

SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES (GPS)

EMERGENCY RESPONSE PLAN

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OVERVIEW

The purpose of this plan is to outline the communication processes and procedures to be followed in the event of a crisis at one of MVNU's extension sites. This plan is flexible and can be adapted to meet specific needs. While no plan can be developed to meet every emergency, the procedures outlined below form the basis of a coordinated plan to make the plan effective and accomplish these priorities:

- Priority 1 — Protection of Human Life
- Priority 2 — Protection of MVNU Assets
- Priority 3 — Maintenance of MVNU Services
- Priority 4 — Restoration of MVNU Operations

This crisis communication response plan is a GPS supplement to the Campus Emergency Response Plan, which can be viewed here: <http://www.mvnu.edu/services/safety/emergency-response-plan.pdf>.

COMMUNICATING INFORMATION DURING A CRISIS

In the event of a crisis, the first priority is to contact Director of Student Services for Graduate and Professional Studies immediately. If the Director of Student Services is unavailable, the Director of GPS Admissions should be contacted.

Eric Stetler
Director of Student Services, GPS
740-399-8326

Christy Robinson
Director of Student Services, GPS
614-595-1146

If a crisis should occur, the appropriate Site Operations Assistant (SOA) or any available site staff will be contacted to provide a comprehensive list of students in attendance at the site at the time of the crisis. This list will be used to contact students and provide vital information related to the crisis.

In the event that there is only one MVNU employee present at a GPS site during a crisis, additional GPS personnel who normally work at the affected site should be contacted immediately so that they can help to provide needed assistance to emergency responders (see list below).

In the event of a crisis, the Media Relations and Communications Team (MRCT) will determine a comprehensive plan of response as outlined in the Campus Emergency Response Plan.

The Site Operations Assistant (SOA) or any available site staff is expected to be the primary point of communication for both students and instructors at the site during a time of crisis until such time as a member of the MRCT arrives at the site. Only a member of the MRCT will communicate with external media on behalf of the university.

The SOA or any available site staff should also serve as the primary point of assistance for emergency responders. This assistance includes providing access to the physical site as well as helping emergency responders account for all individuals who were present at the site at the time of the crisis.

In the event that a crisis occurs at a time when neither the SOA nor site staff are present, the instructor(s) at the site will serve as the primary point(s) of assistance for any emergency responders. This assistance includes providing access to the physical site as well as helping responders account for all individuals who were present at the site at the time of the crisis. The instructor(s) present at the site during the time of the crisis will also be responsible for immediately notifying the Director of Student Services, GPS or the Director of GPS Admissions of the crisis as noted above.

GPS SITE STAFF

<u>SITE LOCATION</u>	<u>NAME</u>	<u>TITLE</u>	<u>EXT.</u>
MANSFIELD	Jonathan Dowdell	Site Operations Assistant	6100
	Audrey Sackman	Recruiter	6102
MOUNT VERNON	Cynthia Mauller	Site Operations Assistant	4702
NEW ALBANY	Deborah Lee	Site Operations Assistant	6000
	Brent Stark	Recruiter	6001
	Michael Belton	Recruiter	6005
	Zachary Spoon	Recruiter	6002
NEWARK	Deborah Dalzell	Site Operations Assistant	6200
	Richard Volzke	Recruiter	6214