

BISHOP STATE COMMUNITY COLLEGE PUBLIC RELATIONS POLICY STATEMENT

It is the policy of Bishop State Community College to respond quickly, accurately, and fully to all legitimate requests for information about any crisis that affects the College, its employees, its property, its students, and its public image, with full regard for individual privacy and legal responsibility.

The Office of Public Relations at Bishop State Community College is designated as the lead unit to coordinate and disseminate critical information about any crisis. Therefore, Public Relations will serve as the principal spokesperson (s) (around the clock if necessary) to all BSCC constituencies for the duration of the crisis and immediately thereafter.

The Office of Public Relations also maintains a list of priority contacts in the media for crisis.

Bishop State Community College administration will familiarize themselves with its approved Crisis Communication Plan, will periodically conduct drills to test the plan's effectiveness, make revisions to the plan as needed, and execute the plan when necessary.