

# Sample Emergency Preparedness Committee Charter

Chair/Co-Chair \_\_\_\_\_

Sponsor \_\_\_\_\_

## 1. Purpose

The purpose of the Emergency Preparedness committee is to:

Ensure that staff are all prepared on how to react based on specific emergencies.

Some of the emergencies can include:

- First Aid Response
- Fire
- Tornado
- Earthquake
- Inclement weather
- Active Shooter

In addition to preparing for emergencies, safety inspections are also inclusive to this group.

## 2. Membership

The committee membership will be composed of approximately \_\_\_ employees.

Each member will serve a one-year term. This includes regional employees and/or remote offices.

- First Responders (if applicable) – a team of \_\_\_\_\_
- Emergency Preparedness - a team of \_\_\_\_\_
- Remote office/location (list accordingly) - a team of \_\_\_\_\_

Members will be responsible for:

- First aid response - *If applicable*
- Planning and implementing emergency drills
- Planning and implementing safety inspections
- Pre and post event communication
- Making suggestions and edits to the safety manuals or emergency plan
- Providing input on building security and/or threat assessment activities

## 3. Chair/Co-Chair

The Emergency Preparedness committee will be led by a chair or co-chairs who will serve a two-year term.

Chair or Co-chairs will be responsible for:

- Coordinating meetings to discuss and plan events
- Assigning responsibilities and tasks to committee members

- Reaching out to subject matter experts when an issue arises
- Working towards solution of identifiable issues
- Providing for necessary first responder or member training *(if/when needed)*
- Meeting Minutes *(or assigning them)*

#### **4. Sponsor**

The Sponsor's role and responsibilities for the Emergency Preparedness Committee is to: Support committee activities and be a liaison to executive team.

#### **5. Meeting Times**

The committee will meet 12 times a year from \_\_\_\_\_ to \_\_\_\_\_.  
The meetings will be held in an available meeting rooms/conference call.

#### **6. Committee Responsibilities**

The committee's annual responsibilities include:

- Ensuring all drills and inspections are completed, providing feedback & assessment
- Providing support for the first responder team *(If applicable)*
- Providing feedback on how to improve processes based on subject matter advice
- Implementing inspections