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:

- 1st – Carter Hall Auditorium
- 2nd – 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:

- 1st – Carter Hall Auditorium
- 2nd – WVU Beckley-Bookstore

B. Parking for Media/Satellite Uplinks

- 1st – Carter Hall-Parking Area
- 2nd – WVU Beckley Bookstore Parking Area
- 3rd – 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