

Functions / Terms of Reference of the Crisis Management Team

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The functions of the Crisis Management Team in an emergency situation that warrants crisis handling are to:

- (a) recommend to the Offices of the President to declare an emergency situation as a crisis;
- (b) report progress to the Offices of the President on a regular basis as determined by the extent and implications of the crisis;
- (c) co-ordinate with faculties/departments/offices on crisis handling and operational recovery;
- (d) co-ordinate post-incident actions or recovery operations, liaise with vendors and assist departmental representatives in taking recovery actions;
- (e) receive regular updates from representatives of faculties/departments/offices;
- (f) assist the Offices of the President to formulate requests to the Government for urgent funding on crisis handling and/or operational recovery that are beyond the financial capability of the Institute so as to ensure operational continuity and integrity;
- (g) monitor the damage assessment and recovery processes;
- (h) manage the media at a local level;
- (i) arrange for emergency supplies and administrative services to crisis handling personnel, including transportation, food and lodging where necessary; and
- (j) recommend to the appropriate authorities for temporary relaxation of the set procedures, such as on procurement, where considered necessary to ensure emergency supplies are being provided timely and adequately for operational continuity and integrity.

THE EDUCATION UNIVERSITY OF HONG KONG

CRISIS MANAGEMENT TEAM

Membership

Composition

Membership

Chairman / Team Leader

Vice President (Administration)

Ms. Sarah WONG Man Yee

Team Champion

Director of Estates

Mr. LAU Wai Tat

Secretary

Assistant Property and Facility Manager *

Miss Janey LEUNG Yin Kwan

Members

Senior Student Affairs Officer*

Mrs. Jamie CHAU-CHEUNG Ching Mei

Representative from Faculty of Education and Human Development

To be nominated by the Dean of Faculty of Education and Human Development

Representative from Faculty of Humanities

To be nominated by the Dean of Faculty of Humanities

Representative from Faculty of Liberal Arts and Social Sciences

To be nominated by the Dean of Faculty of Liberal Arts and Social Sciences

Director of Communications

Mr. Perry LOU Yiu Tong

Information Technology Manager *

Mr. Francis FONG Chi Kwong

Human Resources Manager *

To be nominated by the Director of Human Resources

Council Secretarial and Administration Manager

Ms. Vivien LIU Wai Yuen

Notes:

The Team may immediately co-opt any other members affected by or relevant to the crisis situation that arises.

* Representatives from respective offices as nominated by the Dean of Students, the Director of Estates, the Chief Information Officer of Office of the Chief Information Officer and the Director of Human Resources.

** Frequency of meeting should be annually or as otherwise decided in meetings