

Communications Crisis Flow Chart

Faculty, Staff, or Student report emergency by calling
EMERGENCY NOTIFICATION/911
910(DSCC Security)
Which in turns, notifies the **Director of Physical Plant**



President-Designee
VP of College
VP of Fin/Administrative Services
(**Emergency Director/designee**-has the authority to declare a campus emergency)



Emergency Response Management Team (ERMT)

1. President
2. VP Of College
3. VP of Fin/Administrative Services
4. VP of Technology
5. VP of Institutional Advancement
6. Dir of Public Information
7. Dean of Student Services
8. Critical Incident Team
9. Building Security Coordinators



Office of Public Information



Deploy Internal Emergency Communications

- **Text/Email**-VP of Technology/Designee
- **City Watch**-VP of Technology Director of Physical Plant
- **Phone Tree**-VP of Technology/Designee Dir of Public Information/Designee
- **Website**-VP of Technology/Director Public Information/Designee



Establish External Communication

- **Website**-VP of Technology/Dir of Public Information/Designee
- **Hotline**-VP of Technology/Designee Dir of Public Information/Designee
- **Designated Call Center**-Dean of Continuing Ed, Professor of Psychology, Dean of Student Services/Designee
- **Designated Media Center**- Director of Public Information/Designee
- **Media Briefings Releases**- Director of Public Information/Designee