

Policy: 1.08

College Emergency Communication

Purpose

To provide clear direction of College Communication during an emergency.

Definitions

Emergency: an unstable, potentially dangerous, or confirmed dangerous event affecting KCKCC.

Policy Statement

The Vice President of Strategic Initiatives and Outreach (VPSIO) under the direction of the College President will be responsible for providing or managing all communications between the College, media outlets, and other interested parties during an emergency. In the event of an emergency employees are to defer all statements and questions to VPSIO or the President. Employees are not to provide individual statements or updates to the media. In the time of crisis, information must be organized, and messages presented in an orderly and clear manner.

Under the direction of the College President, the VPSIO coordinates the efforts of the Crisis Communication Team. The Crisis Communication Team is the conduit through which the College responds in the event of an emergency. This team is responsible for communicating facts and updates in a timely manner, providing relevant and accurate communication to those affected, and identifying those groups that should be informed of the situation. During an emergency all responses and communications with the College community, external community, and media goes through the Crisis Communication Team as overseen by the VPSIO.

The Emergency Communication Team includes:

- College President
- VPSIO
- President's Cabinet
- Chief of College Police

Board Approved 12/15/2020