

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.3	Emergency Closings and Disaster Communication Plan	Revised:	May 2007
<b>Policy 8.3.2</b>	<b>Disaster Communication Plan</b>	Responsible Party:	Executive Vice President for Facility Planning and Operations

# DISASTER COMMUNICATION PLAN

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## Overview

The Disaster Communication Plan is designed to provide an orderly flow of accurate information to the campus and outside communities through the media during disasters affecting the Health Science Center.

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## Types of Disasters Covered

1. Physical disaster, involving potential property damage and possible safety threat to persons:
    - a. Fire.
    - b. Explosion.
    - c. Spill (chemical, biological, radiological hazard, etc.).
    - d. Smoke intake.
    - e. Bomb detonation.
    - f. Accident (vehicle, aircraft, etc.).
    - g. Power failure, broken water mains, etc.
    - h. Severe weather, earthquake, tornado, disaster spread to the campus from elsewhere.
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## Responsibilities

University Police has jurisdiction in the investigation of any disaster occurring on the campus. Therefore, University Police should be notified at once in order that they may alert other appropriate persons and departments. Persons to be notified will be in accordance with the "Emergency Response and Evacuation Plan" developed by the Environmental Health and Safety Office.

Disaster calls between offices of city fire and police departments are monitored by local radio, television, and newspaper offices. The media may act immediately on information from such calls, and the information

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they disseminate may not be accurate. Employees may then act on the incorrect information and flood the University Police switchboard with calls for instructions.

The Office of External Affairs has the responsibility of providing the media with accurate information about a disaster. In the event of a disaster, University Police will call the Director of News and Information in the Office of External Affairs by telephone or pager. A designated alternate will be called if the Director cannot be reached.

In the event of a disaster, the Director of News and Information in the Office of External Affairs will maintain contact with University Police, going to the Police Office, if necessary. The Police Office will be the headquarters for channeling information. If the Police Office is destroyed, or is otherwise unusable, an alternate headquarters location will be designated, and appropriate persons advised.

In the event of a physical disaster, such as fire, explosion, spill, etc., the Director of News and Information in the Office of External Affairs will be in touch with the Safety Officer, at the site if possible, or by telephone, to obtain details of the situation. Details about other physical disasters on the campus (power failure or construction site accidents) will be provided by the Executive Vice President for Facility Planning and Operations, or University Police, to the Director of News and Information in the Office of External Affairs.

Requests by the media for information concerning disasters will be referred to the Office of External Affairs, which may call upon administrative officials and/or specialists within the Health Science Center to provide detailed information and explanation.

When the authorities involved with a particular disaster have accurate information about the situation and its possible effect on employees or others in the community, the Office of External Affairs will issue and distribute a "Campus News Bulletin" to inform students and employees about the disaster.

The Director of News and Information in the Office of External Affairs, and alternate, will maintain a list of "hot-line" telephone numbers for

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newspaper, television, and major radio stations, both in the office and at home. This will provide quick access to the media to furnish information as necessary. The Director of News and Information and alternate will also have a list of home telephone numbers of key Health Science Center personnel who could (1) provide information about the disaster and/or (2) make administrative decisions relating to occupancy of a building or other matters affecting employees and facilities.

Details provided to the media about employees and students generally will be limited to that which appears, or would appear, in a campus directory. Requests for additional information from the media will be evaluated and handled on a case-by-case basis in consultation with appropriate administrative officials. Information about employees who are not listed in a directory may be provided to the Office of External Affairs by Human Resources and/or University Police. The Office of Student Services or the appropriate Dean's office may be the source of information about students. Information about non-employees will be furnished by University Police.

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