The Emergency Management Work Group is chaired by Corinne Bartshire of the Bay Area UASI Management Team. The Emergency Management Work Group Charter outlines the chairperson’s roles and responsibilities. The Work Group supports the following Bay Area UASI Homeland Security Goals.

|  |  |
| --- | --- |
| 7 | Enhance Community Resilience |
| 9 | Enhance Multi-Jurisdictional / Inter-Jurisdictional All-Hazards Incident Planning, Response, and Recovery Capabilities |

1. **2021 Regional Projects**

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

* Critical Transportation Capability Building
* FY19 RCPGP C-POD Project
* FY20 RCPGP Pandemic Preparedness Project
* Regional WebEOC Fusion
* Golden Eagle Regional Exercise
* Promote and Participate in BATEP

Through participation in these projects, Work Group members will ensure each UASI jurisdiction and their relevant partners receive the benefits of the UASI’s project investments and regional collaboration. These regional projects are designed to build upon and sustain capabilities built in prior years such as planning / operations for care and shelter and commodity points of distribution.

1. **Member Roles and Responsibilities**

Members of the work group are expected to attend scheduled work group meetings to:

* Provide subject matter expertise and jurisdictional perspectives
* Offer input to the active subcommittees to ensure relevant and quality outcomes
* Participate in the review of draft and final project deliverables
* Engage in regional collaboration efforts and report updates to their Office of Emergency Services leadership
* Vet regional project ideas pertaining to the Work Group’s objectives

The Emergency Management Work Group is scheduled to meet 4 times during 2021. Additional meetings may be scheduled as necessary. Each meeting will last no more than 2 hours. Between meetings, correspondence to work group members will be conducted via email from the Chairperson.

***The 14 UASI jurisdictions are encouraged to make clear to the Chairperson their lead points of contact for participation in each of the projects listed in Section I.***

All 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.

1. **2021 Active Subcommittees**

Below are the current subcommittees which will report to the Emergency Management Work Group no less than quarterly throughout 2021.

**Critical Transportation Subcommittee**

This subcommittee is led by the Work Group Chairperson and consists of members from local government, state agencies, federal agencies, and partner / private sector agencies with transportation functional roles within the Bay Area UASI region. The objectives for the Critical Transportation Subcommittee are detailed in the Regional Critical Transportation Capability Building Project Charter. During 2021, this subcommittee intends to host a training, two facilitated conversations, and one workshop in preparation for the Golden Eagle Regional Exercise. The subcommittee members will also serve as liaisons to coordinate their jurisdiction’s receipt of technical assistance for local plan updates.

**C-POD Project Subcommittee**

This subcommittee is led by the Work Group Chairperson and consists of emergency managers and other government and non-government personnel supporting disaster logistics operations within the Bay Area UASI region. The objectives for the C-POD Project Subcommittee are three fold:

* + - Develop procedures for receiving, staging, and distributing commodities and bulk donations
    - Train local staff and personnel from public works, public utilities, transit, and social services agencies
    - Conduct an exercise (via Golden Eagle 2021) to test local logistics operations capabilities

During 2021, this subcommittee will meet as needed to review project deliverables and engage in regional collaboration. The subcommittee members will serve as liaisons to coordinate their jurisdiction’s receipt of technical assistance to develop specific C-POD site activation plans.

**Pandemic Preparedness Project Subcommittee**

In coordination with the UASI’s Medical and Public Health Work Group and Public Information & Warning Work Group, a subcommittee will be established consisting of members from local government, special districts, state agencies, federal agencies, and partner / private sector organizations. The objectives of the Pandemic Preparedness Project include:

* + - Developing a Regional Pandemic Preparedness Framework of best practices based on lessons learned from the COVID-19 response, prior pandemic responses, and gaps identified in the SPR and local AARs
    - Update local plans via contracted technical assistance to allowing a customized approach in each of the 14 UASI jurisdictions
    - Conduct emergency preparedness training for long-term care facilities
    - Conduct a regional full-scale exercise in 2023 to test pandemic response capabilities

During 2021, this subcommittee will participate in regional workshops and facilitated conversations to inform development of the Regional Pandemic Preparedness Framework, an update to the California Region II Medical Health Multi-Agency Coordination Guide, development of a public information toolkit, and an update to the UASI’s Care and Shelter Planning Toolkit. The subcommittee members will serve as liaisons to coordinate their jurisdiction’s receipt of technical assistance to update local plans.

1. **Coordination with the Bay Area Training and Exercise Program**

The Emergency Management Work Group and its subcommittees will promote and participate in training offerings by the Bay Area Training and Exercise Program (BATEP). Notably, work group members should share opportunities for community preparedness trainings with local community based organizations. Emergency managers are also relied upon for sharing relevant training opportunities with other public safety disciplines throughout their jurisdiction such as cyber security, public information, public health, law, and fire personnel.

Quarterly, or as requested, the BATEP staff will provide an update to the Emergency Management Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area.

**Golden Eagle Exercises:** The BATEP intends to establish a regional multi-discipline exercise series for Bay Area jurisdictions to evaluate the capabilities built through the funded regional projects. Throughout 2021 – 2023, BATEP intends to allow jurisdictions an opportunity to exercise critical transportation, C-POD, and pandemic preparedness capabilities. The necessary exercise planning teams will be established through the Training and Exercise Work Group which is facilitated by the BATEP. ***Emergency Management Work Group members and subcommittee members are encouraged to confirm their jurisdiction has appropriate representatives participating in the exercise planning teams.***

1. **Subcommittee Roles and Responsibilities**

Each subcommittee is established to ensure appropriate representatives are participating in the regional projects on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to the project objectives.

At a minimum, each subcommittee provides regular status reports to the Emergency Management Work Group. Additionally, the chairperson or assigned project manager will provide a closeout briefing via email to the Emergency Management Work Group ensuring all project outcomes are shared with the lead points of contact for the 14 UASI jurisdictions.

Subcommittee members are expected to:

* Attend scheduled subcommittee meetings and respond to subcommittee correspondence
* Advise on project goals and deliverables to ensure regional benefit
* Coordinate appropriate participation by their organization in facilitated conversations, regional workshops, and exercises to maximize regional collaboration

**Future Focus Areas / Project Ideas**

*Anything to highlight, add, or remove?*

The following are focus areas identified by the Emergency Management Work Group for future consideration:

* Reference Yellow Command After Action Items as presented to MARAC
* Exercise fuel and power interdependencies as related to a disaster recovery scenario
* 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
* Update the Bay Area Regional Emergency Coordination Plan and consolidate subsidiary plans and regional catastrophic earthquake plans as appropriate
* Consider establishing an MOU Subcommittee for ongoing efforts regarding volunteers, critical transportation, debris management, etc.
* Just in Time training for shelter workers (not reliant on ARC)
* Family Reunification Training / Workshop
* 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
* Explore best practices for training and implementing EOC finance and administration processes that lead to successful reimbursement following a disaster
* Facilitate a regional senior leader collaboration session to discuss policy affecting regional disaster response and recovery
* Revisit the Business Operations Center (BOC) Toolkits and training that was done in previous years

**Table 1. 2021 Event Schedule**

***Table 1*** presents anticipated meetings and activities for the Emergency Management Work Group and its subcommittees. It will be updated on an ongoing basis by the Work Group Chairperson and presented for review by the Work Group at each scheduled meeting.

| **Date/time** | **Location** | **Subcommittee** | **Event / Meeting Purpose** |
| --- | --- | --- | --- |
| ***TBD***  1:30 – 3:30pm |  | Emergency Management Work Group | Quarterly Meetings  Feature Presentation / Spotlight –  Work Group Input –  Working Session –  UASI Updates – |
| ***Jan - June 2021*** | Virtual | C-POD Project Subcommittee | **Local C-POD Site Planning:** Coordination with 14 UASI jurisdictions individually |
| ***March TBD 2021***  Time TBD | Virtual | Critical Transportation Subcommittee | **Training:** Critical Transportation Planning Toolkit  **Working Session:** Confirm standard EEIs |
| ***Apr - June 2021*** | Virtual | C-POD Project Subcommittee | **C-POD Managers Training:** Multiple virtual offerings |
| ***Apr - June 2021*** | Virtual | C-POD Project Subcommittee | **Disaster Logistics for the Practitioner Training:** Multiple virtual offerings |
| ***TBD 2021***  Time TBD | Virtual | Critical Transportation Subcommittee | **Facilitated Conversation:** Access and Functional Needs accommodations |
| ***TBD 2021***  Time TBD | Virtual | Critical Transportation Subcommittee | **Facilitated Conversation:** Animals accommodations |
| ***March – July 2021*** |  | Critical Transportation Subcommittee | **Technical Assistance:** customized local planning support |
| ***June 2021***  Time TBD | Virtual | Pandemic Preparedness Project Subcommittee | **Framework Workshop #1:** Discuss lessons learned / Best practices |
| ***TBD 2021***  Time TBD | Virtual | Pandemic Preparedness Project Subcommittee | **MAC Guide Update Discussion #1** |
| ***July 2021***  Time TBD | Virtual | Pandemic Preparedness Project Subcommittee | **Framework Workshop #2:** Review and validate Regional Pandemic Preparedness Framework / Regional After Action Report |
| ***August 2021***  Time TBD | Virtual | Pandemic Preparedness Project Subcommittee | **Public Information Toolkit:** Validation Discussion |
| ***August 2021***  Time TBD | Virtual | Pandemic Preparedness Project Subcommittee | **Care and Shelter Toolkit Update:** Validation Discussion |
| ***Fall 2021*** |  | Critical Transportation Subcommittee / C-POD Project Subcommittee | **Golden Eagle Exercise:** critical transportation focus with opportunity to evaluate C-POD capabilities |
| ***October 2021***  Time TBD | Virtual | Pandemic Preparedness Project Subcommittee | **Framework Workshop #2:** Review and validate Regional Pandemic Preparedness Framework / Regional After Action Report |
| ***November 2021***  Time TBD | Virtual | Pandemic Preparedness Project Subcommittee | **MAC Guide Update Discussion #2** |