

# EMERGENCY COMMUNICATION PLAN – KNOWN THREAT

## Purpose:

This emergency Communication Plan for the School of Medicine (SOM) outlines the process for disseminating critical information and coordinating responses in case of an immediate threat impacting onsite working conditions and educational operations. The goal is to ensure the safety and well-being of all faculty, staff, and students through clear, consistent, and timely communication.

- **Communication Sources:**

- **RAVE Notification System:** The *RAVE Notification System* will alert all SOM employees and students via phone, text, and email to ensure everyone can be accounted for.
- **SOM Listserv:** Listserv that enables messaging via email to all SOM faculty, students, and staff.
- **UCR SOM Website:** A main page will only be set up if the threat lasts longer than one week. If so, a temporary banner with a hyperlink to a centrally dedicated web page with updated comprehensive information for all faculty, administration, students, and affiliates will be made available.

- **Communication Plan:**

- **Regular Updates:** Once a known threat is communicated, the Dean or delegate who is the Chief Financial and Administrative Officer (CFAO)<sup>i</sup> will gather the most recent updates on the threat at hand and lead the regular communication updates to all SOM employees and students via available communication sources noted above. If the threat is prolonged for more than 1 week, a SOM dedicated page will be set up and maintained with regular updates through the end of the threat.
- **Communication about Status and SOM Uniform Action:** The Dean or delegate will communicate with all the members of the SOM leadership team daily via a meeting on Zoom, in-person, and/or email, as conditions change, to update contingency plans. The Dean or delegate will then communicate updates to all employees and students via the RAVE Notification System and the SOM listserv to provide information on alternative work, class, or clinical training arrangements if the building and/or conditions for travel to clinical affiliates are deemed unsafe. Departments will follow uniform guidance provided by the department manager and/or their respective unit heads; employees and students will be referred to their business continuity plans.

For student-facing units, each unit head will be responsible for providing students with directions on alternative curriculum locations, such as online curricula, etc., per the table below.

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Student Body Group	Responsible Unit Head
Undergraduate Medical Education (UME)	Senior Associate Dean
Biomedical Sciences	Chair
Master of Public Health (MPH) Program	Chair

- **Communication Notification Process:**

- RAVE Notification System – All SOM personnel and students will receive notifications through the RAVE Notification System (phone call, text messages, email), the primary communication tool. If the system is unavailable, communication will occur through standard phone calls, Zoom, via the SOM listserv, and/or in-person announcements (if applicable).
- Uniform decisions to activate the department's continuity plan will be communicated via the Dean or a designated spokesperson
- Dean or Dean's delegate will communicate daily notifications through the RAVE Notification System and SOM listserv.
- Daily communication will continue until the emergency incident has been resolved or it is safe to return to on-site work.

- **Phased Re-entry (If Applicable):** Critical areas and departments will be prioritized if a phased re-entry is necessary. The Dean or delegate will communicate the re-entry plan and specific instructions to the leadership group and the overall SOM community.

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<sup>i</sup> Dean's delegate is the CFAO; in absence of the CFAO, the Assistant Dean/Chief of Staff will serve as a backup.