Head Warden (HW) regarding the status and the condition of the people of their assigned area, and the Head Warden shall report the overall status to the IC.

3. **EMERGENCY SITUATIONS:** Emergency situations may occur at any time and without notice. Therefore, it is the goal of Criswell College to develop flexible procedures in order to accommodate contingencies of various types and magnitudes and train employees for those potential emergency situations that may arise. Specific procedures to follow in the event of emergency situations should be familiar to all employees of Criswell College. Employees should know exactly what to do in the event of an emergency situation, and employees should be familiar with their individual responsibilities in the event of such a situation. Employees should know the location of the nearest fire pull station to their areas so that they can set off the alarm, should an uncontrolled fire break out. Periodic evacuation drills will be held. The effectiveness of this plan is dependent upon the full cooperation and rapid response of all personnel.

## 4. EMERGENCY LEVEL:

a. **Minor Emergency** – *an active incident affecting a relatively small section of a facility and/or persons on the campus*, which does not pose a serious safety or health hazard to the remainder of the students, faculty, staff,

visitors, and the community and normal College operations can continue during the course of the incident. Police and/or Facilities Personnel will handle all minor emergencies on a case-by-case basis.

- b. **Major Emergency** – *an active incident that seriously impacts the functioning of a major portion or all of the facilities and/or persons on the campus.* Disruptions of the overall operation of the facility, class and work stoppages, casualties, and/or property damage may occur. In addition to Police and Facilities Personnel, other College employees and administrators (such as the whole EOT and floor wardens) may be involved. Additional outside emergency services may also be required. Portions of, or the entire plan, may be implemented as needed.

## 5. ONGOING PREPAREDNESS & RESPONSE

- a. Since Criswell College Police (along with available Facilities Personnel) are the first responders to emergency situations, the emergency situation will become their first priority. This necessitates the carrying and monitoring of radios by Police and Facilities Personnel at all times.
- b. At least one Police officer and/or Facilities employee will be on property at all times during operation hours. In the event that these personnel go out of radio range, they must inform the Campus Receptionist of their destination and notify the Receptionist of their return.
- c. When an emergency situation occurs, the radio will remain free of traffic, except that which is absolutely necessary and specifically related to the incident.
- d. The President or next ranking official shall determine if a **state of major emergency** shall be declared.
- e. During any emergency, the President's Office shall prepare appropriate news releases and coordinate all public relations inquiries. Any press inquiries are to be referred to this office.

- 6. **EMERGENCY CODES:** These ten emergency situations (covered in greater detail within the *Emergency Procedures Annex*) are likely to occur on the Criswell College campus. They are given color-codes for identification purposes and consist of, but are not limited to, the following:

- |                           |          |
|---------------------------|----------|
| 1. Fire / Explosion       | - Red    |
| 2. Explosive/Gas Leak     | - Orange |
| 3. Shooter / Attacker     | - Yellow |
| 4. Pathogen/Biotoxin      | - Green  |
| 5. Hazardous Material     | - Purple |
| 6. Earthquake / Collapse  | - Brown  |
| 7. Tornado / Heavy Winds  | - Grey   |
| 8. Flood                  | - Blue   |
| 9. Freeze                 | - White  |
| 10. Blackout/Power Outage | - Black  |

- 7) **MEDICAL EMERGENCIES:** Medical emergencies are the most common incidents that arise and can occur as a result of any emergency situation. They can range from an accidental injury to sickness or even death and may be incurred by anyone on campus. In the event of a medical emergency, the following steps should be taken:
- a) Upon notification of a medical emergency, obtain the pertinent details of the situation, including location and the severity of the problem.
  - b) Notify Criswell College Police, who will immediately proceed to the scene and give instructions, assist, or do whatever is necessary to care for the sick/injured party.
  - c) If additional emergency personnel are needed, the Criswell College Police will call or instruct someone to call 911.
  - d) If emergency personnel are responding to an emergency that will require the elevator, two members of the Criswell College staff may be assigned as follows: one person may be designated to lock down the elevator on the first floor so that it is available for emergency personnel responding to the situation and the second person may be designated to meet them on Bird Street to take them to the location of the incident. The designated person at the elevator shall remain with the elevator to ensure it remains dedicated to the use of emergency personnel only. If the emergency personnel decide not to use the elevator, it may be put back in service.
- 8) **SAFETY & ACCIDENTS:** The safety and well-being of everyone on campus is a primary concern of Criswell College. If a hazardous situation is observed by or reported to a College official, he or she should either correct the problem, if possible, or notify Criswell College Police.
- a) **Injury to an employee:** notify the Criswell College Police immediately, who will investigate the injury, make a report of the incident, and forward a copy of the report to the Chief Business Officer (CBO) and Human Resources. An injured employee must report the injury to his/her immediate supervisor within 24 hours of the incident. The supervisor shall contact Criswell College Police, so an accident report may be prepared and forwarded to the Chief Business Officer (CBO).
  - b) **Injury to a student or campus guest:** notify the Criswell College Police immediately, who will investigate the injury, make a report of the incident, and forward a copy of the report to the CBO.

If first aid is required, the appropriate steps should be taken to immediately give the injured party whatever aid is necessary. At no time shall a responding employee of Criswell College admit responsibility for the incident, offer to pay for any/all of the medical expenses, make any comment about insurance or liability, or discuss the accident or its cause with anyone that is not immediately and directly involved.

- 9) **EMERGENCY NOTIFICATION:** As specified in the *Emergency Response & Evacuation Plan*, an emergency notification system shall be provided for all students, staff, and faculty who register for the service. This system shall be used to contact those who register regarding campus emergencies and shall be tested annually. If an emergency situation warrants the notification of others, the emergency responder (IC) 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.
- 10) **EMERGENCY STAGING:** After the College community has been evacuated to the prearranged "safe place" due to an emergency, the accounting for faculty, staff, students, and visitors should begin. Floor Wardens will report to the Head Warden on the status of their assigned areas, and the Head Warden to the IC. The campus shall remain in the declared state of emergency until the IC gives an all-clear.
- 11) **DISASTER:** For the purposes of this plan, a disaster is defined as *the resultant state after a major emergency of such magnitude that extreme impairment of the functional capabilities of the facilities results*. Class cancellation, work stoppage, severe casualties, and/or property damage will have occurred. The coordinated effort of the College administration, emergency personnel and equipment, and supervising personnel is required to effectively control the situation. Due to heavy demands placed on municipal emergency personnel and equipment, it may be impossible to rely on their help in stabilizing our facility.

- 12) **DISASTER RECOVERY:** If the President or next ranking official declares a **state of disaster**, this Recovery Plan and its Annexes may be fully activated. If a major emergency has happened, making evacuation necessary, a prearranged shelter can be utilized. DART (the Dallas Area Rapid Transit System) is very cooperative in these situations, and are available to provide buses to use for temporary shelters or as shuttles to a designated shelter. As part of the EOT, the Facilities Director shall initiate the *Physical Plant Recovery Plan*. Campus Police will arrange to guard the property continuously until the buildings are secured. The EOT shall determine the extent of the involvement of the other major College offices in the management, protection, and recovery of the College assets and shall work toward bringing the College back to operating status as quickly as possible.
- 13) **PREVENTIVE MEASURES:** Many accidents and disasters cannot be avoided, but loss of property and equipment, and danger to personnel can be minimized by the application of good preventive measures. Many preparations can be made well in advance of an emergency or disaster to this end. The complete *Emergency Preparedness & Recovery Plan* will be disseminated to Criswell College staff and faculty with instructions to review the information and be prepared for an emergency. Each year, the Committee Safety Committee (CSC) will review the complete plan to ensure that the following elements are part of its normal operating procedure for emergency preparedness:
- A. Identify potentially hazardous areas where an impending emergency or disaster could have catastrophic effects to lives, buildings, or the environment and thus requires first response.
  - B. Maintain a comprehensive inspection program to ensure that systems and operations do not have the potential of becoming major emergencies and disasters.
  - C. Ensure compliance with all building and safety codes.
  - D. Conduct training programs on a regular, recurring basis, with emphasis on safety and code compliance, and pre-emergency planning.
  - E. Ensure that adequate stocks of supplies and equipment are on hand and inspected periodically for emergency use. Additionally, first aid kits should be fully stocked at all times.
  - F. Have an adequate plan for recovery of College functions, as soon as reasonably possible, by having equipment, supplies, and mutual aid agreements in place prior to a major emergency/disaster.
- 14) **ANNEXES:** The following annexes to this plan shall be developed, maintained, and annually reviewed under the direction of the following designated EOT members:
- **Emergency Procedures** – provides situation-specific procedures for the ten likely emergency situations listed in Section 6 above. (*Criswell College Police Chief*)
  - **Academic Continuity Plan** – provides guidance to ensure continuity of academic study and student services in the event of a disaster. (*VP of Academics & VP of Enrollment*)
  - **Business Continuity Plan** – provides guidance to ensure financial integrity and continuity of business services in the event of a disaster. (*CBO*)
  - **IT Continuity Plan** – provides guidance to ensure continuity of IT services in the event of a disaster. (*IT Director*)
  - **Physical Plant Recovery Plan** – provides guidance for the initial stages of the Physical Plant recovery process if a disaster occurs. (*Facilities Director*)
- 15) **SUGGESTIONS & QUESTIONS:** This plan shall be under review and/or updated annually. Please email or communicate any suggestions and/or comments to the Criswell College Chief of Police.

**ADDENDUM: REFUSAL OF ADDITIONAL MEDICAL TREATMENT OR MEDICAL TRANSPORT**  
**CRISWELL COLLEGE EMERGENCY PREPAREDNESS & RECOVERY PLAN**

Criswell College and its Police Department respects the right of an injured party to refuse additional medical treatment or medical transport in the event of an injury-causing incident that occurs on its campus after emergency local responders are called to the scene of the incident to examine and treat the injured party. If an adult is injured on the Criswell College campus and, regardless of the severity of the injury, the injured party is conscious and coherent (e.g. able to correctly answer questions about his or her name, date of birth, the present date, etc.), the Criswell College Police will honor the injured party's request to refuse additional medical attention from or transportation by local first responders who arrive at the scene after they complete their preliminary examination and treatment of the injury sustained, unless overruled by such local first responders.

The injured party shall receive and be asked by Criswell College Police to sign a written notification of his or her refusal of additional medical treatment or transport, and a copy will be offered to the local first responders for their documentation. If the injured party either is unable or refuses to sign the written notification, it shall be documented on the written notification by Criswell College Police. The written notification shall inform the injured party that by refusing additional medical treatment or transport, the injured party shall not hold Criswell College and its Police Department liable for any and all future harm or injuries (even death) which may be sustained the injured party due to his or her refusal of additional medical attention from or transportation by local first responders. An injured party who is incapacitated and yet refuses additional medical treatment or transport shall not be allowed to remain on the Criswell College campus (including its facilities, grounds, and parking lot), but must leave the campus and is encouraged to seek necessary medical attention.

The Criswell College Police shall, when they are able, contact:

- (1) The injured party's Emergency Contact, if the injured party is a Criswell College student or employee and has one on file or provides a designated emergency contact's information to the Criswell College Police.
- (2) The Dean of Students (or VP of Academics, if the Dean cannot be reached), if the injured party is a Criswell College student, to advise the Dean of the injured party's status and allow the Dean to determine if (and when) the injured student may return to class. The injured student shall not return to class until the Dean (or VP of Academics) advises when he or she may do so, but is encouraged to seek necessary medical attention. If the injured student was attending a class when the injury occurred, the professor of the class will be advised of the injured student's status if necessary.
- (3) The Director of Campus Housing (or VP of Enrollment, if the Director of Campus Housing cannot be reached), if the injured party is a Criswell College student who resides in Campus Housing. The Director of Housing (or VP of Enrollment) shall determine an appropriate course of action that takes into account the needs of the injured student as well as the safety concerns and liability the injured student would present to Campus Housing if the injured student were to be allowed to return with the untreated injury. The injured student who is incapacitated and refuses additional medical treatment or transport shall not return to nor remain in Campus Housing until the Director of Housing (or VP of Enrollment) advises when he or she may do so, but is encouraged to seek necessary medical attention.
- (4) The injured party's supervisor (or VP over the injured party's department of employment, if the supervisor cannot be reached), if the injured party is a Criswell College employee, to advise the supervisor of the injured party's status and allow the supervisor to determine if (and when) the injured party may return to work. The injured employee shall not return to work until all required medical documentation is submitted to Human Resources and the supervisor (or VP of the employee's department) advises when he or she may do so, and is encouraged to seek necessary medical attention. If the injured employee elects to seek medical attention elsewhere, they shall follow the Workers Compensation directive for Criswell College.

The CBO (who also oversees Operations) will be contacted so that the CBO may stay informed about the status of the incident, its investigation, and all parties involved since the incident occurred on campus.

The Criswell College Police reserve the right to request the injured party be transported by local first responders to receive additional medical treatment if the injured party later begins to lose consciousness or begins to become incoherent in his

or her speech while the injured party is still on the Criswell College campus. The Criswell College Police also reserve the right to request the injured party be transported by local first responders to receive additional medical treatment if the injury is severe and cannot be stabilized, and imminent bodily injury or death may result. The Criswell Campus Police, as licensed Texas peace officers, reserve the right to execute an APOWW (apprehension by a police officer without warrant) if the injured party, at the discretion of the police, presents a threat of danger to himself or others and requires additional psychiatric or medical evaluation.

The Criswell College Police may assist the injured party (with the injured party's approval, or without, if an imminent threat of further injury to the injured party presents itself) in moving to a safe location if the present location is unsafe. If it appears the movement of the injured party may cause additional injury, the injured party shall be left at his or her present location and the Criswell College Police (or its designee) shall make the area as safe as possible for the injured party. The Criswell College Police (or its designee) shall contact the injured party's Emergency Contact and advise the Emergency Contact of the injured party's location so the Emergency Contact can further assist the injured party. If an Emergency Contact cannot be reached, the Chief of Police and/or the CBO will determine an appropriate course of action regarding the injured party. The Criswell College Police shall routinely monitor the status of the injured party until the injured party either safely leaves the campus or, if a Criswell College student or employee, is allowed to return to class or work.