



Bay Area UASI Management Team Emergency Management Work Group 2017 Work Plan

The Emergency Management Work Group is chaired by Corinne Bartshire of the Bay Area UASI Management Team. The Chairperson is responsible for developing meeting agendas, scheduling and facilitating regular meetings, and distributing meeting summaries to work group members.

I. 2017 Project Oversight

Consistent with the ongoing purpose as stated in the Emergency Management Work Group Charter, the work group will oversee the following projects:

- Care and Shelter Capability Building
- Bay Area Joint Information System Framework (with Public Information and Warning Work Group)
- Regional WebEOC Standardization
- Emergency Management Exercise (Care and Shelter Regional TTX)

II. Member Roles and Responsibilities

Members of the work group are expected to attend scheduled work group meetings in person or via teleconference if necessary for the purpose of:

- Providing subject matter expertise and jurisdictional perspectives to the oversight of applicable projects
- Offering input to the active subcommittees to ensure relevant and quality outcomes of all projects
- Participating in the review of draft and final project deliverables
- Engaging in current regional collaboration efforts and reporting updates to their Office of Emergency Services leadership

The Emergency Management Work Group is scheduled to meet 8 times during 2017. Each meeting will last no more than 2 hours. Additional correspondence to work group members will be conducted via email from the Chairperson. Work group members are encouraged to participate in regional workshops, relevant trainings, and other events coordinated by this work group and its subcommittees. At a minimum, work group members should coordinate appropriate event participation by staff within their jurisdiction.

III. 2017 Active Subcommittees

Below are the current subcommittees which will report to the Emergency Management Work Group no less than quarterly throughout 2017.

Care and Shelter Subcommittee

This subcommittee is led by the Work Group Chairperson and consists of members from local government, state agencies, and non-profit agencies with care and shelter functional roles within the Bay Area UASI region. The objectives for the Care and Shelter Subcommittee are detailed in the 2017-2018 Regional Care and Shelter Capability Building Project Charter. Monthly subcommittee meetings are scheduled.



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Exercise Planning Team

This team is led by the Work Group Chairperson and is limited to members representing the 14 UASI jurisdictions of San Francisco, San Mateo County, Santa Clara County, City of San Jose, Monterey County, San Benito County, Santa Cruz County, Alameda County, City of Oakland, Contra Costa County, Solano County, Napa County, Sonoma County, and Marin County. All other local government, special district, and non-profit agencies are welcome to coordinate through the appropriate UASI jurisdiction to participate in region wide exercises planned by this team.

The 2017 exercise series will focus on care and shelter capabilities. Each UASI jurisdiction will be offered contractor support to design and conduct a local (operational area or core city) tabletop exercise during the summer based on local care and shelter plans. In the fall, all UASI jurisdictions along with relevant state, federal, and non-profit partners, will be invited to participate in a regional care and shelter tabletop exercise. This exercise will be based on a range of sheltering scenarios and designed to test regional coordination of care and shelter resources. The Exercise Planning Team will confirm meeting dates, provide input into development of exercise objectives, and perform oversight of contractor deliverables.

IV. Subcommittee Roles and Responsibilities

Each Emergency Management Work Group subcommittee will provide project guidance, oversight and stakeholder representation in the development of the subcommittee's assigned projects.

Subcommittee members are expected to:

- Attend scheduled subcommittee meetings and respond to subcommittee correspondence
- Confirm project goals add value for the majority of Bay Area UASI jurisdictions
- Confirm the documented scope of work meets the goals of each project
- Oversee the progress of the relevant project and provide status to the Emergency Management Work Group, the UASI Approval Authority, and other stakeholder groups as appropriate (i.e. Coastal Region MARAC).
- Review draft project deliverables and provide input to ensure quality outcomes.
- Participate in planning workshops and other relevant project tasks by attending scheduled meetings and/or coordinating appropriate attendance from their jurisdiction.

V. Future Focus Areas / Project Ideas

The following are focus areas for the Emergency Management Work Group to consider approaching through regional coordination in future years:

- Develop an information sharing and essential elements of information plan or policy that codifies consistent and coordinated use of information management systems (e.g. WebEOC/Cal EOC, HSIN, Cal COP, and Mutualink) throughout the Region.
- Explore best practices for training and implementing EOC finance and administration processes that lead to successful reimbursement following a disaster.
- Identify requirements and action steps for local jurisdiction Debris Management Plans to receive the necessary FEMA approval under the Sandy Recovery Improvement Act of 2013 to achieve 80% Public Assistance (PA) eligibility.



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- Exercise fuel and power interdependencies as related to a disaster recovery scenario.
- Facilitate a regional senior leader collaboration session to discuss policy affecting regional disaster response and recovery.
- Update the Bay Area Regional Emergency Coordination Plan and consolidate subsidiary plans and regional catastrophic earthquake plans as appropriate.
- Based on the completed Emergency Agreements Analysis, facilitate regional progress toward establishing pre-arranged agreements for emergency response support given the anticipated needs identified in catastrophic planning scenarios.