

## **MARICOPA EMERGENCY MANAGEMENT SYSTEM (MEMS)**

### **CHARGE**

**Adopted by MEMS Team**

**May 6, 2010**

#### **AUTHORITY:**

Under the authority of the Chancellor of the Maricopa County Community College District (MCCCD), the mission of the Maricopa Emergency Management System (MEMS) Team is to be a resource to assist the colleges and District Office (“sites”) develop, implement, and maintain Federally compliant, District-wide plans that comply with the National Incident Management System (NIMS).

#### **RESPONSIBILITIES:**

The MEMS Team will:

- a. Engage the sites in a comprehensive effort to improve processes and protocols for the prevention, preparedness, planning, and response to emergencies.
- b. Complete a series of federally prescribed activities that will ensure NIMS compliance.
- c. Prepare and distribute Emergency Operations Plan (EOP) and Business Continuity Plan (BCP) templates for the sites.
- d. Coordinate and provide guidance which will comply with practices prescribed by the EOP and BCP to the sites
- e. Monitor the implementation of the EOP and BCP at the sites.
- f. Assist in the creation of Emergency Response Teams at the sites.
- g. Provide leadership in the identification, resolution, and monitoring of cross-organizational hazards that could develop into emergencies.
- h. Support the EOP and BCP through training, exercises, and evaluations.
- i. Disseminate lessons learned from exercises and events.
- j. Develop and implement a comprehensive communication program.
- k. Provide an annual report to the Chancellor and the Chancellor’s Executive Council that summarizes the sites’ progress toward meeting their emergency operations and business continuity program goals and objectives as well as goals and objectives for the coming years.

#### **REPORTING:**

The MEMS Team reports directly to the MCCCD Chancellor.

#### **TEAM COMPOSITION:**

The MEMS team composition shall include one primary representative from each of the functional areas of Emergency Management, Public Relations, Public Safety, and Risk Management. The Chancellor shall appoint the MEMS Chairperson. The chairperson, with the concurrence of the majority of the MEMS primary members, will appoint and/or reappoint the MEMS Team primary members by January 1<sup>st</sup> of every year, and each member shall serve a one year term and may be reappointed. Each primary member shall appoint an alternate member that will represent the primary member in the primary member’s absence, and all alternate member appointments must be approved by the MEMS primary members.