

Emergency Procedures

CSI's Campus Safety Department publishes this emergency manual for public use and display. Generally, the procedures outlined in this manual are to be followed by personnel who are on the scene. However, the procedure(s) to follow should be known by all members of the Emergency Management Team and Building Captains.

Types of emergencies covered by the emergency manual are:

1. Active Shooter
2. Bomb Threat
3. Crime in Progress
4. Disruptive Persons/Events
5. Earthquake, Flood, Tornado, Extreme Weather
6. Evacuation of Persons with Disabilities
7. Exposure to Blood or Bodily Fluids
8. Fire or Explosion
9. Hazardous Materials Leaks/Spills
10. Imminent Mental Health Emergencies
11. Inclement Weather Closure Information
12. Power Failure
13. Serious Injury

CSI uses the terms “lockdown and lockout”. It is critical to understand the distinction.

Emergency Lockdown Definition: During an emergency lockdown, people move quickly to (or remain in) predetermined locations that are relatively secure and lock the doors. Normal activities cease and all reasonable means of staying quiet and out of sight are used. People stay in hiding until help arrives or the lockdown is lifted. Emergency lockdown may be appropriate when:

- evacuation is not a safe alternative.
- a potentially dangerous person is inside the building; *and/or*
- the situation is unclear.

Lockdown

Lockdown procedures:

1. President (or designee) will decide when Lockdown procedures are needed, except when an immediate danger presents itself within a certain area, in which case it will be decided by those immediately affected.
2. Lockdown notification will be implemented through RAVE, email, and CSI apps.
3. Building captains will try to communicate lockdown without placing themselves in danger.
4. People will be encouraged not to place others in danger by leaving, but people cannot be kept against their will. If they decide to leave and/or disregard the lockdown, they will not be allowed to re-enter classrooms or building(s) that are locked down and should just leave the campus.
5. Movement needs to be restricted, classroom doors locked and barricaded, lights out, phones off, and sound restricted.
6. Stay away from windows and/or glass doors.
7. Campus Safety will ensure that the buildings with automatic locking systems are secure.
8. It will be at the discretion of the President (or designee) to end Lockdown procedures.

Lockout Definition: A situation where building occupants secure the exterior of a building to keep out a safety threat. This is usually in response to a dangerous situation nearby, such as criminal activity, where authorities

believe it's unsafe to be outside. During a lockout, occupants inside the building should remain calm and stand ready for a potential lockdown until authorities give the all-clear. In general, other activities can occur in the building as normal.

Lockout

1. President (or designee) will decide when Lockout procedures are needed.
2. Lockout notification will be implemented through RAVE, email, and CSI app.
3. Building captains will ensure, along with assistance from Campus Safety, that their buildings are locked, and the people therein are notified.
4. People will not be kept against their will, but if they decide to leave and/or disregard the lockout, they will not be allowed to re-enter building(s) that are locked and should leave the campus.
5. Movement within the building will be limited to classroom, office, or area, which will be individually locked if able.
6. Stay away from windows and/or glass doors.
7. Campus Safety will ensure that the buildings with automatic locking systems are secure.
8. It will be at the discretion of the President when to end Lockout procedures.

Active Shooter Situation

PRE-PLANNING:

1. Determine what you are able and willing to do in a crisis situation. Develop your survival instinct, plan your actions and be ready to engage your action plan quickly.
2. Listen to your instincts. It is much better to believe that a crisis is unfolding and act accordingly than to wait and assume that everything is all right.
3. Always be aware of your environment and any possible dangers.
4. Take note of the number and location of any exits from any facility that you are in.

ACTIVE SHOOTER: Quickly determine the most reasonable way to protect your own life. Remember that members of the community are likely to follow the lead of CSI employees and administrators during an active shooter situation. To have any control over the situation, you must remain calm.

RUN:

If there is an accessible escape path, attempt to evacuate the premise. If you determine it is safe to do so, be sure to:

1. Have an escape route and plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave your belongings behind.
4. Help others escape, if possible.
5. Attempt to prevent individuals from entering an area where the active shooter may be.
6. Keep your hands visible, especially around law enforcement.
7. Once in safe place, call 9-1-1, then Campus Safety at extension 6605, 208.732.6605, or 208.358.0733.
8. Follow the instructions of any police officers.

HIDE:

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your chances of survival are greater if everyone spreads out. Clumping in groups makes the shooter more likely to find you which, then, decreases your chances of survival. Your purpose is to deny shooter access to you. Things to consider for a hiding place:

1. Is it out of the active shooter's view?
2. Does it offer protection if shots are fired in your direction?
3. Are the doors lockable?
4. Can you blockade the door(s) with heavy items or furniture?
5. Does it trap or restrict your options for movement?
6. Can you hide behind large items such as desks or cabinets?
7. Are you able to turn off any outside source of noise (lights, televisions, radios, phones, etc.)?

And remember, if able to do so, dial 9-1-1. If you cannot speak, leave the line open to allow the dispatcher to listen.

FIGHT:

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

1. Acting as aggressively as possible against him/her.
2. Throwing items and improvising weapons.
3. Yelling.
4. Committing to your actions.
5. Do not stop until the threat is gone or has stopped.

Active Shooter Definition: An individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, but not in all cases, firearms are used.

Evacuation Procedure Definition: The urgent immediate egress or escape of people away from an area that contains an imminent threat, an ongoing threat, or a hazard, to lives or property.

Bomb Threat

1. If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT. Call Campus Safety at extension 6605.
2. If you receive a bomb threat on the telephone:
 - . Remain calm and attempt to obtain as much information from the caller as possible.
 - . Record the time and remember the exact words of the threat.
 - . Listen for unusual noises or voice characteristics.
 - . Try to ask questions that appear in the list below.
3. Call Campus Safety Department, extension 6605, using a landline (non-cellular) phone giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.
 - . Do NOT activate the fire alarm.
4. Do NOT use cell phones, campus radios, or walkie-talkies. They may activate some types of bombs.
5. Do NOT open cabinets, drawers or closets.
6. Do NOT turn lights on or off.
7. When either Campus Safety or law enforcement arrive, follow their instructions.
8. If instructed to evacuate, move a safe distance away from the building and TAKE your personal items with you.
9. Do NOT re-enter until instructed that it is safe to do so.

Questions to ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. Listen for background noises that may assist police in their investigation.

TAKE NOTES

Bomb Threat Definition: Any communication through the use of mail, e-mail, telephone, telegram, and/or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information, knowing the same to be false, which concerns an attempt being made, or to be made, to kill, injure or intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive.

Crime in Progress

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Campus Safety at **extension 6605**.

IF YOU WITNESS A CRIME BEING COMMITTED:

1. Do NOT attempt to apprehend or interfere with the suspect except in case of self-protection.
 - . Avoid any risk to your safety.
2. If safe to do so, stop and take time to get a good description of the person committing the crime.
 - . Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and his/her name, if known. All this takes only a few seconds and is of utmost help to the investigating officers.
 - . If the person is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
3. Call 9-1-1 and advise them on the situation and then call Campus Safety at extension **6605**. Give your name, contact number, location, and department. Advise them of the situation and remain where you are until contacted by an officer.

If you are a victim or witness to any of the following - theft, property damage, minor traffic, assault, accident, or minor injury - contact the CSI Campus Safety Department to document the situation regardless of severity (see information on Injury/Accident Reports).

HOSTAGE SITUATION:

1. Call **9-1-1**, if possible
2. Remain calm
3. Follow directions
4. Avoid sudden movements
5. Maintain eye contact (but don't stare)
6. Find the middle position (not too assertive/passive)
7. Personalize yourself
8. Don't argue
9. Don't be a nuisance
10. Don't turn your back

Disruptive Persons/Events

If a person causes a disruption, call the Campus Safety Department at **extension 6605** for assistance.

It is the goal of CSI to provide a safe work and learning environment. Safety is the responsibility of all employees. CSI views threat, acts of violence, or any conduct that may be construed as threatening or intimidating as disruptive and contrary to the development and maintenance of a safe, productive and supportive environment. Any intimidation, threat of violence, or act of violence, any seizing of any portion of property, or any unauthorized activity, which prevents the normal operation of the College in any way by any individual or group, will be considered in direct opposition to the necessary operation of the College. Such behavior will not be tolerated. Action will be taken immediately, up to and including dismissal. Similar action will be taken against those who advocate such described activities.

Disruptive behavior will not be tolerated in the classroom. Instructors, at their discretion, will decide if the learning process is being affected and make the appropriate decision up to and including removal of the disruptive student from the classroom.

Follow-up on misconduct by a student will be made through the Dean of Students. Follow-up about an employee will be made through Administration and Human Resources. Campus Safety will handle non-employee situations.

When informed by a student, employee or visitor to campus that a disability is related to, or is causing, the disruption, contact the Director of Human Resources or the Coordinator of Student Accessibility Services, for support and resources before determining remedy and follow-up.

In the event of a civil disturbance, defined as unlawful conduct and interference with the conduct of institutions of higher learning, call Campus Safety at **extension 6605** or the Police at **9-1-1**. **Then,**

1. Continue, if possible, with your normal routine. If the disturbance is outside, stay away from doors and windows.
2. Stay away from the disruption.
3. Do NOT interfere with those persons creating the disturbance or with law enforcement authorities on the scene.
4. Do NOT attempt to breakup or enter the fight or demonstration situation.
5. Be a good witness. Relay as much information as possible to Campus Safety and/or the Police.

In the event of an armed person, call Police at **9-1-1**, then Campus Safety at **extension 6605**. **Afterwards:**

1. Do NOT confront the person. Wait for Campus Safety or the Police.
2. Do NOT try to retrieve the weapon.
3. Do NOT restrain or discipline the person.
4. Let the Police deal with the situation.
5. Campus Safety will notify the appropriate CSI personnel.

Earthquake, Flood, or Tornado

EARTHQUAKE

1. **If indoors**, stay there. Get under a desk or table or stand in a corner. Stay away from windows and outside walls; do not use elevators.
2. **After the shock subsides**, go outside, stay clear of buildings and trees, evaluate the situation and if emergency assistance is needed, call Campus Safety **extension 6605**.
3. **If outdoors**, get into an open area away from falling objects, trees, buildings, walls, and power and gas lines.
4. **If driving**, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking is over.
5. **If in a crowded public place**, do not rush for the doors. Move away from shelves containing objects that could fall.
6. **Be prepared** for aftershocks.
7. **Follow the procedures** in this Manual for fire, hazardous materials leaks, and serious injury if necessary.
8. **In the event of major damage or disruption**, the Campus Safety Department will announce and implement evacuation procedures. Do NOT return to an evacuated building unless directed to do so by campus safety personnel.
9. **Turn on the radio** for emergency information: AM 1270 KTFI; FM 104.7 KIKX; AM 1230 KBAR, FM 99.9 KZDX.
10. **Pay attention to RAVE and CSI Apps for updated information during the earthquake**

FLOOD

1. Stay away from the flooded area.
2. Do NOT attempt to drive over a flooded road.
3. Do NOT drink any water that may have been contaminated by the flood.
4. Avoid electrical equipment in the flooded area.
5. Call Campus Safety at **extension 6605**, and Maintenance at **extension 6600** to report the flood.

TORNADO

1. Immediately take cover in an area that will give you protection against falling glass or debris.
2. Move to the lowest area in your building.
3. Stay away from windows.
4. Stay near an inside wall when possible.
5. Notify Campus Safety at **extension 6605**, regarding your situation.

Evacuation of Persons with Disabilities

Please, be aware that people with disabilities, who may be entirely self-sufficient under normal circumstances, may need extra assistance in an emergency. **Note to students and staff with disabilities: You are strongly encouraged to contact the Office of Student Accessibility Services (208-732-6260) to arrange for an individualized safety plan.**

For all College of Southern Idaho community members: In the event of an emergency, observe the following evacuation procedures for people with disabilities, who often need more time in an emergency:

1. Be aware of areas of refuge in your buildings that have been designated for wheelchair users and others with disabilities.
2. Rescue, Fire, Police personnel and Campus Safety will check all exit corridors and exit stairwells for trapped persons, including persons with disabilities who are unable to use stairs.
3. If possible, prepare an emergency plan in advance with students and coworkers with disabilities.
4. Offer assistance.

MOBILITY IMPAIRMENTS:

1. Persons using wheelchairs on ground level floors can evacuate along with other persons provided there is no debris or blocked access obstructing the exit path.
2. People with mobility impairments are often concerned about being dropped when being lifted or carried. Ask permission.
3. In order to carry a third person, in a safe manner, while descending stairs, two persons must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know their techniques, or if the person does not wish to be carried, tell the person using the wheelchair to remain in the area of rescue assistance and/or stairwell. Immediately seek help from Campus Safety, Police and/or Fire personnel.

VISION LOSS:

1. Help guide a person with vision loss by asking the person if (s)he would like to take your arm at the elbow. Give the person verbal instructions, advising about steps, rough terrain, doorways, debris, etc., as you guide the person. Verbal compass directions estimated distances and directional terms are most helpful.
2. People who are blind may depend on a guide dog. If so, leading them, as well as their companion pet, will be necessary.

HEARING IMPAIRMENT:

Hearing impaired persons should be told of the emergency and how to respond, as soon as the emergency is identified. Write directions on paper, if necessary.

RESPIRATORY ILLNESSES:

Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel. Emergency Oxygen is available by contacting CSI Campus Safety.

OTHER DISABILITIES:

Ask the person how you can help them most effectively. Be calm and reassuring. If the person is not able to evacuate safely, lead the person to an area of rescue assistance and/or stairwell and tell the person to wait there. You then can seek help from Campus Safety, Police and/or Fire personnel immediately.

Evacuation Procedure Definition: The urgent immediate egress or escape of people away from an area that contains an imminent threat, an ongoing threat, or a hazard, to lives or property.

Exposure to Blood or Bodily Fluids

If it is wet and not yours, do not touch it! Do NOT attempt procedures or techniques beyond your abilities or training. Trained personnel should administer life saving techniques.

Persons administering first aid must be aware of the possible life-threatening effects of pathogens as a result of exposure to bodily fluids. Blood borne pathogens are microorganisms in blood that cause serious diseases in humans. They include several types of hepatitis, syphilis, malaria, and the human immunodeficiency virus (HIV).

Most workplace exposures to blood borne pathogens occur from contact with contaminated blood. Pathogens from the blood of an injured student or worker can enter your system through an open cut, scratch, skin abrasion, etc. They can also enter through the mucous membranes of your mouth, eyes, and nose.

Since people often carry blood borne infections unknowingly, follow the universal precaution of treating all body fluids as if they were infectious and avoid contact with them.

1. If an emergency occurs, call the Campus Safety at **extension 6605**, giving your name, location, and the telephone number. CSI Campus Safety Officers are trained in the proper handling of blood and other potentially infectious body fluids.
2. If you must assist an injured student or worker who is bleeding, put on protective gloves and other personal protective equipment. Nonabsorbent gloves may be found in all AED Units on campus and are also available in the bookstore for purchase by your department. Wear gloves even when treating such minor injuries as skinned knees or bloody noses. Since gloves could be accidentally punctured or torn, bandage any cuts, scratches, or abrasions on your hands before putting them on.
3. Thoroughly wash your hands with a non-abrasive soap and running water. Hand washing is considered an effective universal precaution against blood borne pathogens. If you have any infectious blood or other material on your skin, the sooner you wash it off the better. Hand washing also prevents you from transferring the contamination to other parts of your body and other surfaces. If your eyes or other mucous membranes have come in direct contact with blood, wash or flush them with water as soon as possible.
4. If you feel that you may have been exposed to blood borne pathogens during a workplace accident, report the incident to your supervisor immediately. They will help you arrange confidential medical evaluation and any treatment that may be necessary.

DO NOT attempt to clean-up any blood spills on the floor, or surrounding area yourself. The CSI custodial staff is trained in the proper procedure for cleaning up such spills and should be called to respond immediately.

Note: Contact the CSI Campus Safety Department at **extension 6605** to document the situation regardless of the severity of the injury (see information on Injury and Accident Reports).

Fire or Explosion

FIRE

Before a fire:

1. Know the locations of fire alarm pull stations and fire extinguishers.
2. Know the locations of exits in your area.
3. Be aware of any flammable or corrosive chemicals stored in your building.
4. Locate areas that have been designated for wheelchair users and others with disabilities.

During a fire:

1. If you notice fire, smoke, or any evidence of fire, evacuate the area, close the door to the room where the fire is located and **immediately sound the building fire alarm**.
2. **Dial 9-1-1**. State the problem and building and exact location where the emergency exists. Do not hang up until the Police Dispatcher tells you to do so.
3. Call Campus Emergency Assistance at **extension 6605**, giving your name, department, and location of the fire.
4. Attempt rescue efforts only if there is NO immediate danger to yourself.
5. Assist persons with disabilities to safety.
6. If the fire is small, and if you are properly trained in the operation of such equipment, you may wish to fight the fire with a fire extinguisher.
7. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
8. If time permits, take purses, lock files, and close office doors before leaving. Walk; do not run to the nearest stairway exit.
9. If the door handle is hot, do not open it. Instead, go to a nearby window and signal for emergency, if unable to get out safely.
10. When the fire alarms sound, do not use elevators. An elevator may become inoperative and a trap. Give appropriate assistance to (help carry, if necessary) all disabled persons using the stairways. (See Evacuation of Persons with Disabilities.)
11. Get low; get out. Evacuate to a safe distance from the building or the designated point, which is the CSI Tower, and stay out of the way of emergency personnel. Do NOT return to the building until instructed to do so by campus safety personnel.
12. Treat injured persons as much as possible while waiting for Police or Fire Personnel.
13. Notify either campus safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.

EXPLOSION

1. If you are trapped in a windowless area, stay near the floor where visibility is better and air less toxic.
2. Immediately take cover under tables, desks, or other objects that will give protection against falling glass or debris.
3. **Call 9-1-1 for Police, Fire, and Ambulance. Call Campus Safety at extension 6605.**
4. Follow directions for evacuation.

Evacuation Procedure Definition: The urgent immediate egress or escape of people away from an area that contains an imminent threat, an ongoing threat, or a hazard, to lives or property.

Hazardous Materials-Leaks/Spills

(Flammable, Toxic, Corrosive, Oxygenic, Cryogenic Leaks/Spills)

Know what types of chemicals may be in your building. Maintenance/Campus Safety should be contacted to deal with hazardous materials and waste.

If a gas cylinder or other chemical container begins leaking, and if, in the judgment of the persons responsible for such materials, it presents any danger to themselves or the other building occupants, the following steps should be taken:

1. Leave the area immediately, confining the fumes or fire by shutting the door to the room behind you.
2. Call Campus Safety at extension 6605. Give your name, department, location of emergency, and kind of spill, if you know.
3. If deemed necessary by Campus Safety, sound the building fire alarm so evacuation can begin.
4. Evacuate the building to a safe area upwind. Do NOT return to the building until instructed that it is safe to do so.

At all times, suspected gas leaks or suspicious odors should be reported to the CSI Campus Safety Department so appropriate action can be taken.

Note: Contact the CSI Campus Safety Department to document the situation regardless of severity (see information on Accident Reports).

Inclement Weather Closure Information

The College of Southern Idaho would like to remind everyone of its inclement weather closure notification procedures.

1. While every attempt is made to maintain normal operations and services for the benefit of our students, faculty, and staff, it may occasionally be necessary to close the College when extreme weather conditions occur.
2. The decision to close campus and cancel classes is made by administration based on careful consideration of a variety of factors and conditions.
3. If the College decides to close the campus and cancel classes, the information will be posted on the CSI website at www.csi.edu, communicated to the media (local TV and radio stations), communicated through RAVE, and communicated through CSI apps and social media channels. The information on the website will be periodically updated.
4. Notification of a decision to close will be communicated as quickly as possible. Every effort will be made to ensure that decisions on morning closures are communicated by 7:00 a.m. at the latest; and decisions to close at night are communicated by 4:00 p.m.
5. The decision to close each individual location of the College will be made on a case-by-case need. As a rule, when the College is closed, activities such as music and theatre performances, club meetings, etc., are also cancelled.
6. While traveling to or from campus, if inclement weather conditions are encountered, the travel/not travel decision is the ultimate responsibility of the employee or student. Employees and students must assume responsibility for their own safety and must use their own judgment on whether they should drive to CSI under varying weather conditions.

Power Failure

If a power failure occurs during work hours:

1. Turn off all light switches, the voltage may fluctuate and damage any lights that are on.
2. Set all equipment and appliance switches to the OFF position. This is to protect against kicking out circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as power comes back on.
3. As necessary, evacuate persons from darkened areas. Emergency lights usually last less than one hour.
4. Limit the number of people reporting outages to maintenance.
5. Use the phone located in the elevators or a cell phone in order to report persons trapped in elevators to Campus Safety.
6. Wait for power to return or for additional notification from the EMT.

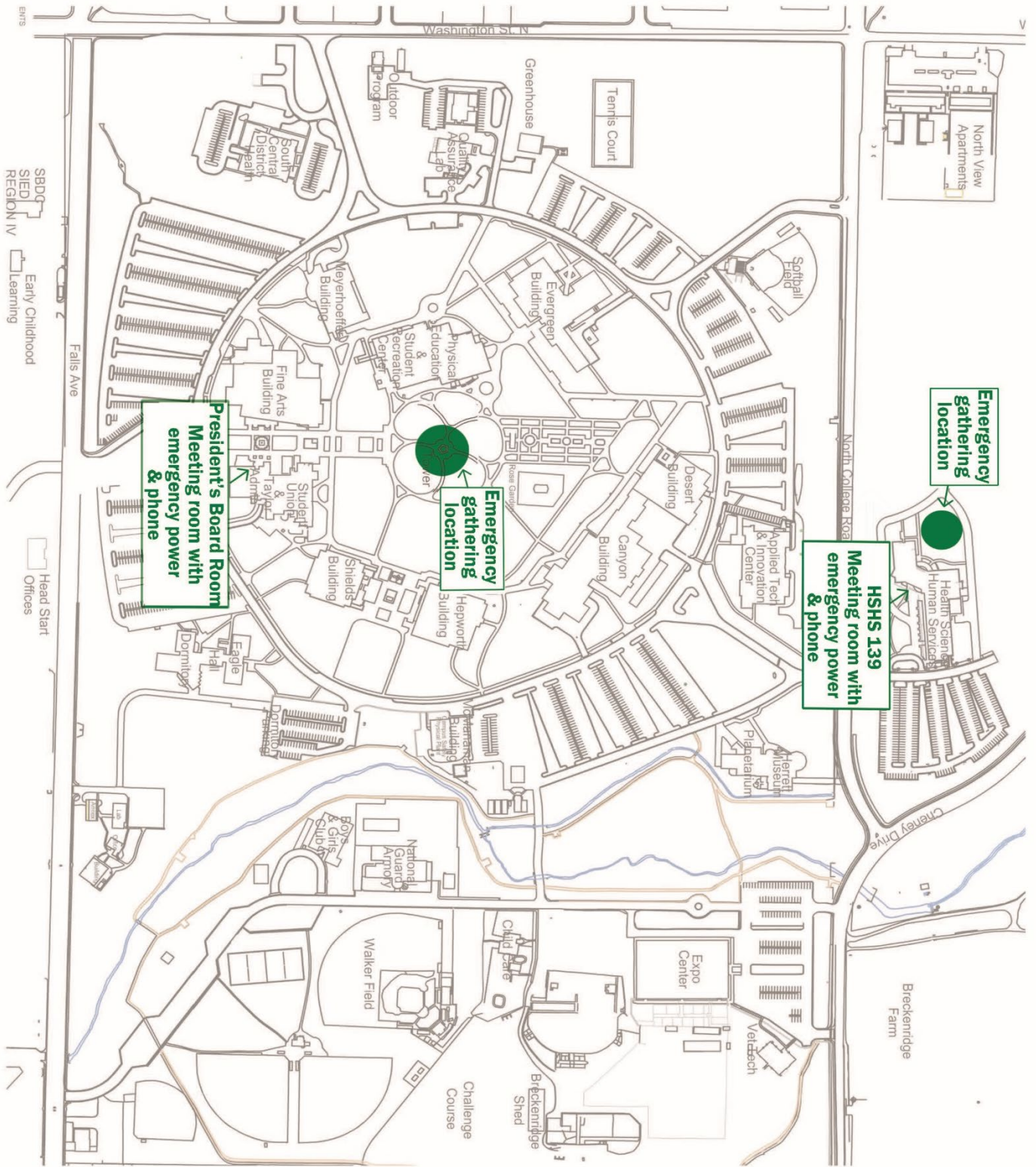
Serious Injury

1. Do NOT attempt procedures or techniques beyond your abilities or training. Trained personnel should administer life saving techniques.
2. Do NOT move a seriously injured person unless it is a life-threatening situation, i.e., falling debris, fire, or further danger.
3. Shout "help!" to get someone to come and assist.
4. If the victim is unconscious and someone responds, send the person responding to call 9-1-1 (emergency medical services will be dispatched). Call the Campus Emergency Assistance number, 6605, and give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, and whether or not the victim is conscious, etc. CSI Campus Safety Officers are trained and certified in CPR. Campus Safety will arrange additional resources as necessary.
5. If no one has responded to your shout, you will need to call 9-1-1. State the problem, the building or area on the grounds where the emergency exists, and the number you are calling from. If possible, send a runner to meet and guide the arriving emergency crew(s).
6. Return to the victim. Administer first aid as needed (if you are trained to do so). Keep the victim as calm and comfortable as possible. Do NOT try to administer first aid that you are not qualified to provide. Remain with the victim until Campus Safety or emergency personnel arrives.

Note:

- . **Anyone witnessing an accident and/or involved in an accident (including visitors, employees, or students) must report the accident to Campus Safety, extension 6605, to document the situation, regardless of the severity of the injury or damage.**
- . **Report all safety hazards to the Maintenance Department, extension 6600.**
- . **Any injured employee who requires the care of a physician or hospital must advise the physician or hospital that the injury occurred on the job, an industrial insurance form will be initiated immediately. CSI Employees seeking non-emergency medical assistance should report to Occupational Health located at St. Luke's Magic Valley Medical Center. If emergency medical attention is required, individuals should report to the Emergency Room at St. Luke's Magic Valley Medical Center or to the nearest available emergency room.**

Emergency Locations Map



Responding to Media Inquiries

Unauthorized people should not make comments to the news media but should direct all inquiries to the Office of Marketing & Communication (208) 732-6333.

Such inquiries may include the following:

1. Natural disasters, such as earthquakes, fires, etc.
2. Catastrophes, such as explosions, chemical spills, etc.
3. Crime
4. Personnel management issues
5. Scandal
6. Legal/financial matters

In the event one of the above-mentioned situations occur, the CSI Campus Safety Department will provide verified facts to the President, or designee, and to the Office of Marketing & Communication.

Information to the media should be released only by the Office of Marketing & Communication or administrator designated by the President.