

UVU Campus-Wide Emergency Communication Plan

- In the event of a campus emergency situation, the UVU Police (801) 863-5555 should be notified immediately. UVU Police (John Brewer) will then notify the President.
- Then, the following (or their “second”) will immediately rendezvous in person for collaboration purposes.
 - President Holland and staff
 - Karen Olsen, Executive Secretary
 - Kyle Reyes, Assistant to the President
 - Vice Presidents
 - Jim Michaelis—Facilities
 - Ray Walker—IT (Information Technology)
 - Chris Taylor—University Marketing (external communications)
 - Brad Plothow—University Marketing (internal communications)
- The President’s staff will take the lead in assembling this group and obtaining up-to-date information about what is happening. The staff will also contact and inform UCAS, the LDS Institute, the MATC, any satellite campuses, or other appropriate entities as needed.
- The President will contact and inform the Commissioner and Chair of the Trustees.
- If the President is unreachable and the situation calls for it, decision making power should follow this order as such individuals are present: 1) VP for Academic Affairs (Liz Hitch), 2) VP for Administrative Affairs (Val Peterson), 3) VP for Student Affairs (Cory Duckworth), and 4) VP for Advancement (Val Hale).
- To the extent possible, the above group will be updated on the situation by the incident commander (likely Chief Brewer communicating by phone). In this meeting, decisions will be made and communication will be formulated. Communication, both internal and external, will then proceed simultaneously as follows:

External/media (Chris Taylor)
Campus Email - campusalert@uvu.edu (Brad Plothow)
Web alerts - (Anne Arendt via Brad Plothow)
Text messaging (Ray Walker)
Digital Signage (Ray Walker)
Telephone alert (Ray Walker)
- Communication updates via these channels will continue throughout the duration of the emergency. Each communication should indicate the time of the next update.
- Official university communication with the media will be handled by the University Spokesperson (Chris Taylor) according to University policy 110. Requests by the media to answer questions or be interviewed concerning the emergency should be coordinated with Chris Taylor.

Initial Notification Telephone Tree

