

III. GUIDELINES FOR EMPLOYMENT.

Identification Cards

Each employee who works more than half-time on a regular 12-month basis is given an identification card. Employees are required to always have their identification card with them they are on campus. The student development staff takes ID pictures in the fall. If an employee loses his/her ID card or wants to have a new card issued, there will be a charge for that service. This card will admit the employee, spouse/domestic partner, and dependent children to all home athletic events, most Iowa Intercollegiate Athletic Conference away games, most lectures, concerts, and other campus events. Exceptions include student government-sponsored concerts, Des Moines Metro Opera performances, the Madrigal Dinner, and other special events. ID cards are also necessary to check out library materials.

Attendance

Efficient operation of the College, excellent availability of resources to our students, and a positive relationship with fellow employees depend on the prompt and regular attendance of each employee. A good attendance record is one of your regular contributions to the success of the College, and a requirement for each position. Your attendance record will be considered when your performance is being reviewed and if you are being considered for advancement and/or pay increases.

Scheduled Absences are defined as any scheduled time off approved in advance by the College, such as vacation, jury duty, approved leaves of absence, military leaves, or approved absence due to work-related injury or illness. Time off, for any foreseeable reason, must be requested as soon as the need for the time off is known, and requests are subject to approval.

Unscheduled Absences include calling in to work for illness or for personal reasons, or an absence in which proper procedures are not followed, and advance notice is not given, such as an employee's failure to call in and speak to a supervisor prior to the beginning of their shift.

Tardiness occurs when employees fail to punch in by their scheduled starting time, and/or are not at their desk or workstation ready to work at the scheduled start of their shift or workday.

ABSENCES DUE TO ILLNESS

While the College recognizes that illnesses occur, depending upon the number and pattern of absences, employees could be disciplined for violating our attendance policy. In the case of excessive absence due to illness, the College reserves the right to require a doctor's note for future absences due to illness. Employees who are planning a medical leave of absence are required to notify the College as far in advance as possible and must request leave in writing, using the proper forms.

CALL IN PROCEDURES FOR ABSENCE OR TARDINESS

In rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, they should notify their supervisor at least one hour prior to the beginning of their shift. Employees should call, text, or e-mail their supervisor. Notification from another individual is not acceptable, except in emergency situations.

For unscheduled absences, an employee must call, text, or e-mail their supervisor each day unless other arrangements have been made. For unscheduled absences longer than three days, employees may be required to submit a leave of absence request. Good communication is necessary to keep the College informed of your availability.

Failure to call in or show up for work for three or more consecutive days, excluding extenuating circumstances, will be considered job abandonment and the College will consider the employee to have voluntarily resigned from his or her position without giving proper notice.

DISCIPLINARY ACTION

Excessive absence, tardiness, or failure to notify your supervisor of an absence in accordance with our call-in procedures will be cause for disciplinary action, up to and including termination.

Confidentiality and Student Records: Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants four specific rights to a postsecondary student:

- To see the information that the institution is keeping on the student.
- To seek amendment to those records and, in certain cases, append a statement to the record.
- To consent to disclosure of records.
- To file a complaint with the FERPA Office in Washington.

Both faculty and non-faculty employees have legal responsibility under FERPA to protect the confidentiality of student education records in your possession. You have access to student information only for legitimate use in the completion of your responsibilities as a college employee. “Need to know” is the basic principle. FERPA governs what may be released, but it does not require that any information be released.

Your access to student information, including online directory and public information, is based on your faculty or staff role within the College. You may not release lists or files with student information to any third party outside your department.

Student education records (other than online directory or public information) are considered confidential and may not be released without written consent of the student. Student information stored in electronic format must be secure and available only to those entitled to access that information.

If you're in doubt about a request for student information, contact the Office of the Registrar via email registrar@mysimpson.onmicrosoft.com or phone (515-961-1642).

Directory and Public Information: FERPA defines this as "...information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed" (FERPA Regulations, 34 CFR, Part 99.3).

Confidential Information: With the exception of the aforementioned information, all student records are considered to be confidential and may not be released. Individuals may request to suppress their information from the Online Directory or from Public Information Releases through their student portal.

Data Storage and Access: Faculty and staff accessing and storing confidential information in unsecure locations (e.g., flash drives, public or home computers, etc.) create the risk of unauthorized access to protected education records.

What is an education record, and what records are exempted under FERPA?

Education records are directly related to a student and are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to: Grades, transcripts, class lists, course schedules, financial information, and discipline files. The information may be recorded in any medium (e.g., print, handwritten, email, video or audio tape, etc.). Exempted from the definition of education records are sole possession records/notes. These records are made by one person as an individual observation or recollection, are kept in the possession of the maker of the record and only shared with a temporary substitute. Sharing with another person or placing the records in an area where they can be viewed by others makes them subject to FERPA. Best advice: If you do not want it reviewed, do not write it down.

Can Online Directory or Public Information always be released?

No. Before releasing any information, check for a "No Information Release" or other restriction. If the student has requested that Online Directory Information be withheld, no information can be released. If the student does not have a restriction on the release, Directory or Public Information may be released (Note. FERPA does not require that such information be released).

May I disclose education records to any employee without student consent?

No. FERPA permits an educational agency or institution to disclose, without consent, personally identifiable information from students' education records only to school officials within the educational agency or institution that the educational agency or institution has determined to have a legitimate educational interest in the information. Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

As an instructor, may I review any element of my students' education record?

Many instructors ask whether it is permissible to review their students' educational history, as they want to ensure they provide the necessary support and content in their classes to help students be

successful; however, at Simpson College, it has been determined that this is not a “legitimate educational interest” under FERPA, as it is not necessary to know this kind of information in order to effectively deliver course content. Therefore, this is not permitted.

Can a parent or a spouse view their student’s education records?

FERPA generally prohibits disclosure of information from education records, except in certain specified circumstances. One of these exceptions permits the nonconsensual disclosure of information to a student's parent if the student is a dependent student. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision; however, disclosure is not required, and you should speak with the Office of the Registrar prior to making such a disclosure. Spouses of eligible students have no rights under FERPA. Before disclosing information from a student’s education records to a spouse, the student would have to provide written consent.

Can the Consent for Disclosure of Education Records stay on file until revoked?

Students may choose to allow the release of their education records to a specified third party by completing a Consent for Disclosure of Education Records form. Such a form must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; and (3) identify the party or class of parties to whom the disclosure may be made. Simpson College has determined that the form may remain on file for the specific request outlined on the form, assuming the student provided authorization for ongoing use. While this form may authorize the school official to release the student’s records, it does not obligate the school official to do so; Simpson College reserves the right to review and respond to requests for release of education records on a case-by-case basis.

Confidentiality and Proprietary Information

Apart from student educational records protected from disclosure by FERPA, in the course of your employment duties, you may have access to and be required to review and work with information that is confidential, secret, and proprietary to Simpson College. Accordingly, maintaining the confidentiality of such information and documents is very important to the continued success and fulfillment of the educational mission of the College. All employees who come in contact with sensitive or proprietary College information are required to keep that material confidential among both those within the College and persons or organizations outside the College. This includes, but is not limited to, College financial information, statistics, enrollment and admissions information, costs, pricing, processes, marketing plans and strategies, proprietary technology or methods of doing business, grants and grant applications, including future plans for the same, research projects and attendant data and work product, and any trade secrets. It is very important that this information remains confidential, so we do not give our competing institutions any advantage or lose the respect and integrity of our customers or employees.

Nothing in this policy shall be interpreted or enforced to preclude, restrict, or interfere with an employee’s right to discuss the terms and conditions of his or her employment or to otherwise interfere with your rights under the National Labor Relations Act.

It is essential to our operations that the above types of information remain confidential and are not distributed without authorization and specific permission from the Administration. Proprietary or confidential information may not be reproduced or removed from College property or equipment, including e-mail, photocopying, or removing information from College premises, unless the employee has express written authorization to do so in the course of their employment as appropriate for their position with the organization.

Upon termination of employment for any reason, employees are required to return any and all proprietary information, documents, software and electronically stored documents to the College immediately. Retention of such information and property or refusal to return College property, including information or documents, may be considered theft.

Unauthorized and intentional use, distribution or revelation of confidential or propriety information for reasons or purposes that are not to further the interests of Simpson College is considered misconduct and will result in termination of employment. Other violations of this policy will result in disciplinary action, up to and including termination.

Defend Trade Secrets Act Immunity Notice. While the College takes the protection of its confidential proprietary information seriously, including legally protected trade secrets, there are specific circumstances where employees are allowed to disclose trade secrets pursuant to the federal Defend Trade Secrets Act, found at 18 U.S.C. § 1833. An employee will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made: (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney solely for the purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

The College prohibits any retaliation against an employee based on a good-faith report of a violation of trade secret law, so long as the employee complies with the requirements of the previous paragraph. Any employee who feels he or she has been subjected to retaliation based on such a report of a violation of trade secret law should immediately report the concern to Human Resources. An employee who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose a trade secret to his or her attorney and use the trade secret information in the court proceeding, if the individual: (1) files any document containing the trade secret under seal; and (2) does not disclose the trade secret except pursuant to a court order.

Non-Disclosure and Intellectual Property Agreement

As a working as a Researcher or Participant in certain research projects, certain employees must agree to sign and adhere to a Non-Disclosure and Intellectual Property Agreement, a copy of which is included in the Appendix at B.

Intellectual Property Policy

Introduction

The purpose of Simpson College's Intellectual Property Policy is to protect the rights of both creator/inventor and the institution. This policy is based on the understanding that in most cases, the creator/inventor's ownership preference will control.

Applicability

The Simpson College policy on intellectual property applies to all employees of Simpson College, all external contractors, technical support, contractors, volunteers, advisors whether they paid or not, and students.

Definitions

Work: an expression subject to the United States copyright laws including, but not limited to: literary works including all written work and computer programs and/or code; musical works including any accompanying words; dramatic works including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; sound recordings; and architectural works. Works should not include ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices.

Creator: the author of a Work.

Invention: concepts, ideas, procedures, principles, discoveries, models, prototypes and the like related to any new process, machine, manufacture, system, or composition of matter, including but not limited to methods, devices, and software which are subject to the United States patent laws.

Inventor: an individual who contributes to an Invention.

Copyright Policy

The Creator (employee, volunteer, contractor, etc.) will own his or her own Work except in the following circumstances:

- In the case of a faculty member, when the Work is created at the specific direction of an officer of the College, the Work is owned by the College and the Work shall be assigned to the College. An officer of the College is defined as anyone working on behalf of the College in a supervisory or other official capacity.

Example: At the request of the College, a faculty member creates a "lead" syllabus for a course intended to be taught by faculty other than or in addition to the original Creator. This would include templates for online courses, including assignments, charts, graphs and other support materials created for use as part of the course. This instance is different than the normal work of faculty, i.e. creating syllabi, assignments, projects, etc. for individual courses she or he will teach.

It should be noted that in the case of individual course creation, the faculty member will own the work she or he creates. However, the College shall receive a perpetual worldwide, non-exclusive,

license for other works such as individual courses and materials. The College will own the course descriptions, general education descriptions, criteria, and other such material that is part of the College's curriculum. The College will retain a copy of all course syllabi. Should the Creator leave the employ of the College, the College may use the file syllabi to provide subsequent faculty teaching the course examples of how the learning objectives of the course had been achieved in the past.

- In the case of a non-faculty Creator (non-faculty employee, volunteer, student, contractor, etc.), when the work is created at the direction of an officer of the College and/or within the regular contracted work activity of the Creator, the Work is owned by the College and the non-faculty Creator shall assign any copyright(s) to the College.

Example: An officer of the College directs an employee in Information Services to write software for a college task. In this case, the College owns the software.

Example: Without specific direction, an employee working in the business office develops a specialized spreadsheet to track travel expenses. In this case, the College owns the spreadsheet.

- When the Work is created jointly with an office of the College, the College owns the Work, and all Creators shall assign any copyright(s) to the College.

Example: A faculty member writes a course description for the College catalog, or includes material submitted to a faculty committee for course designation, or when the employee writes copy for departmental brochure. Since these works were created jointly by the faculty member and a college office (Registrar, public relations, et al.) for the purpose of college publication or course approval, the College owns the Work.

- Other than Works created jointly or at the direction of an officer of the College, when a non-faculty Creator (non-faculty, employee, volunteer, student, contractor, etc.) creates a Work outside of regular contracted work activity and not at the direction of an officer but using facilities of the College; or using funds or resources of the College, the non-faculty creator shall own the work, but the College shall have a perpetual, worldwide, non-exclusive, license to the Work(s).
- When an employee creates documentation or other materials related to an off-campus grant proposal on behalf of the College, the College owns the Work, i.e. the grant documents.

Example: A faculty member writes a grant for research funds, and the College is named as recipient of the funding. The proposal documents and the final report are owned by the College. The findings of the research (the outcome, discoveries, patentable ideas, etc.) are subject to the Patent Policy provisions below.

- When an employee creates a Work, such as a course or other materials, jointly with a contractor employed by the College, the contract with the contractor governs the ownership of the Work. However, the College shall receive a perpetual, worldwide, non-exclusive, license for the Work.

Example: The College contracts with a course developer to work with a faculty member to develop a specific online course to be taught only by the faculty member. The contract with the course developer says that the material the faculty member creates is owned by the faculty member, but the material created by the course developer is owned by the course developer.

- When the Work is created by an individual student within a class, or other credit-bearing activity, the Work is owned by the student. Work created jointly by a student and a faculty member is owned jointly, unless the Work was created using resources of the College. If so, the Work is owned jointly by the Creators and the College. It should be noted that in this case, “resources of the College” is to mean resources other than those office supplies and equipment contained within her or his office or college computer lab, i.e., paper, computer, photocopier, and printer. See Section 9 for the method of determining ownership. The College does have the right to keep a copy of student work submitted as part of a class for the purpose of assessment and documentation. It also has the right to use third parties to aid in the detection of plagiarism and other forms of academic dishonesty.
- When an agreement in writing has been made between the College and the Creator to the contrary

Example: For the purpose of assessing the effectiveness of the general education program, student papers are retained for future analysis.

Example: A department keeps a copy of all papers turned in for senior capstone projects for the purpose of providing future students with examples.

Example: A faculty member uses a service like “turnitin.com” to check student papers for plagiarism.

Future Ownership:

Copyright lasts for the life of the author plus 70 additional years. The term of work made for hire is 95 years from first publication or 120 years from creation, whichever is shorter. The legal authority for any time limit on copyright comes from Article 1, Section 8, and Clause 8 of the US Constitution, which promotes: “the progress of Science and useful Arts, by securing for limited times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries.” Ownership of a Work shall continue in accordance with this policy for the duration of the term of copyright.

When a faculty or staff member leaves the employment of Simpson College, they continue to be bound by the policy of the institution in terms of ownership of work completed while in employment.

The sale, publication or disclosure of a Work considered to be jointly owned under this policy requires the written consent of all co-owners of the work product.

NOTE: The examples in this document are meant to be illustrative, not exhaustive.

Patent Policy

All Inventions meeting at least one of the following criteria must be disclosed to the College:

1. The Invention is conceived and/or reduced to practice by an Inventor while in the course of the Inventor's College responsibilities; or
2. The Invention is conceived and/or reduced to practice by an Inventor using resources of the College (It should be noted that in this case, "resources of the College" is to mean resources other than those office supplies and equipment contained within the Inventor's office or college computer lab, i.e., paper, computer, photocopier, and printer.); or
3. The Invention is conceived and/or reduced to practice by an Inventor and is the result of or arises out of a sponsored research project or relates to the subject matter of an agreement between the College, a third party, and/or an Inventor, including an instance wherein charges relating to the Invention are made to a sponsored research project.

All Inventions must be disclosed to the College in a timely manner. A disclosure shall be considered timely if all domestic and foreign patent rights of the College and/or Inventor are preserved, as appropriate. Such a disclosure shall be prior to public or private disclosures outside of the College community, including publications and the filing of an unauthorized patent application. A disclosure shall be made to the College as soon as possible after the conception of an Invention. A disclosure shall be made via the Simpson College Invention Disclosure Form, which is included as Appendix C.

Ownership of Inventions shall be determined as follows:

- Inventions resulting from research, innovation, or scholarly activity that is at least partially funded under agreements with third parties, as discussed above, shall be owned in accordance with the provisions of such agreement. By way of example only, federally funded research may often require ownership and disposition of inventions different from this Policy. The College may have an interest in these inventions.
- The College has an interest in all other Inventions meeting at least one of the three criteria listed above under "Patent Policy".
- In making a disclosure to the College, an Inventor has the opportunity to indicate whether the Inventor prefers that the Invention will be "College Owned" or "Inventor Owned". Both College Owned and Inventor Owned Inventions shall be subject to the royalty sharing sections below. An Invention disclosure shall be held in confidence by the disclosing Inventor(s); however, an Inventor may seek the advice of counsel in order to determine whether the Inventor prefers that the Invention will be College Owned or Inventor Owned. A College Owned Invention shall be owned by the College unless such Invention is reassigned to the Inventor(s) as discussed below.

While an Invention qualifies as a College Owned Invention, the College shall: (1) control all commercialization and licensing of the Invention; (2) control all decisions with respect

to foreign and domestic patent protection; and (3) pay all patent prosecution costs and maintenance associated with the College Owned Invention, as deemed appropriate by the College. An Inventor Owned Invention may be owned by the Inventor(s) who has/have invented such Invention. If owned by the Inventor(s), the Inventor(s) shall: (1) control all commercialization and licensing of the Invention; (2) control all decisions with respect to foreign and domestic patent protection; and (3) pay all patent prosecution and maintenance costs associated with an Inventor Owned Invention, as deemed appropriate by the Inventor(s).

It is the intent of the College that in most cases, the Inventor(s) ownership preference will control. However, the above notwithstanding, in exceptional circumstances, the College may assert ownership over any disclosed Invention, subject to the royalty sharing provisions of this Policy.

After a determination has been made with respect to ownership of the Invention, the parties shall work together to complete necessary documentation reflecting ownership. If the Invention will be College-owned, the Inventor shall complete the necessary documentation to transfer all right, titles, and interest in the Invention to the College. The Inventor shall also assist in the prosecution of the patent application(s) covering the Invention.

A separate written agreement between the College and Inventor(s) may determine the sharing of royalties from all inventions.

If the College deems it appropriate to cease patent prosecution and/or commercialization of a College-owned invention, the College shall reassign such Invention to the Inventor(s). Such Invention shall then be considered an Inventor-Owned Invention under this Agreement. A reassignment under this Policy shall be made at least thirty (30) days before a final deadline to respond to any pending communication from the United States Patent and Trademark Office.

If an Inventor deems it appropriate to cease patent prosecution and/or commercialization of an Inventor-Owned Invention, the Inventor shall offer to assign such Invention to the College. The College may then decide whether to pursue such an Invention as a College-owned invention. A reassignment offer under this Policy shall be made at least thirty (30) days before a final deadline to respond to any pending communication from the United States Patent and Trademark Office.

An Inventor shall have a nonexclusive, non-transferable, royalty-free license to practice a College Owned Invention that the Inventor invented for noncommercial academic and research purposes whether at the College or otherwise. The College and Inventor may negotiate terms for a commercial or other license at the College's discretion.

The College shall have a nonexclusive, non-transferable, royalty-free license to practice all Inventor Owned Inventions for noncommercial academic and research purposes.

Resolution of Disputes:

All inventions disclosed to the College shall be reviewed by a College designee in a timely manner. If the inventor(s) agrees to the recommendation by the College designee as to ownership/equity, an agreement is signed and recorded by the College and Inventor(s). If there is no agreement, a committee chaired by the Academic Dean and consisting of a faculty member, alumni, vice president of business and finance and Trustee representation will hear the case presented by the interested parties and decide how the ownership/equity of the invention will be managed. Panel decisions may be appealed to the Simpson College President.

When an Inventor leaves the employment of Simpson College, she or he will continue to be bound by the policy of the institution in terms of ownership of Inventions conceived of and/or reduced to practice while in employment.

In addition to the above-described inventions in which the College has an interest, and which must be disclosed to the College, Inventions meeting the following criterion may be disclosed to the College:

- Such invention is conceived and/or reduced to practice by a faculty or staff member, or student, wherein the individual (or individuals) wishes to opt-in to the College Patent Policy in an effort to offer the Invention to the College in order to both benefit the College and commercialize the invention. Disclosers of such an invention shall also be considered “Inventors”.

In such a case, the College, at its sole discretion, may assume ownership of such an invention as a College Owned Invention, as described above.

Trademark Policy

The College seal, name, logo is retained by the College for its sole use.

** Updated policy approved by Board of Trustees 5/15/15*

** Revised in regard to licensing effective 3/29/2017*

Non-Fraternization/No Dual Relationships

Simpson College employees are prohibited from fraternizing or pursuing or engaging in romantic, dating, or sexual relationships with any co-employee or student.

The only exception to this prohibition is if the relationship existed at the time the employee was hired. Even in that circumstance, no person in a management or supervisory position will be permitted to: (a) directly supervise an employee with whom he or she is in a romantic, dating, or sexual relationship; (b) be permitted to hold a position in which he or she is able to influence the terms or conditions of employment of the person with whom he or she is in a romantic, dating, or sexual relationship; and (c) no faculty member will be permitted to teach, grade, supervise, or academically advise the person with whom he or she is in a romantic, dating, or sexual relationship.

Romantic, dating, and/or sexual relationships with co-workers often are an obstacle to meeting the College's goals of avoiding workplace misunderstandings, preventing complaints of favoritism or sexual harassment, and eliminating morale problems. Similarly, romantic, dating, and/or sexual relationships between College employees and students involve inherent inequality of power between the student and the employee, especially if the employee is a faculty member, and often result in undermining the employee's professional integrity in supervisory, educational, and advisory functions. These relationships can also negatively impact the College's legal obligations to its employees and students and impede the College's efficient operation. For example, it is often difficult to determine whether romantic conduct is unwelcome, to identify the point at which it becomes unwelcome, and to discern whether a subordinate or student is merely tolerating romantic conduct because of managerial/ supervisor seniority or a student/employee power imbalance. Simpson College will administer and apply this policy subject to any applicable federal, state, and local laws and regulations.

Employees failing to abide by this policy are subject to discipline, up to and including termination.

Approved by Cabinet 10/24/2022

Receiving Media Requests for Information

Although responsibility for responding to requests from the news media for information is in the purview of the Vice President for Marketing & Strategic Communication, almost any employee may receive an unsolicited telephonic and/or email message or inquiry from a member of the media seeking information from the College. The subject of these inquiries may range from questions about personnel issues, commentary on controversial or emergency situations that may arise on campus, or even tragic events that may occur on campus or involve College employees or students.

Non-crisis requests for information

In non-crisis requests for information from a member of the media, proceed as follows:

- [1] Decline comment, obtain the name and contact information of the inquiring media member, and inform him or her that you will relay the message to the appropriate college official, who will respond.
- [2] Immediately notify the Vice President for Marketing & Strategic Communication.
- [3] Immediately notify your supervisor of the inquiry. If the situation involves a non-crisis inquiry regarding athletics or athletes, immediately notify the Athletic Director.

Crisis situations

In so-called "crisis situations," reporters will bombard the institution with calls, all wanting to get the facts as quickly as possible. In the event, you should receive such a media inquiry:

- [1] Decline comment, obtain the name and contact information of the inquiring media member, and inform him or her that you will relay the message to the appropriate college official, who will

respond. Then immediately contact the Vice President for Marketing & Strategic Communications.

[2] Immediately notify your supervisor of the inquiry.

[3] Contact the Office of the President, or in his/her absence, the Vice President most responsible for the affected area. Give as much factual information as possible.

[4] If reporters are on the scene and an official spokesperson has not arrived on the scene, allow as much flexibility as possible for coverage of the situation. Decline comment until the official spokesperson arrives. Remember, any time you speak, you become the “college spokesperson”.

[5] Refer to the College’s disaster planning manual that details activities and responsibilities of college employees during specific emergencies, such as fire, tornadoes, or violent crime. Copies are available from each building supervisor or the Office of Marketing and Strategic Communication.

Revised 10/22/2024

Emergency Preparedness and Response Plan

In the event of a campus emergency or crisis, the College has established an Emergency Preparedness and Response Plan. This plan can be accessed [here](#).