

# Employee Emergency Response Plan

The purpose of the [Employee Emergency Response Plan](#) (ERP) is to establish guidelines, assign responsibilities and promote awareness in responding to emergencies that may affect the college community. Additionally, the plan is designed to provide guidelines to assist those affected in dealing with crisis, coordinate with external entities, and provide resources to expedite the return to normal operations with minimal negative impact.

All members of the college community provide valuable leadership to our campus' reaction to an emergency. Employees are expected to review the ERP regularly, and department leadership is responsible for developing contingency and continuity of operations plans for their staff and areas of responsibility.

For further information or questions related to the ERP, contact the chair of the Safety Committee, Amanda Summers, via phone at 281.425.6875 or email [asummers@lee.edu](mailto:asummers@lee.edu).

## **Emergency Preparedness**

Visit the [Emergency Preparedness](#) section of the college's website to view additional tips to help you prepare for emergencies.

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