

## Emergency Response Planning Committee Video Transcript

*individual contributors who are expected to produce results in a relatively short period of time.*

This video touches on how to organize an Emergency Response Planning Committee.

### Transcript

*Forming an Emergency Response Planning Committee is a vital step in creating a credible emergency response program. The goals of this committee are straightforward. First, identify threats and solicit input from all parts of the organization on operating priorities. Next, devise a plan that ensures human safety while protecting the facility and day-to-day operations. And finally, oversee the training on the plan, it's testing, and updating the plan as necessary.*

*Choose members to serve on this committee who have the knowledge and credibility to represent the interests of their part of the organization. Help them understand that in addition to creating emergency response plans and policies, they are expected to act as liaisons who bring information back to their coworkers about the committee's actions and priorities.*

*The chairperson should be someone who is articulate, can lead a meeting and writes well. Consider appointing a vice-chair who can takeover in the absence of the chairperson. Be clear that this is an action-orientated committee charged with delivering a practical and affordable plan. Be sure all the committee members understand that they will be acting as*

*It is important for a representative from top management to be on the committee to act as an executive sponsor for the program. Solicit feedback from them on the best way to position requests and submit suggestions for management support. Ask this executive sponsor to report the committee's progress to the other executives.*

*When selecting committee members choose people from all parts of the organization. Having a diverse group develop the emergency response plan helps ensure that all perspectives are represented. Be clear that membership on the committee is an important responsibility, since election indicates management's confidence and trust in each member's judgment as it relates to this important project.*

*The agenda for the first meeting should include the drafting of a charter statement and a list of goals. Many of these goals can be drawn from the Ready Rating Next Steps Report, which contains specific recommendations on how to increase preparedness. Set a timetable for completing these goals and suggest that the committee meet at least quarterly.*

*The Emergency Response Planning Committee plays a key role in establishing a protection plan for the people working at the facility and the continued safety of the operation. Consider rotating membership on the committee annually so that more members*

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*of your staff can benefit from exposure to this important program.*

*For more information on the structure, goals and ongoing operations of an Emergency Response Planning Committee consult the [Ready Rating Resource Center](#).*

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