Emergency Response Group of Catawba College: Summary of Operations

1. Group Members
Membership is determined by the President of the College

- Director of Public Safety
- Chief Communications Officer
- Chief Information Officer
- Director of Human Resources
- Dean of Students
- Director of Residence Life
- Director of Conduct
- Director of Health Services
- Director of Counseling and Disabilities Services
- Facilities Representative (appointed by VP Business/Finance)
- Head Athletic Trainer
- Faculty Representative (by invitation from ERG)
- Student Representative (by invitation from ERG)
- SEGS Representative (appointed by Director of SEGS)
- IT Representative (appointed by Chief Information Officer)

(The following members only attend monthly meetings when needed, but are involved in a crisis/emergency. These members remain on the distribution list for meeting minutes to stay updated.)

- President of the College
- Provost
- Vice President for Business and Finance
- Vice President for Development
- Senior Vice President and Chaplain
- Rowan County Emergency Management Director
- Director of Chartwells
- Liaison to Athletic Council

2. ERG Officers
- ERG members volunteer for one year term
- No one is to serve in any position for more than 3 years in a row
- Selection of officers occurs in June of each year
- Votes are on basis of majority of attendees

- Chairperson of ERG
  - calls meetings
  - sets agenda
  - reports to President
  - compiles end of year report

- Past Chairperson
  - fills in if chairperson is absent
• Secretary
  o records minutes of each meeting
  o maintains and distributes minutes
  o updates emergency contact information for group members
  o issues end of year report

• Information Coordinator
  o maintains and updates policies and procedures
  o disseminates information to appropriate constituents
  o updates emergency website

• Budget Coordinator
  o prepares needs requests
  o maintains budget records
  o delivers budget reports to committee

3. ERG Meetings
   • Group meets once a month over 12 month period of time
   • Votes on concerns are by majority of those present or by email to all members when deemed necessary by the Chairperson

4. ERG Duties
   • Establish and document a coordinated plan for responding to crises
   • Conduct needs assessment of campus emergency preparedness
   • Research response options to address needs
   • Make recommendations to the President and Trustees
   • Maintains and updates campus Emergency Response Plan
   • Conduct emergency drills such as tornado or active shooter drills
   • Communicate and coordinate with Rowan County Emergency Management
   • Maintain Emergency Response website and materials for the campus
   • Collaborate with the Threat Assessment Team
   • Coordinate use CatawbAlerts, CatWatch and other electronic notification systems
   • Maintain and update Emergency Response Policy and Procedures Manual
   • Establish and oversees Emergency Operations Center in a crisis/emergency
   • Submit annual budget requests to College administration