

OBU Emergency Communication Procedures

1. This structure is to be utilized at times when emergency communication is needed for OBU personnel. One common usage is in regard to inclement weather. The decision regarding implementation of an inclement weather schedule or canceling of classes will be made by 9:30 p.m. on the night before the day in question if possible. If severe weather conditions develop overnight, a decision may be made as late as 6 a.m. During times of severe weather, the campus community is encouraged to visit http://www.okbu.edu/content/misc/weather_policy.html or call 405-275-2850 (campus switchboard) for information on the University's operating schedule.
2. **Chain of Communication:** The President and Chief Academic Officer will make the final decision. Then, the Chief Academic Officer uses this chain of contact:
 - A. Chief Public Relations Officer
 - Contacts:** **Radio Stations, Television Stations, Newspapers, Website**
 - Chief Development Officer
 - Contacts:** Development Staff
 - Alumni Staff
 - News and Media Relations Coordinator
 - Contacts:** Public Relations Staff
 - B. Chief Financial Officer
 - Contacts:** Executive Office Staff
 - Director of Business Services
 - Contacts:** Institutional Services Staff
 - Human Resources Staff
 - Controller
 - Contacts:** Business Office Staff
 - Director of Physical Plant Operations
 - Contacts:** Physical Plant staff
 - Campus Safety Director
 - Assistant Vice Pres. for Information Systems and Services
 - Contacts:** Switchboard Operator
 - IS&S Staff
 - Director of the Geiger Center
 - Contacts:** Geiger Center Staff
 - Food Service Director & Scheduled Events Contacts
 - C. Dean of Students
 - Contacts:** Assistant Dean of Students
 - Contacts:** Residence Hall Directors
 - Director of Student Services
 - Contacts:** Student Services Staff
 - D. Academic Deans
 - Contact:** Division Heads
 - Contact:** Faculty
 - E. Dean of Enrollment Management
 - Contacts:** Director of Student Financial Services
 - Contacts:** Student Financial Services Staff
 - Admissions Staff
 - Academic Center Staff
 - F. Dean of Library Services
 - Contacts:** Library Staff
 - G. Campus Minister
 - Contacts:** Campus Ministry Staff