

UNIVERSITY of
HOUSTON

DEPARTMENT OF PUBLIC SAFETY
Emergency Management Bureau

Emergency Operations Committee Subgroup Expectations

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Subgroup Expectations

- Developed to improve specific aspects of campus-wide emergency operations
- Responsible for developing the specific processes and procedures to improve emergency operations. Each subgroup will have a chair who is responsible for reporting developments and plans to the overall Emergency Operations Committee.
- Made up of Committee members as well as outside members who play a specific role and provide technical expertise to assist in the planning and collaboration of the subgroup
- Meeting times will be determined by the subgroup members at their first official meeting.

Subgroup Chair Expectations

- Chair/Facilitate subgroup meetings
- In order to maintain focus of the subgroup, develop an agenda for each meeting and provide in advance of the meeting to ensure efficiency of meetings
- Invite Committee Chairs to all subgroup meetings
- Within your subgroup, determine subgroup name, objectives and goal (solution or product to improve aspect of emergency operations)
- Determine subgroup meeting frequency
- Organize members (document and list of who is on subgroup)
- Brief the overall Emergency Operations Committee at monthly meetings on the progress of the subgroup
- Prepare and present proposals to be set forth by the Emergency Operations Committee which will later be presented by the Emergency Operations Committee Chairs to the Emergency Management Team
- With the assistance of the Emergency Operations Committee Chairs, ensure proper representation from all needed divisions/departments on the subgroup
- Prepare minutes whenever possible for record keeping purposes