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 Chief will notify the VP of Administration.

- The VP of Administration will notify the President. VP for Administration will serve as the Emergency Operations Center Commander. The Chief of Police serves as the Incident Commander. The VP for Administration will contact the AVP for Communications/Marketing, the Dean of Students and the AVP of IT, depending on the situation.

- Chief of Police retains authority to make decisions for life and safety.

- With respect to the Chain of Command, 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, 2) VP for Administrative and Legislative Affairs, 3) VP for Student Affairs, 4) VP for University Relations, and 5) VP for Development and Alumni.

- Depending on the scope of the emergency, the following Executive Policy Group (or their “second”) will immediately rendezvous in person for collaboration purposes. The Executive Policy group will consist of President, President’s Cabinet, AVP Facilities, AVP/CIO, and Director of Marketing & Publications.

- Decisions and communication of messaging will be coordinated through Chain of Command. No message, unless one of life and safety, will be sent without approval from the President or Executive Policy Group.

- Communication, both internal and external, will then proceed simultaneously as follows: **External/media** (AVP for Communications/Marketing); **Internal/campus e-mail** - campusalert@uvu.edu (Director of Marketing & Publications); **Web alerts** - (Director of Web Resources); **Text messaging, Digital Signage and Telephone alert** (AVP of IT).

- The Executive Policy Group will be updated on the situation by the Incident Commander. A communications plan will be formulated with specific benchmarks for external communication.

- Official university communication with the media will be handled by the University Spokesperson (AVP for Marketing/Communications) according to Policy 110-Contacting Media. Requests by the media to answer questions or be interviewed concerning the emergency should be coordinated with AVP for University Marketing/Communications.

- Communication updates via these channels will continue throughout the duration of the emergency. Each communication should indicate the time of the next update. Update times should allow for the EOC to take appropriate courses of action, i.e., closures, cancellation of classes, etc. Decisions should take into consideration the impact on all areas of the university including evening, weekend, satellite campuses, etc.

- President’s staff will bring Go Kit to rendezvous location (BA214). **If not operable**, the alternate location is the UCAS building.

- Executive Policy Group will designate staff to track information, and capture planning and problem solving for After Action Review (AAR).

- Staff will contact and inform UCAS, the LDS Institute, the MATC, any satellite campuses, or other appropriate entities as needed. President or President’s staff will also contact and inform the Commissioner and Chair of the Trustees.

- After Action Review (AAR) will be written by Incident Commander and Executive Policy Group. One copy will be kept in the President’s office, and second copy will be maintained by the Incident Commander.