

# EvCC Emergency Management Plan

## ANNEX #12 – Communications

### 1. INTRODUCTION

The purpose of this annex is to assure effective internal EvCC Emergency Management and Preparedness Communications by coordinating educational and emergent needs with the existing campus capabilities.

### 2. INTERNAL COMMUNICATIONS

A. The types and methods of communications that are necessary for an effective emergency management program are detailed on *Table #1 – “Types of Internal Communications”* and *Table #2 – “Methods of Internal Communications”*

**Table #1 – Types of Internal Communications**

Type	Characteristics	Examples
<b>Informational</b>	<ul style="list-style-type: none"> <li>• increase awareness</li> <li>• educate on emergency management or preparedness</li> <li>• inform of a particular activity</li> <li>• inform on the status of an incident or situation</li> </ul>	<ul style="list-style-type: none"> <li>• educational briefs</li> <li>• drills and exercises</li> <li>• school closures</li> </ul>
<b>Cautionary</b>	<ul style="list-style-type: none"> <li>• “alert” messages intending to alert the campus of a potentially hazardous situation or event</li> <li>• needs to be available within 30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Extreme weather conditions</li> <li>• Hazardous conditions on or off campus</li> </ul>
<b>Emergency</b>	<ul style="list-style-type: none"> <li>• provides immediate instructions to the campus regarding a current and evolving incident</li> <li>• target population may need to be selective</li> <li>• must be functional on short notice</li> <li>• must be able to be used by a variety of personnel and in various locations</li> </ul>	<ul style="list-style-type: none"> <li>• provide directions to response teams</li> <li>• evacuate the building</li> <li>• shelter in Place</li> <li>• evacuate the school grounds</li> <li>• lock-Down</li> <li>• alert and direct Response Teams</li> </ul>

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**TABLE #2 – Methods of Internal Communications**

	Method	Info	Caution	EMG	Examples
1	Informacast		XX	XX	
2	Digital Signage	XX	XX	XX	
3	Facebook	XX	XX	XX	
4	YouTube	XX	XX	XX	<ul style="list-style-type: none"> <li>• Katherine Schiffner</li> <li>• Jenny Martin</li> </ul>
5	Reader board	XX	XX	XX	
6	Printed Materials	XX	XX	XX	
7	EvCC 4U	XX	XX	XX	<ul style="list-style-type: none"> <li>• Email to targeted groups</li> <li>• Ariana Stafford, Enrollment Services</li> </ul>
8	EvCC Website – Front Page	XX	XX	XX	
9	<i>(Radio Paging System)</i>		XX	XX	<ul style="list-style-type: none"> <li>• <i>Does not exist today</i></li> </ul>
10	EvCC Today	XX			<ul style="list-style-type: none"> <li>• Weekly electronic faculty and staff newsletter</li> <li>• Email Jenny Marin, jmarin@everettcc.edu</li> </ul>
11	EvCC Website – Emergency Manage	XX			
12	NW Neighborhood Association	XX			
13	Press Releases	XX	XX		<ul style="list-style-type: none"> <li>• Contact Katherine Schiffner</li> </ul>
14	Student Activities / Quarterly Calendar	XX			
15	Clipper	XX			<ul style="list-style-type: none"> <li>• Published bi-monthly, Fall-Spring</li> </ul>
16	Radio Stations		XX		
17	Television		XX		