



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Safety, Health, and Business Continuity Committee
Number: 1.2.5.5**

Responsibility: Executive Administration
Last Updated: October 10, 2023
Related Policy: 1.2.5 Institutional Committees

President

Purpose:

The purpose of this procedure is to outline the responsibilities and membership of the Safety, Health, and Business Continuity Committee.

Procedure:

1. The purpose of the Safety, Health, and Business Continuity Committee is to
 - a. Review and make recommendations to the appropriate division on issues relating to security, health, and safety of faculty, staff, and students at each campus location.
 - b. Review and make recommendations on changes to the Safety and Security Manual.
 - c. Provide input to the College on the Emergency Response Plan.
 - d. Assist the College with periodic evaluation of safety programs and in the evaluation of “safety drills” as well as the College’s response to actual emergencies.
2. The membership of the Committee shall consist of:
 - a. The Vice President for Administrative Services, ex-officio (non-voting)
 - b. Two faculty members recommended by the Academic Leadership Council
 - c. Associate Vice President for Student Affairs
 - d. College Counselor
 - e. The Facility Management Director
 - f. One Student Government Association representative recommended by the Vice President for Student Affairs
 - g. One Security Staff Member recommended by the Vice President for Administrative Services
 - h. IT Director
 - i. Branch Campus Representative

- j. Three faculty/staff representatives recommended by President
- 3. The Chairperson shall be appointed by the President.
- 4. The term of membership shall be for one year.
- 5. The committee will meet at least quarterly and upon request of the Chair as the need arises.