



Division of Academic Affairs Emergency Communication Plan AY 2008-2009

In the event of an emergency, staff in the Office of the Provost and Vice President for Academic Affairs will contact senior-level administrators in the Division of Academic Affairs who report directly to the Provost to relay information about the emergency and instructions for any required action. Each senior-level administrator (e.g., AALC members) will be responsible for sharing information and instructions (if any) with employees in the unit(s) they manage. The attached Emergency Communication Plan will be followed to facilitate the timely dissemination of information. Every effort will be made to disseminate information and any subsequent updates as quickly as possible.

Provost Cutrer will implement the communication plan by contacting the Tier I employees identified in the Plan (Barsky, Boyle, Glasgow, Gonzalez, and Jeffries, or, if not available, their designated alternate). The Tier I employees will contact by telephone senior-level administrators assigned to them, or said administrators' designated alternate. The senior-level administrator of the unit/college/department will be responsible for initiating the respective unit's Emergency Communication Plan.

The following individuals will be provided an office copy and a home copy of the complete Emergency Communication Plan for the Division of Academic Affairs:

President Haynes	AVP Barsky
Provost Cutrer	AVP Jeffries
Chief Hackenberg	Anthony Glasgow
Dean Manship (Emergency Management Coordinator)	Marcy Boyle
	Carol Givens

A confidential copy of the Tier I Emergency Communication Plan (not the entire Division plan) will be distributed to AALC members to inform them from whom they will receive information in the event of an emergency.

Provost Cutrer serves as the University Emergency Recovery Executive. In the event an emergency occurs when Provost Cutrer is away from campus, Provost Cutrer designates AVP Jeffries to serve on her behalf in this capacity. In the event both Provost Cutrer and AVP Jeffries are absent from campus at the time of an emergency, Provost Cutrer designates AVP Barsky to serve on her behalf as the University Emergency Recovery Executive.

Provost Cutrer will solicit updates to the Division of Academic Affairs Emergency Communication Plan annually at the start of the fall term. Should changes occur to senior-level administrators contact information at any time during the year (or administrators designated as their alternates), please inform Marcy Boyle, Assistant to the Provost, as soon as possible so that the Plan may be updated.

***THE PERSONAL CONTACT INFORMATION IN THE EMERGENCY COMMUNICATION PLAN IS
CONFIDENTIAL
AND PROVIDED FOR USE ONLY IN THE EVENT OF AN EMERGENCY.***

***THE PLAN SHALL NOT BE COPIED OR REPRODUCED, NOR SHOULD
PERSONAL CONTACT INFORMATION CONTAINED IN IT BE DISSEMINATED.***