

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.20.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/2/03	<i>REV. A</i>	<i>REV. B</i>
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PURPOSE

In crisis situations the Crisis Plan will better enable the University to protect and support students, faculty, staff and visitors; enhance the University's ability to communicate with internal and external constituents; enhance the ability of the University to quickly recover from loss or damage to facilities, equipment or grounds; facilitate the continuation of University business operations and/or University business recovery procedures; assure compliance with regulatory requirements of Federal, State and local agencies; and enable the University to utilize multi-perspective approaches in an organized manner to generate creative problem-solving solutions in a crisis.

POLICY

A Crisis Management Team (CMT) will meet when a crisis occurs. The CMT will normally be composed of the following individuals (or their designees):

Director of Public Relations
Director of Public Safety
Director of Facilities Management
General Counsel, or designee
Vice President of affected area, or designee
Vice President for Information Technology, or designee
Vice President for Student Life, chair
Vice President for Support Services, Creighton University Medical Center/Saint Joseph Hospital
Vice President for University Ministry, or designee

Other individuals may be asked to serve on a particular CMT, based on the nature of the crisis. Examples of individuals would include representatives of Residence Life, Counseling and Psychological Services, Student Health, Student Financial Aid, Multicultural Affairs, Human Resources, International Programs, Student Center, Campus Recreation, Risk Management, Academic Affairs, Environmental Health and Safety, Facilities Maintenance, and the Creighton Student Union President.

SCOPE

This policy applies to all University faculty, staff and students.

DEFINITIONS

Crises typically involve catastrophic events, significant health/safety issues, threats to University operations, and/or the news media.

Emergencies are handled by established departmental policies and procedures.

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ADMINISTRATION AND INTERPRETATION

1. The Vice President for Student Life will serve as chair of the CMT. When the Vice President for Student Life determines that an emergency is a crisis situation, the Vice President will contact members of the CMT regarding the need for an immediate meeting of the committee. Other members of the campus community may contact the Vice President for Student Life and request a meeting of the CMT. The Vice President will decide if the CMT needs to meet.

The CMT will prepare the institution to deal with crisis situations and to manage crises when they occur. The preparation will entail the development of response plans at the University, divisional and departmental levels, scenario planning, training and identification of resources needed to implement the crisis plans.

The management of a crisis will commence when a situation occurs that justifies calling together the CMT. The criteria to be used to determine when a situation is a crisis will be determined by the CMT.

2. Crisis Response Teams (CRT)

The CMT may decide to organize one or more Crisis Response Teams to respond to crisis situations, where members of the team will attend to the people and the details of the situation. Response Teams will be composed of designated individuals, (e.g., Academic Affairs, University Ministry, Counseling, Residence Life, Student Services and/or Human Resources).

A CRT will respond to the scene of the crisis situation and to other sites where a coordinated response to the crisis is deemed necessary. They will attend to the human, logistical and physical needs of the situation. CRT's will provide support for the immediate situation, relay information to the CMT and coordinate the follow-up of the situation after the immediate crisis has passed.

The CRT may call upon resource persons in other offices to assist with handling the immediate situation and/or with handling the follow-up to the situation. Examples of such offices include University Ministry, Student Activities, Center for Service and Justice, Student Financial Aid, Bookstore, Student Center, Career Services and Campus Recreation.

AMENDMENT

The University reserves the right to modify, amend or terminate this policy at any time.

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OTHER

Location: The primary location for the CMT to meet will be in Brandeis Hall, room 111. The back-up location for crisis meetings will be determined by the CMT from among conference rooms in the Skutt Student Center, Public Safety, Public Relations and Facilities Management.