

# Crisis Communication Procedure

LCC will use all available communication channels in the event of a weather closure or other campus emergency. Depending on the situation, some channels may be unavailable. Interested parties are encouraged to stay connected through several channels.

Channel	What You Can Do
Emergency Notification System	LCC may display emergency notification messages on the emergency clocks in every classroom and many other rooms on campus. The clocks display information on a screen, and audio messages may be used. In addition to the digital display screen, flashing lights help draw attention to the units during an emergency. Messages also appear on campus phone consoles.
Text	LCC uses the Rave text alert system. To receive emergency texts through the system, you must enter a mobile number (in the mobile number field) and mark it as “preferred” in ctCLink. See our <a href="https://lowercolumbia.edu/publications/emergency/emergency-text-messages/">Emergency Text Messages (lowercolumbia.edu/publications/emergency/emergency-text-messages/)</a> page for instructions.
FlashAlert	LCC subscribes to FlashAlert to provide closure information to major media outlets (TV, newspapers, and radio). You can sign up to receive notifications directly from FlashAlert. See our <a href="https://lowercolumbia.edu/publications/emergency/emergency-text-messages/">Emergency Text Messages (lowercolumbia.edu/publications/emergency/emergency-text-messages/)</a> page for instructions.
Website	Visit <a href="https://lowercolumbia.edu">lowercolumbia.edu</a> to see the emergency banner at the top of every page. Banners are color-coded: red (emergency), yellow (warning), blue (information), and green (notice).
Email	Make sure you can check your email remotely from a computer or other

Channel	What You Can Do
	device with an Internet connection. Visit <a href="http://lowercolumbia.edu">lowercolumbia.edu</a> and select "Email—Faculty & Staff ( <a href="mailto:mail.google.com/a/lowercolumbia.edu">mail.google.com/a/lowercolumbia.edu</a> ) " or "Email—Students ( <a href="https://accounts.google.com/AccountChooser?hd=my.lowercolumbia.edu&amp;continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&amp;osid=1&amp;service=mail&amp;ss=1&amp;ltmpl=default">accounts.google.com/AccountChooser?hd=my.lowercolumbia.edu&amp;continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&amp;osid=1&amp;service=mail&amp;ss=1&amp;ltmpl=default</a> ) " from the drop-down menu. Log in with your LCC email and password to access your email via the web.
Facebook	Anyone can view <a href="https://www.facebook.com/LowerColumbiaCollege">LCC's Facebook page (facebook.com/LowerColumbiaCollege)</a> . If you're on Facebook, "like" our page to see posts in your feed.
Canvas	Information about a closure or emergency may also be available in Canvas.
Supervisors	Check with your supervisor for department-specific instructions or request a phone call at home in case of an emergency or closure.

Students can log in using [username@my.lowercolumbia.edu](mailto:username@my.lowercolumbia.edu). For more information on student email, visit [lowercolumbia.edu/technical-help/gmail/](http://lowercolumbia.edu/technical-help/gmail/).

LCC also posts on [Instagram \(http://instagram.com/lowercolumbiacollege\)](http://instagram.com/lowercolumbiacollege) and [LinkedIn. \(http://linkedin.com/school/lower-columbia-college\)](http://linkedin.com/school/lower-columbia-college)