

**Appendix C:
Crisis Procedure – Communication Distribution Channels**

System	Capability	Owner DPS = Department of Public Safety URM = University Relations and Marketing
OSU Alert	A notification software that sends messages via: <ul style="list-style-type: none"> • Email. • Voice telephone/cell phone. • Text devices. • RSS feeds. • Social media accounts. 	DPS
OSU Recorded Line	541-737-8000 A recorded message that is updated daily and frequently during incidents.	DPS
OSU website – main page	https://oregonstate.edu/ Provides daily information and is updated during incidents.	URM
OSU website – Alerts page	https://oregonstate.edu/alerts Displays alerts issued for incidents.	URM
OSU social media	https://www.facebook.com/osubeavers/ https://twitter.com/OregonState https://www.instagram.com/oregonstate/?hl=en	URM
DPS social media	https://www.facebook.com/OSUPublicSafety https://twitter.com/OSUPublicSafety https://www.instagram.com/oregonstatepublicsafety/	DPS
Email Lists	<p>Inform Lists</p> <ul style="list-style-type: none"> • Inform-C1: deans, executives, chief officers • Inform-C2: top academic/research administrators: department and school heads/chairs; center directors, etc. • Inform-C3: top administrators: administrative unit directors, etc. • Inform-C6: all OSU classified employees • Inform-C7: all OSU professional faculty 	<p>Various administrators</p> <ul style="list-style-type: none"> • Provost’s Office • Registrar’s Office • Capital Development and Facilities Services <p>Message email distribution lists; bold lists are needed for crisis communications distribution.</p> <ul style="list-style-type: none"> ○ <i>Note: When combined, lists 6, 7, 8, and 9 reach all regular/active OSU employees, no matter their location.</i> <p>All Inform-C# email lists are visible in the global address book.</p>

System	Capability	Owner DPS = Department of Public Safety URM = University Relations and Marketing
	<ul style="list-style-type: none"> • Inform-C8: all OSU instructors, research associates/ assistants • Inform-C9: all OSU professors, associate professors, assistant professors • Inform-C10: academic advisors • Inform-C11: office managers, executive assistants, administrative assistants • Inform-C12: other (postdoc scholars, clinical fellows, courtesy appointments, postdoc fellows, graduate fellows, temporary employees and academic wage appointments) • Inform-C13: emeritus faculty <p>Campus Notifications Building Managers and core operation support staff</p> <p>Student Notifications All students</p>	<ul style="list-style-type: none"> ○ <i>Not currently in use: Inform-C4, C5</i> <p>Messages approved and sent by Registrar's Office</p>
Electronic signage	Display signs located inside of buildings. Some are RSS feed and automatically update, others have to be manually updated by owner.	Various local owners
Handheld PA System	Vehicle mounted external public address systems.	DPS
Fire Alarms	Audible tone/bell alarms Some systems have the ability to transmit voice messages that are recorded at the fire control panel.	Facilities Services
Building Public Address Systems	Some buildings have local public address systems that only communicate within the building. Control is provided individually from within the building.	Building Operations/ Managers

System	Capability	Owner DPS = Department of Public Safety URM = University Relations and Marketing
Department Distribution lists	Internally developed by departments to communicate inside and outside OSU.	Departments
OSU Media	Barometer KBVR OSU Today	Orange Media Network Orange Media Network URM
Media	Print media TV stations Radio stations	Private owned (URM is point of contact)
OSU Operators	Answering incoming calls to the university general call-in line (541-737-1000 or press "0" from a campus phone)	Information Services, Client Services ISClientServicesITManagers@oregonstate.edu