**Establishing governance structure**

**Setup**

1. Identify participant roles:
   * The participant with a pink sticker on their test will be the coalition coordinator and lead the exercise.
   * The participant with the orange sticker will be the hospital coordinator.
   * The participant with the green sticker will take notes on the governance exercise document.
2. The coalition coordinator and the hospital coordinator will work together to address the following three questions on the governance exercise document.
3. The note taker will document answers on the governance exercise document.
4. Review the Governance BCP Structure graphic below and then answer the questions that follow.

Governance Structure

Steering Committee

Chairperson

Members

A committee responsible for program governance who meet at least quarterly to review progress reports and make decisions.

Members include executive sponsor (e.g. COO), and key leaders (e.g. CNO, VP Facilities, CMO, VP Human Resources, Emergency Manager and CIO).

Continuity Committee

Chairperson

Members

A committee responsible for executing projects/activities led by the Continuity Coordinator/Chairperson.

Members include key operational leaders (e.g. supply chain, support services, finance, risk/compliance, emergency management, IT disaster recovery, security, emergency dept., human resources, nursing)

1. What are the strategic priorities of your organization? (i.e. Organizational goals; organization’s mission statement; “flagship” projects; etc.)

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1. Who is your executive sponsor? If you do not have a sponsor identified, list one or more leaders you will approach to serve in this role.

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1. Who is on your business continuity steering committee? If you do not have one in place, describe how you will establish a committee and those you will approach to serve on this committee.

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