

POLICY

TITLE: EMERGENCY PREPAREDNESS AND COMMUNICATION IN A CRISIS

POLICY NO: 4-34

EFFECTIVE DATE: 09/15/2005

VCCS POLICY NO: N/A

REVISED DATE: 02/19/2019

I. Purpose:

To provide an organizational and procedural framework for the management of emergency situations.

II. Definitions:

Emergency: any unplanned event that can cause death or injury to employees, students, or the public or that can shut down business, disrupt operations, or cause physical or environmental damage.

III. Policy:

Response to events identified as emergencies shall be managed through the organizational and procedural framework established in the [Crisis and Emergency Management Plan \(CEMP\)](#), a [Crisis Communication Plan](#), and an [Academic Plan for the Continuity of Instruction in the Event of a Pandemic](#). The *Crisis and Emergency Management Plan* shall establish a hierarchy of management and decision making and address the designation of essential personnel for the duration of the emergency, verification of the operational readiness of emergency equipment, and maintenance of safe conditions throughout the campuses. The *Crisis Communication Plan* shall provide mechanisms to ensure the collection and reporting of accurate information to dispel rumor and aid decision making. The *Crisis Communication Plan* shall guide the college's decision making hierarchy in the management and dissemination of information so that the college speaks with one authoritative and accurate voice. The *Academic Plan for the Continuity of Instruction in the Event of a Pandemic* builds on existing continuity of operations planning to ensure that the college is prepared to respond to and mitigate the effects of a reduction in student attendance and loss of faculty due to pandemic influenza. The plans shall be evaluated and proven annually through at least one mock emergency and/or drill to maintain a high level of responsiveness to these events. The plans shall be coordinated with outside agencies and services to provide and test protocols for a community-wide response if necessary.

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IV. Procedures for [Emergency Preparedness and Communication in a Crisis, 4-34](#)

V. Other Information:

Questions regarding the application of this policy and the procedures in the [Crisis and Emergency Management Plan](#), the [Crisis Communication Plan](#), and the [Academic Plan for the Continuity of Instruction in the Event of a Pandemic](#) should be directed to the vice president of finance and administration.

[Crisis and Emergency Management Plan](#)

[Crisis Communication Plan](#)

[Academic Plan for the Continuity of Instruction in the Event of a Pandemic](#)