The following is not official university policy but rather a guideline used to facilitate the internal actions of the University or a particular unit within the University. Guidelines are not binding on the University and may be amended by the University at any time. A guideline, such as the one to follow, does not establish any contractual rights or obligations between the University and any individual.
Executive Summary
This document outlines a formal university-wide communication plan for campus-wide emergencies.

Related University Policies
UVU Policy 110 Contacting Media

Emergency Communication Plan and Chain of Command
The following communication plan includes a chain of command that shall be adhered to in a campus-wide emergency:

1) **Notify UVU Police at Ph. (801)863-5555 immediately.** UVU Police Chief will notify the Vice President of Finance and Administration;

2) The Vice President of Finance and Administration will notify the President;

3) The Vice President of Finance and Administration will contact the Associate Vice President of University Marketing and Communication, the Associate Vice President of Student Affairs/Dean of Students, and the Associate Vice President of Information Technology, depending on the situation.

If the President is unreachable and the situation calls for it, decision-making power should follow this order as such individuals are present on campus:

1) Senior Vice President for Academic Affairs;

2) Vice President of Finance and Administration;

3) Vice President of Student Affairs;

4) Vice President of University Relations;

5) Vice President of Planning, Budget, and Human Resources;

6) Vice President of Development and Alumni.

Roles and Responsibilities

- Vice President for Finance and Administration will serve as the Emergency Operations Center Commander.
The Chief of Police will serve as the Incident Commander. Chief of Police will retain authority to make decisions for life and safety.

The Executive Policy group will consist of:
- The President;
- The President’s Cabinet;
- AVP Facilities;
- AVP/CIO;
- Director of Marketing & Public Relations.

**Emergency Protocols**

1) Depending on the scope of the emergency, the Executive Policy Group (or their “second”) will immediately rendezvous in person for collaboration purposes.

2) The Incident Commander will update the Executive Policy Group on the. A communications plan will be formulated with specific benchmarks for external communication.

3) 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.

4) Communication, both internal and external, will proceed simultaneously as follows:
   - **External/media** (Associate Vice President of University Marketing and Communication);
   - **Internal/campus e-mail** - [campusalert@uvu.edu](mailto:campusalert@uvu.edu) (Director of Marketing & Public Relations);
   - **Web alerts** (Director of Web Resources);
   - **Text messaging, Digital Signage and Telephone alert** (Associate Vice President of IT).

5) Official university communication with the media will be handled by the University Spokesperson (Associate Vice President of University Marketing and Communication) according to Policy 110 Contacting Media. Requests by the media to answer questions or be interviewed concerning the emergency should be coordinated with the University Spokesperson.

6) 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.

7) In the advent of an emergency, university staff will set up as follows:
• President’s staff will bring Go Kit to rendezvous location (BA214). **If the rendezvous location is 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.
Related Forms

Not Applicable.