

## **Crisis Planning and Preparedness Committee (CPPC)**

**Functions:** The Crisis Planning and Preparedness Committee (CPPC) is responsible for developing, reviewing and updating our emergency management plan on an annual basis and following the occurrence of critical incidents.

The CPPC reports to the President's Council through the Vice President for Student Affairs. The team collects departmental or building-specific plans, reviews crisis specific plans, recommends or conducts safety training as needed, coordinates proactive communication of the plan (like building signs/notices, etc.), conducts annual table-top exercises to practice our response plan, and assists in integrating the plan into normal operations of the College. Supplementary teams may also be formed within the various divisions or offices of the College; however, overall planning will be coordinated by CPPC. A member of the CPPC will also liaison with local and county emergency planning teams.

**Membership:** • Director of Campus Safety (Chair) • Dean of Students • Director of Information Technology • Controller • Director of Facilities Services • Assistant Dean of the College • Assistant Dean of Students/Director of Residence Life • Director of Health Services • Director of Office of Marketing and Communication • Director of Human Resources • Faculty member, to serve a two year, renewable term as appointed by the Vice-Chair of Faculty Council • Student member, one year appointment from Student Senate submissions and as approved by CPPC Chair

**Meeting Frequency:** Monthly meetings with an annual table-top exercise to practice our response plan. Committee meetings are scheduled the 3rd Thursday of each block at 3:15 pm to about 4:15 pm in Cole Library room 310 when available.

**Work:** The Faculty member should plan on reviewing our Emergency Operations plan annually, and make recommendations as necessary to ensure the plan is updated with current information. Faculty member shall participate in table-top exercises and live drills when held. Participation will provide great insight from the viewpoint of a faculty member and should be the liaison between the CPPC and faculty.

In 2016-17, the CPPC completed a weather event tabletop, included power outages, student related crash with serious injuries and a fatality. Generally, the table-top drill would be completed either 1st or 2nd block. In 2017-18 the table-top was completed during the block break following block 2.