
Climate Action Plan Template

Bunker Hill Community College (BHCC) has developed the *Climate Action Plan Template* (CAPT) to provide a roadmap for institutes of higher education interested in pursuing climate neutrality for future generations of students, faculty and staff.

The following six components provide specific guidelines for the process of developing of a successful climate action plan. These recommendations provide a flexible framework that may be adapted as necessary to a wide variety of college environments. Inclusion of these fundamental components will establish a baseline of data and supporting information necessary for achieving carbon reduction goals. For more information about this template please contact Paul Wolff, BHCC Director of Sustainability at pjwolff@bhcc.mass.edu.

Recommended Climate Action Plan Components

- 1) Climate Commitment
 - Statement of the College's pursuit of climate neutrality, responsibility to minimize contributions to global warming and specific goals with regard to reduction of greenhouse gasses. This may include a letter from the college President or Director of Sustainability.
- 2) Process Narrative
 - Description of the institutional process for developing the climate action plan. This will include names of administration, faculty, staff, student and affiliate participants on college wide committees, summary of completed action items and goals for the future.
- 3) Data Collection and Qualification
 - Greenhouse Gas Inventory Report
Summarizes the data collection efforts and stated goals for climate neutrality including description of methodologies, scope of included emissions, summary of institutional data, trend reportage and itemization of data sources used in the report. It is also very important to include information in this section that will help explain the data collection processes or qualification required because of missing data.
 - Usability Surveys
Members of the campus community should be regularly polled on issues such as comfort in the workplace, indoor air quality, waste management practices, water conservation, energy usage and familiarity with sustainability related best practices. Feedback received will be tabulated and analyzed as part of ongoing efforts to improve the quality of life for campus visitors, students and employees.
- 4) Mitigation Strategies and Timelines
 - A roster of mitigation strategies should be developed that identifies specific projects, implementation strategies and anticipated carbon reductions. Including a specific timeline and dividing these projects into short (1-3 years) and long-term (3-10 year) categories will help to visualize the scope of work and complete each targeted strategy.

Climate Action Plan Template, continued

5) Actions to Increase Awareness of Climate Neutrality Goals

Ongoing innovation is essential for the success of the climate action plan. It is vitally important to detail the College's ongoing engagement of faculty, students, alumni and staff and the surrounding communities in efforts to achieve climate neutrality and increased public awareness for energy and natural resource conservation.

This component includes descriptions of student initiatives, faculty/staff projects and research, curriculum development activities, associated service learning activities and other relevant work to the mission of campus-wide carbon reduction.

6) Supporting Materials

This component will include relevant materials that help to further describe the college's sustainability related work. This may include charts or graphs illustrating greenhouse gas inventory results, copies of relevant institutional policies or procedures, press releases or testimonials from community members.

