

OBU Emergency Communication Procedures

1. This structure is to be utilized at times when emergency communication is needed for OBU personnel. One common usage is in regard to inclement weather. The decision regarding implementation of an inclement weather schedule or canceling of classes will be made by 9:30 p.m. on the night before the day in question *if possible*. If severe weather conditions develop overnight, a decision may be made as late as 6 a.m. During times of severe weather, the campus community is encouraged to visit http://www.okbu.edu/content/misc/weather_policy.html or call 405.275.2850 (campus switchboard) for information on the University's operating schedule.
2. **Chain of Communication:** The President and Chief Academic Officer will make the final decision. Then, the Chief Academic Officer uses this chain of contact:
 - A. Chief University Communications Officer
 - Contacts:** **Radio Stations, Television Stations, Newspapers, Website**
 - Chief Development Officer
 - Contacts:** Development Staff
 - Alumni Staff
 - News and Media Relations Director
 - Contacts:** Public Relations Staff
 - Switchboard Operator
 - Recreation and Wellness Center Director
 - Contacts** Recreation and Wellness Center Staff
 - B. Chief Financial Officer
 - Contacts:** Executive Office Staff
 - University Police Chief
 - Assistant Vice President for Business Affairs
 - Contacts:** Business Office Staff
 - Director of Campus Services
 - Contacts:** Institutional Services Staff
 - Human Resources Staff
 - Director of Events, Conferences and Camps
 - Contacts:** EC&C Staff
 - Scheduled Events Contacts
 - Food Services Director
 - Custodial Services Director
 - Director of Facilities Management
 - Contacts:** Facilities Management staff
 - Assistant Vice Pres. for Information Systems and Services
 - Contacts:** IS&S Staff
 - C. Dean of Students
 - Contacts:** Director of Campus Housing
 - Contacts:** Residence Hall Directors
 - Student Development Staff
 - Student Services Staff
 - D. Academic Deans
 - Contact:** Division Heads
 - Contact:** Faculty
 - E. Chief Enrollment Management Officer
 - Contacts:** Director of Admissions
 - Contacts:** Admissions Staff
 - Director of Student Financial Services
 - Contacts:** Student Financial Services Staff
 - Academic Center Staff
 - Director of Student Success Center
 - F. Dean of Library Services
 - Contacts:** Library Staff
 - G. Dean of Spiritual Life
 - Contacts** Spiritual Life Staff