

## **Annex B WVU Beckley Emergency Risk Communication Plan**

### **1.0 University Spokesperson**

- 1.1 The primary spokesperson for WVU Beckley is the Campus President
- 1.2 The Dean of Students will act as backup in the absence of the Campus President.

### **2.0 Media Coordinator**

- 2.1 The Dean of Students will coordinate all media activities described below:

#### 2.1.1 Media Office Accommodations

- A. The media will be provided space and facilities in which to conduct business. The WVU Beckley will provide a press room with telephones and fax machines. Potential locations are:

- 1<sup>st</sup> – Carter Hall Auditorium
- 2<sup>nd</sup> – WVU Beckley -Bookstore

- B. Media accommodations will be made offsite when the campus is affected by a major incident.

#### 2.1.2 News Conference Sites

- A. The official news conference sites are:

- 1<sup>st</sup> – Carter Hall Auditorium
- 2<sup>nd</sup> – WVU Beckley-Bookstore

- B. Parking for Media/Satellite Uplinks

- 1<sup>st</sup> – Carter Hall-Parking Area
- 2<sup>nd</sup> – WVU Beckley Bookstore Parking Area
- 3<sup>rd</sup> – LRC Parking Lot

#### 2.1.3 Communications Vehicles—Options

- A. Local news media—radio and television:

- (Radio) WAXS FM 94, WCIR 103.7, WTNJ 105.9, WBES 97.5, 102.7 and 94.5, WCHS and WKWS, WCOZ, WKLC, WMXE, WSCW, WJYP, WMON, WOAY, WCWV, WVAF and WKWS 96.1
- (Television) WCHS Ch. 8, and FOX 11, WOWK Ch. 13, WSAZ Ch. 3, WOAY Ch. 4.

- B. OUTLOOK e-mail systems, Main Campus Internet, and intranet servers, Mix, and e2campus (Text Message service).
- C. Meetings in residence halls and
- D. Letter to parents.
- E. Posters in high-traffic locations—residence halls, recreation center