23-24 Internal Emergency Communication Decision Tree Weather/Facilities-related Decision

(Primary Notification – see Page 3 for area specific notification)

Executive VP of Finance & Administration / Provost

Initial decision / notifies Facilities Director



Facilities Director

Notifies Director of Security



Director of Security

Executes LiveSafe scenario / notifies Dir. of Comms & Marketing

Backup: Dir. of Comms & Marketing / Web Marketing Manager



Executes social media and website alert

Backup: Web Marketing Manager / Social Media

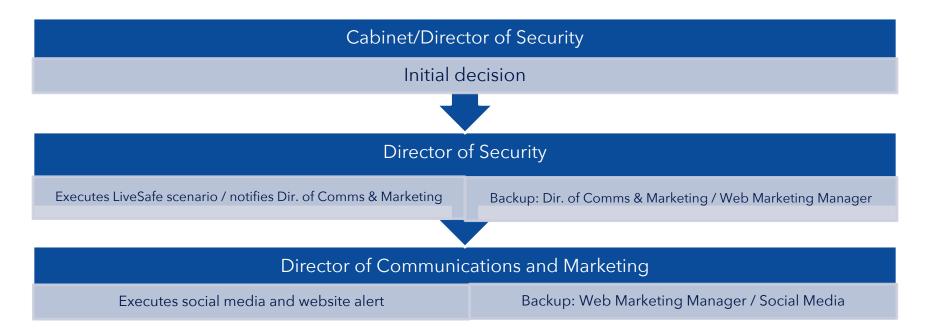


Decision Timing:

- By 9:00 p.m. for inclement weather forecasted the next business day
- By 5:00 a.m. for an overnight occurrence.

23-24 Internal Emergency Communication Decision Tree Crisis/Security-related Decision

(Primary Notification – see Page 3 for area specific notification)





Additional notifications by area

- The Director of Athletics is responsible for communicating with the Commissioner of the United East Conference regarding NCAA protocols and expectations, and updating the Dean of Students, student athletes, and the President's Cabinet.
- The Director of Conferences and Event Services is responsible for communicating with external clients regarding conference/event reservations.
- Employees are prohibited from mandating in-person meetings at any point during the University's closure for inclement weather or an emergency.

