

PROCEDURE NAME: 3.3.7 Public Information

Reference: no references found

Note: This procedure addresses the Chaffey Policy: Chapter 3: General Institution, 3.3.7 Public Information

Purpose: *To outline the release of information.*

1. The Director of Marketing and Public Relations, as designee of the Superintendent/President, coordinates and directs the process of communicating information to the internal and external communities.
2. External requests for public information shall be channeled through the office of Marketing and Public Relations.
3. Release of campus emergency information is the responsibility of the Director, Public Safety, under the leadership of the Superintendent/President.
 - 3.1 During emergency operations, the Director of Public Safety shall serve as the dissemination contact for all media releases.
 - 3.2 Emergency Public information shall consist of:
 - a. Information on status and actions of school (if in session)
 - b. Hazardous areas to avoid
 - c. Alternate routes to and from the campus
 - d. Curfew announcements