

**CLOVER PARK TECHNICAL COLLEGE  
POLICY & PROCEDURE**

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CHAPTER	SECTION	TITLE	HISTORY:	
6	5	<b>COMMUNICATION/CHAIN OF COMMAND</b>	<b>Adopted: 1992</b>	<b>Revised: 2000</b>

**POLICY**

There is no policy.

**PROCEDURE**

**Emergency Communications**

- Standard telephones are crucial for emergency communications. If working at time of an emergency, they must be left open for use by emergency personnel and for brief and concise emergency calls by CPTC staff to designated staff in the following priority:
  - Cellular portable telephones are issued to key College administrators and security personnel and are expected to function in any imaginable emergency, especially in a catastrophic emergency such as a major earthquake.
  - Students should not be allowed use of CPTC telephones during an emergency unless directed by CPTC staff to assist in a specific task such as making an emergency call for an instructor who is assisting an injured person.

**College Chain of Command**

1. Follow specific calling instructions given in each specific Emergency Procedure such as Fire Department and Emergency Medical calls, Lakewood Sheriff's office and other off-campus authorities.
2. Notify your immediate CPTC supervisor, or if not able to his/her supervisor. Instructors: Notify Program Dean.
3. The Supervisor or Dean is to notify CPTC Vice President for Operations and Facilities.

**Media Response Guidelines**

Clover Park Technical College has developed a strategic approach to working with reporters. The following are guidelines for effective communications with journalists:

- If possible, college staff should provide advance warning to Public Relations as concerns regarding legal or personnel issues develop. It's better to be ready for a story that is never covered than to be caught unprepared.
- Once a reporter contacts any college staff member, that staff member should not confirm or deny any question or comment but should refer the reporter to the Director of Public Relations x5782.
- The Director of Public Relations will gather necessary background information from involved staff members. A determination will be made as to who will be the most appropriate college spokesperson for the subject matter.
- The President will be notified of any inquiry from the media, and consulted as appropriate.
- Public Relations will develop a prepared statement with main "talking points."

- The college spokesperson (Director of Public Relations or designee) will return the reporter's call and respond based on the prepared statement.
- If the spokesperson is another college employee, the Director of Public Relations will review the prepared statement with that employee and be present during the interview if possible.
- The Director of Public Relations will monitor press and broadcast coverage of major stories concerning CPTC, distributing copies and excerpts as quickly as possible.