

Committee Name: Emergency Operations Committee

Date: June 19, 2012

Purpose: To improve campus-wide emergency operations through campus-wide collaboration, coordination and the development of specific emergency procedures and processes.

Committee Chairs			
Kelly Boysen	Co-Chair	krboysen@uh.edu	713-743-2841
Ginger Walker	Co-Chair	gkwalker@uh.edu	713-743-0583

The Committee Chairs will be responsible for coordination and facilitation of the meetings and the overall improvement planning process. In addition, the Committee Chairs will brief the Emergency Management Team in order to gain endorsement regarding proposed developments or policy suggestions.

Emergency Operations Committee	
Kelly Boysen	Emergency Management
Fernando Cuellar	Hilton Hotel
Eric Gerber	University Communications
Mike Glisson	Finance
Sabrina Hassumani	Academic Affairs
David Johnson	Technology Services and Support
Sameer Kapileshwari	Facilities Management
Sam Longoria	Telecommunications
Daniel Maxwell	Student Affairs
Cris Milligan	Research
Chief Ceaser Moore	UH Police
Jim Norcom	Minor and Planned Projects
Carla Ponzio	Human Resources
Cynthia Ramos	Building Coordinators
Donnie Rowell	Hilton Hotel
Melissa Rockwell	Facilities Management
Bob Schneller	Environmental Health and Safety
Joe Tremont	Fire Marshal's Office
Jacque Vargas	Facilities Management
Ginger Walker	Department of Public Safety
Athletics Representative	Athletics

The Emergency Operations Committee is responsible for identifying areas within the university's emergency operations that need improvement and lack coordination. In addition, the committee collaborates and participates in campus-wide emergency response and recovery planning in order to facilitate effective emergency operations. The committee includes representatives from various departments and divisions who are responsible for providing support and giving direction within their area of expertise.

This committee has chosen to meet quarterly, but may meet more frequently for special agenda items. The Committee Chairs will issue an agenda in advance to allow committee members time to prepare for the upcoming meeting.

Emergency Operations Subgroups	
<u>Subgroup</u>	<u>Chair</u>
Physical Recovery Emergency Planning	Melissa Rockwell-Hopkins
Emergency Communications	Ginger Walker
Evacuation	Kelly Boysen

The Emergency Operations subgroups are developed to improve specific aspects of campus-wide emergency operations. These subgroups will be potentially 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. These subgroups are responsible for developing the specific processes and procedures to improve emergency operations. Each subgroup will have a project manager who is responsible for reporting developments and plans to the overall Emergency Operations Committee.

Meeting times will be determined by the subgroup members at their first official meeting.

Emergency Management Team
Emergency Management Team members

The Emergency Management Team (EMT) is responsible for final approval of any major planning developments or changes created by the Emergency Operations Committee.

The EMT currently meets the first Thursday of every month.