In the event of a natural disaster or other major emergency in which serious structural damage has been sustained, it is advisable to turn off potentially hazardous utilities such as electricity and natural gas supplies. This is the responsibility of the Maintenance Department and/or the local utility company.

In crisis situations, only the Director of Communications or designee shall meet or talk with the media. Only factual information shall be released, and no speculation shall be offered. All calls from the media shall be referred to the Director of Communications or designee. The Director of Communications or designee shall be kept informed of the status of the emergency at all times.

The President, Director of Communications or designee, and other such parties as may be directly involved shall confer and agree on the appropriate media action.

Other College personnel should not speak to outsiders on behalf of the College.