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| **Reporting Committee: Emergency Response Team ( ERT) Committee** |

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| **Committee Chair/Co-Chair:** | | **Daphne V. May-Gibson** | | |  |
| **Committee Members Present: Felicia Peters, RoShawnda Lewis, Daphne V. May-Gibson** | | | | | |

**Please limit your report presentation to no more than 3 minutes**

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| **Agenda Items:** |
| **Report details**   * **Committee Discussion**   **Purpose of committee** was shared. The Chapter ERT committee is to provide sound preparedness planning and practices for the chapter should an emergency situation arise.  The first step in preparing chapter is to implement the RED envelope for each soror. Sorors will complete an emergency form and enclose form in RED envelope and bring envelope with them to all chapter and committee meetings , e-board, and chapter programs.  The chapter will provide the red envelopes and the emergency ER form for sorors to complete.  The committee is also to develop an Emergency Response Plan (ERP). National suggests that input and help in developing the ERP should also include chapter President, Sargent at Arms,  Executive team, and possible rep from local fire and police. National has set up ERT webinars throughout the sorority year and will discuss information and templates during each webinar with Instructions on how to complete each section required for the chapter ERP.  The Plan needs to include steps to take in order to **Evacuate, Shelter In Place, Lockdown, or**  **If there is an Active shooter .**  The Chapter ERP plan will need to be completed by April 2019.  **The next National ERT Webinar will be FRI, Oct 19, 8pm CST 9pm EST.**   * **Committee Decision**   Committee will provide chapter members with **RED envelopes and Emergency form** to complete at the Oct 6th sorority meeting.   * **Recommendations and next steps**   Next committee meeting will be first part of November. Next steps are to begin to complete  Information in Template for Chapter Emergency Response Plan **(ERP)** and to inform chapter  Of putting emergency contacts in their phones and list them as ICE (In Case Of Emergency)  The **ICE** phone contact information and instructions will be shared at November meeting. |

**Is a formal motion needed? Yes NO**

**Formal Motion to the Chapter** (state the motion below, only when presenting a formal motion for the Chapter consideration at the upcoming Chapter Meeting)

Prepared By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_