



# Bay Area UASI Management Team Emergency Management Work Group 2019 Annual Plan

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.

6	Catastrophic Planning and Response
7	Community Preparedness
8	Recovery

## I. 2019 Project Oversight

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

- Critical Transportation Capability Building
- Access and Functional Needs Planning
- Regional WebEOC Standardization
- Emergency Management Exercise Series on Critical Transportation

Throughout oversight of these projects, Work Group members will be mindful of sustaining capabilities built in prior years such as planning / operations for care and shelter and commodity points of distribution.

## 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 4 times during 2019. 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 clearly identify their lead Points of Contact to the Chairperson for participation in each of the four 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.



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## III. 2019 Active Subcommittees

Below are the current subcommittees which will report to the Emergency Management Work Group no less than quarterly throughout 2019.

### **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 2019 - 2020 Regional Critical Transportation Capability Building Project Charter. During 2019, this subcommittee has agreed to meet quarterly, host 2 workshops, and participate in the Emergency Management Exercise Series per the meeting schedule in *Table 1*.

### **Exercise Planning Team**

This team is led by the Work Group Chairperson and is limited to members representing the 14 UASI jurisdictions (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), key state and federal agencies, and transportation partner agencies. All other local government, special district, non-profit agencies, and partners are welcome to coordinate through the appropriate UASI jurisdiction to participate in the exercises planned by this team.

The 2019 tabletop exercise series will focus on the core capabilities of Critical Transportation and Logistics and Supply Chain Management. Each UASI Hub (east bay, north bay, west bay, and south bay) will be provided contractor support to design and conduct a hub tabletop exercise during late May or early June based on local and regional transportation / evacuation plans. In the fall, all UASI jurisdictions along with relevant state, federal, and partner agencies, will be invited to participate in a regional Critical Transportation tabletop exercise. This exercise will be based on a range of scenarios designed to test regional coordination of transportation and logistics resources. The Exercise Planning Team will confirm meeting dates (refer to *Table 1*), 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 and other stakeholder groups as appropriate (i.e. Coastal Region)



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- 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:

- 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.
- Reference Yellow Command After Action Items as presented to MARAC
- 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.
- Exercise fuel and power interdependencies as related to a disaster recovery scenario.
- Work with Human Resources departments on process for activating Disaster Service Workers
- 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.
- 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.
- Explore SF neighborhood based resiliency model for expansion throughout Bay Area

## Table 1. 2019 Meeting Schedule

*Table 1* presents scheduled meetings 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	Meeting Title
Quarterly	<b>Critical Transportation Subcommittee</b>
As confirmed by planning team	<b>Regional Exercise Planning Team</b>
As confirmed by planning team	<b>Bay Area JIS Exercise Planning Team</b>
Quarterly	<b>Emergency Management Work Group</b>