



Emergency Management Committee Charter

Approved 05-17-13

The Western Washington University Emergency Management Committee is responsible for helping to guide emergency management decisions at Western.

Convening Authority and Reporting

The committee is appointed by and reports to the President through the Vice President for Business and Financial Affairs, but may provide recommendations or concerns directly to individuals, department heads, deans, or other vice presidents through the Environmental Health and Safety office.

Meetings and Notes

The Emergency Management Committee meets several times a calendar year. All documents regarding the Emergency Management Committee are maintained by the Environmental Health and Safety office. Generally, meeting notes are taken rather than minutes.

Background

Western's Emergency Management Committee originated as the Earthquake Preparedness Committee in the late 1980's and was re-formed as the Emergency Response Committee from 1994 to 1999. The President re-convened the Emergency Management Committee during the fall of 2005.

Committee Functions

The Emergency Management Committee reviews plans and associated materials and provides recommendations on all matters pertaining to Western's emergency management efforts.

Tasks include:

- Periodically review Western's efforts related to emergency hazard identification and analysis, the Comprehensive Emergency Management Plan, and other mitigation, preparedness, response and recovery activities;
- Review all after action reports for most major incidents and exercises;
- Provide assistance, as necessary and feasible, in completion of any recommended corrective actions;
- Review and assist with updates to any appropriate emergency-related materials;
- Make recommendations to the President via the Vice President for Business and Financial Affairs regarding institutional needs for strengthening emergency preparedness, mitigation, response and recovery;
- Review emergency management elements with local and/or state agencies and make recommendations to achieve the most effective coordination between the University and broader disaster response initiatives;
- Review efforts to strengthen departmental and individual preparedness within the campus community.



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Membership

Committee members are from departments on campus that have emergency management responsibilities and include one or more representatives from each of the Western divisions, as shown below.

A dean, director and/or one or more representatives from each of the following areas serve on the committee:

- Business Services
- College of Sciences and Technology
- Dean of Students Office
- Emergency Management
- Environmental Health and Safety
- Facilities Management
- Financial Services
- Human Resources
- Information Technology
- Public Safety
- Risk Management
- Student Health Center
- The Resilience Institute of Huxley College
- University Communications
- University Residences

Designee from each of the Vice Presidents (may be one of the above members)

Associated Students' Vice President for Student Life

Student appointed by the Associated Students' Board (if available)

Several Faculty Senate representatives (faculty with emergency management expertise are given preference and may serve multiple terms)

Chair

The committee is chaired by the Director of Environmental Health and Safety.

Term of Membership

Because most committee members participate by virtue of their positions at Western, terms of membership are the duration of the position. At-large faculty members serve for three-year terms. Student members are as appointed by the Associated Students' Board.

Amendments to the Charter

Charter amendments may be recommended by the Environmental Health and Safety director to keep the committee in compliance with regulatory changes required for emergency management activities.

Committee members may also initiate a charter amendment. A proposed amendment requires approval by 75 percent of the voting members.

Recommended amendments are presented to the Vice President for Business and Financial Affairs and become effective upon approval of the President.