

# 2019 GRCC Team Charter

Team Name: Emergency Planning and Preparedness Team

Team Leader: Rebecca Whitman (Vicki Janowiak)

## ***Chartering is a two-way process***

*Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.*

*The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.*

*Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.*

### 1. Purpose of the Team (*What is this team expected to accomplish?*)

The Planning and Preparedness Team is comprised of appointed Executive and Administrative employees, responsible for establishing Emergency Response Framework and Communication Plan measures of success.

### 2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

The team's purpose is to establish measures of success and then annually review the response framework to identify and recommend process improvements to ensure that the plans remain current and functional.

### 3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

- Identify measures of success
- Update Emergency Framework notebook
- Hold review session for Building Coordinators – annual event
- Plan and conduct annual tabletop exercise
- Formalize the incident debrief process and record keeping
- Develop additional emergency preparedness training opportunities for employees and students
- Identify and develop plans to address equipment replacement and response system improvements

### 4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

Employees, students, community neighbors and visitors to the campus all expect personal safety and security, and that the institution can appropriately react and respond in an emergency/crisis situation.

5. Resources Needed (*both people and budget*)
  - Employee participation in table top exercise(s)
  - Funds for radio replacement
  
6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)
  - Unresolved issues or roadblocks will be addressed by the Risk Management Oversight Team, Cabinet and/or Executive Leadership.
  
7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)
  - This team now reports up through the Risk Management Oversight Committee
  
  - This team will need to work closely with the Information Technology Disaster Recovery Team to complete the Business Continuity Plans.
  
  - The Emergency Management Team – activated in the event of an emergency and/or crisis will make recommendations for improvements as part of incident review.
  
  - Collaboration with Facilities, IT and Purchasing for door access control.
  
8. Review Progress (*How and when will the work of this team be reviewed?*)
  - The team will meet quarterly to review campus-wide preparedness and will annually review the framework for currency.
  
9. Team Leader, Current Members, and Membership Specifications
  - Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members?*
  - Please also list the current members on the Team by name.*

Members are appointed:

- Chief of Police
- Executive Director, Operational Planning
- Police Lieutenant
- Director of Communications
- Provost (or designee)
- Chief Information Officer
- Executive Director of Human Resources
- Executive Director of Facilities

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

- Completed table top exercise blending physical response and IT data recovery
- Integration of activities with CAP 5.1
- Support door access levels and operational changes as part of door access control project

11. Please describe any current challenges the team is facing.