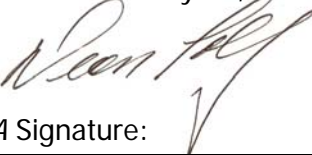


Auraria Higher Education Center Office of the Executive Vice President for Administration Administrative Policies and Procedures	
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Approved: February 21, 2001  EVPA Signature:	Revised: July 18, 2008 February 13, 2007 June, 2006

Auraria Higher Education Center Crisis Communication & Emergency Notification Plan

INTRODUCTION

The purpose of the Auraria Campus Crisis Communication & Emergency Notification Plan is to provide accurate information and visible leadership in a timely manner. Properly established communication protocols will enhance the image of the Auraria Higher Education Center's long-term image, credibility and public relations.

This plan establishes communications protocols to ensure that campus officials and communicators are familiar with both procedures and their specific roles.

AURARIA CAMPUS CRISIS COMMUNICATION & EMERGENCY NOTIFICATION PROCEDURE/AURARIA CAMPUS POLICE DEPARTMENT

The rapid release of accurate information regarding an accident, incident, natural disaster, emergency or controversial issue is clearly in the best interest of the Auraria Higher Education Center in conjunction with the Community College of Denver, Metropolitan State College of Denver and the University of Colorado Denver downtown Denver Campus. All campus emergencies should be reported immediately, 24 hours a day, to the Auraria Campus Police Department (ACPD) by dialing "911" from campus telephones or 303-556-5000 from non-campus telephones for Auraria Campus Police Dispatch.

ACPD will initiate the crisis notification procedure if a campus-related incident threatens or results in significant injury or death, or significant damage to any campus facilities. If students, faculty or staff are involved in the incident, ACPD will attempt to determine whether they are affiliated with CCD, Metro State or UC Denver. Once that determination is made, that institution will take the lead in all communications, including

coordinating press conferences, contact with the media, contact with the family members, coordinating counseling services, etc.

If the incident involves campus facilities, but not students, faculty or staff, AHEC will assume communication responsibilities. If the facility is institution specific (e.g., Metro State World Indoor Airport) that institution is responsible for communications.

Each campus institution will be responsible for providing updated emergency call lists in case of emergency to the Executive Vice President for Administration (EVPA) for AHEC. The EVPA will follow this list in order, until contact is made with an institutional representative. The designated representative will be responsible for initiating their institution's internal crisis communications plan and notifying others at their institution.

Each campus institution is responsible for developing an internal crisis communications plan based on its unique organizational structure and needs. The plan should include the following considerations:

- Determining, in advance, who should be involved in a crisis situation and the role of each individual,
- Deciding how information will be verified and distributed,
- Designating a spokesperson(s) to represent the institution,
- Managing media relations, including the establishment of a communications center,
- Communication with faculty, staff, students, parents and others who might be impacted by the incident,
- Coordinating the public release of information with the Auraria Campus Police Department and other authorities,
- Providing crisis counseling and other services.

Campus Police Reports & Statistics

The Auraria Campus Police Department will publish campus crime statistics annually on the AHEC website at www.ahec.edu/cleryreport.htm. In addition, campus crime statistics are published annually in the Auraria Update Newsletter as well as made available to the campus institutions for their own publications. Campus sex offender registries may be obtained through the Auraria Campus Police Department located in the Administration Building, Room 110.

CAMPUS EXTERNAL COMMUNICATIONS

The AHEC Office of Communications is responsible for non institutional specific campus communications with regional media. If it is determined that the communication is affiliated with CCD, Metro State or UC Denver, that specific institution will take the lead in all communications.

The AHEC Office of Communications is the primary campus contact for emergency campus closures and weather related delays. (See Auraria Campus-wide Policy #13 for campus closures) For a 24-hour updated campus closure message, call 303-556-2401.

CAMPUS INFORMATION DISSEMINATION

Clery Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Auraria Campus Police, constitutes an ongoing or continuing threat, a campus wide "Timely Warning" will be issued. The Department of Education has advised that "timely reporting to the campus community...must be determined on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts."

The "Timely Warning" will be issued to the Community College of Denver, Metropolitan State College of Denver, and the University of Colorado Denver and the Auraria Higher Education Center Public Information Officers (PIO's) who will then disseminate the warning to their specific campus institutions via email. The words "Auraria Campus" will appear on the "Timely Warning" to avoid confusion with the Anschutz Campus. The warning will be posted on the Auraria Higher Education Center website (www.ahec.edu) with the URL link shared with the campus institution's web masters. The warnings will be sequentially numbered beginning January 1 of each year. The warning is typically removed from the main AHEC website after one week, and is then archived under the Auraria Campus Police Department web link.

The warning will also be shared with the three college campus' student newspapers: CCD-Campus Connection, Metro State-Metropolitan, and the UC Denver-Advocate, as well as the CU system newspaper, The Silver & Gold Record. The specific institutional PIO affected will coordinate the dissemination of this information with off campus media. A copy of the "Timely Warning" may also be posted on doors of campus owned buildings.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the campus community and individuals, the Auraria Campus Police Department in addition to the steps listed above, may initiate the campus wide emergency notification system, including activating the Auraria Campus Emergency Hotline. The toll-free emergency number is 1-877-556-3637. The Auraria Campus Police

Department may initiate building lockdown procedures, send broadcast messages to 556 and 352 prefix campus telephones, and/or activate LED signage on campus.

The Auraria Higher Education Center Website is maintained through the AHEC Office of Communications with assistance from the AHEC IT Department with input from other AHEC divisions/departments and campus institutions. Content for this website is approved by the AHEC Director of Communications. The address for the AHEC website is www.ahec.edu.

Campus-wide Policies – Are available for review at: www.ahec.edu/policies.htm.

Campus Calendar – Three types of campus calendars (annual, traditional, and five year academic calendars) are available on the AHEC website at: www.ahec.edu/campuscalendar/calendars under the campus calendar link.

Periodic E-mail Communication – Items of campus-wide interest are sent to the campus institution's communications offices/PIO's to distribute to their staff and faculty via e-mail newsletters and bulletins.

AHEC Publications– Various newsletters, flyers and campus-related articles of interest are produced and disseminated to the campus community.

On-Line Informational Resources – Auraria Campus faculty and staff are listed in the on-line campus directory located at www.ahec.edu/phone. The on-line version of the printed campus directory is periodically updated by each institution and this information is shared with the campus telephone operators and campus mail services. The campus directory is published and distributed on campus each fall.

COMMUNICATIONS FROM/WITH THE AHEC EXECUTIVE VICE PRESIDENT FOR ADMINISTRATION (EVPA)

The EVPA hosts the Auraria Board of Directors (ABOD) meeting held typically on the third Wednesday of each month at 7:30 am. The EVPA meets bi-monthly (or more frequently as needed) with the Auraria Executive Council (AEC – Presidents/Chancellors of the campus institutions). Minutes of these meetings are available through the EVPA Office.

The EVPA and other AHEC administrators will provide updates and information to the campus community on major, campus-wide matters (e.g. facilities and master plans, budget, facilities management.) Administrators making these reports will respond to questions, comments and suggestions in a timely manner through electronic or face-to-face communications.

AHEC Administrators meet regularly with the AHEC Leadership Team (ALT) for assignment updates and information sharing. Persons involved in these meetings are expected to communicate relevant information with their staffs in an accurate and timely manner.

Students, reporters, faculty and staff may schedule individual appointments with the EVPA or any of the AHEC Leadership Team by contacting them directly. Campus telephone/fax numbers may be obtained through the campus directory link located on the AHEC website at www.ahec.edu or by reviewing the printed Auraria Campus Directory published every fall.

Revised 7/18/08