

EMERGENCY MANAGEMENT COMMITTEE (EMC)

Governance Committee – Reports to Michael Gregoryk, VP Administrative Services. Reviewed by Health and Safety Committee.

Subcommittee

Purpose

The EMC is the primary group for analyzing emergency plans, resources, and response to emergencies, and evaluating their effectiveness for disaster mitigation, preparedness, response and recovery.

Function

*Emergency Preparedness Plan
Plan emergency exercises and drills*

1. To continuously analyze the threats which expose the College to potential disruption of its activities and operations, including threats that are natural and manmade.
2. To benchmark College's readiness for managing emergencies and disaster based on alignment with the plans, assessments, and best practices.
3. To create performance measurements, specifically for, but not limited to: response to emergencies and drills, failure frequencies, and communications to and from the campus community.
4. To identify external resources and protocols necessary for effective disaster response and recovery through Mutual Aid Agreements (MAA) and emergency partnerships.
5. To review and develop College Board Policies and Administrative Procedures related to campus emergency management.
6. To analyze budget needs and usage for maintaining College emergency preparedness.
7. To recommend improvements and changes related to College emergency preparedness to President's Cabinet.
8. To record minutes and make them available to the campus community.
9. To prepare annual or semi-annual State of Campus Emergency Preparedness report for campus community.

Membership (10-13)

| | Position Represented | Name | Title | Term |
|-----|---|------------------------|------------------------------------|---------|
| 1. | Co-Chair | Melonee Cruse | Manager, Emergency Services | ongoing |
| 2. | Co-Chair | Faculty | Appointed, Academic Senate | 2017-19 |
| 3. | Public Safety | Dave Wilson | Director, Public Safety | ongoing |
| 4. | Subject Matter Expert | Steve Shull | Director, Fire Technology | ongoing |
| 5. | Risk Management & Safety | Duetta Langevin | Director, Risk Management & Safety | ongoing |
| 6. | Appointed by CSEA #262 | 1 appointee | Classified | 2017-19 |
| 7. | Appointed by CSEA #651 | 1 appointee | Classified | 2017-19 |
| 8. | Appointed by Associated Students | 1 appointee | | 2017-18 |
| 9. | Appointed by the Vice President, Instruction | 1 appointee (optional) | | 2017-19 |
| 10. | Appointed by the Vice President, Student Services | 1 appointee (optional) | <i>Marion Whitford</i> | 2017-19 |

*City of Walnut
LA Co Sheriff
Red Cross*

Membership Meeting Times: To be determined

Monthly meetings

| COMMITTEE TYPE | CHAIR | MEETING SCHEDULE | LOCATION | TIME |
|-----------------------------|---------------------------------------|------------------|------------|------------|
| Governance Committee | Melonee Cruse/ STE Faculty | TBD | TBD | TBD |

Person Responsible to Maintain Committee Website: To be determined

College Website Link

<http://www.mtsac.edu/governance/committees/emc> (To be established)