**Return to Campus Task Force**

Thursday, April 28, 2022, 10:00-10:50 a.m.

Meeting Notes

1. **Follow-ups/old business**
	* Mary Jean asked if there could be a refresher on the incident command system – learn more about that structure and see it in action before turning the work of the task force over
		+ Tom said that incident command is scalable to the type of incident they are responding to – would consist of Exec Team and in the past, Bob and Tom – would not anticipate having a full emergency response set up
		+ David agreed that the review of an emergency response team should occur in the future – often, because of the nature of emergency management, those teams are set and there is an understanding of who those teams would include – question of how long the emergency response team would be in place making decisions – might be helpful to discuss at a future meeting (a brief review/cliff notes of the incident command process)
		+ Bob suggested a one-hour tabletop incident command activity in the summer
2. **Tie a bow**
	* Check in about the question posed earlier – *What are the things that we still need to resolve before the end of spring term?*
		+ Are we going to communicate that we are sun-setting the task force and moving to an incident command system?
			- Yes, after checking in with the Executive Team
		+ In that communication, include points of contact for hot button issues
			- As members of Exec Team, David and Tara would still be point people for non-emergency issues that don’t have clear owners
		+ Are we still completing the levels document before the task force ends?
			- Yes, the task force will be working on that today
3. **Review final response plan**
	* Tara shared the draft return to campus communication, with low (green), medium (yellow), and high (red) categories and details
	* Tara made updates to the language to capture the feedback of the task force
	* Email will probably go out today
	* Tara will ask College Relations and Marketing to put this on a table on the website so that the college community can see the low, medium, high categories
	* Question about the use of the word “assessment” – Tara said she tried to mirror the language of the CDC