**2015 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 purposes 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 training needs and target audiences – FY 15/16
   - Work with departments to develop departmental plans for business continuity and disaster recovery – FY 15/16

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)**
   
   Departments will need time to identify and document key processes for business continuity and disaster recovery.
6. Troubleshooting Path *(How will unresolved issues or roadblocks be handled?)*
   Unresolved issues or roadblocks will be addressed by Cabinet and/or Executive Leadership.

7. Requirements for Integration with other Departments or Teams *(How does this Team interface with others doing concurrent work?)*
   Approach to Campus Risk Management is being reviewed and will have a direct link to the work of this team.
   The Emergency Management Team – activated in the event of an emergency and/or crisis will make recommendations for improvements as part of incident review.

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?)*
    N/A

11. List the major team goals for the upcoming year. *(What do you plan to accomplish as a team in 2015?)*
    Identify training needs and deliver to identified audiences
    Assist departments in developing departmental plans/documents
    Identify campus wide “Building Coordinators” and develop roles/responsibilities and provide necessary orientation/training

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