

DISASTER PREPAREDNESS COMMITTEE

TERMS OF REFERENCE



Mandate:

The Emergency Response Committee implements and maintains the College Emergency Response and Business Resumption Plan. The Committee makes recommendations to the College Leadership Team regarding the status and maintenance of the Plan.

Mission:

The Committee's purpose is to coordinate the College's efforts in order to be prepared to respond to traumatic events that may occur.

Composition and Decision-Making:

Accountability:

To College Leadership Team via the Vice President, Administrative Services.

Responsibility: Disaster Preparedness Committee.

Membership – Continuous:

The membership of the committee will include one representative from each of the following areas:

- Manager of Health, Safety and Wellness (Chair)
- Director of Facilities
- Campus Management
- Security
- Residence Manager
- Johnson Controls
- Marketing & Communications
- Student Association
- Trades
- Faculty Member
- Advancement
- Student Services
- Human Resources or other Service Dept. Representative
- Child Care
- CollegeSide

Membership will be reviewed annually. The Committee shall strive to reach decisions by consensus. Quorum consists of a minimum of four Committee members including the Chair or acting Chair. Other college personnel and external resource people may be invited to meetings should additional clarification be desirable in the decision-making process.

The committee will meet monthly unless required more often by the chair. Regular meeting times will be set; those unable to attend may send an alternate or contribute comments in writing for consideration at the meeting.

Administrative Support:

Administrative Assistant, Campus Management

Budget:

There is no budget set aside for this committee. Accommodation to be made through the budget of Campus Management.

Goals:

- To establish, update and monitor policies, standard practices and guidelines associated with emergency response and business resumption.
- To consult and communicate with the College community and external community.
- To identify priorities for emergency response at the College.
- To provide input to the College Leadership Team related to resource and financial requirements to be considered in the annual College business plan. Input will be provided through the Director of Facilities.
- To ensure compliance with policies, practices and procedures in responding to incidents and emergencies.
- To make recommendations regarding resource requirements to meet established goals and objectives.
- Review the Emergency Response and Business Resumption Plan on an annual basis.
- To support the Security/Contracts Coordinator in the fulfillment of his duties itemized in the Emergency Response and Business Resumption Plan.