



# Bay Area UASI Management Team Emergency Management Work Group 2018 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. 2018 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
- Access and Functional Needs Planning
- Regional WebEOC Standardization
- Emergency Management Exercise (Full Scale Shelter and EOC Activations )

## 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 5 times during 2018. 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. 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. 2018 Active Subcommittees

Below are the current subcommittees which will report to the Emergency Management Work Group no less than quarterly throughout 2018.

### 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 2018 Regional Care and Shelter Capability Building Project Charter. During 2018, this subcommittee has agreed to meet monthly per the meeting schedule in **Table 1**.

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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 (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) and key state and federal agencies. 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 2018 full scale exercise will focus on care and shelter capabilities. Each UASI jurisdiction will be offered contractor support to design a local (operational area or core city) EOC exercise based on local care and shelter plans. Each UASI Hub (east bay, north bay, west bay, and south bay) will host a minimum of one full scale shelter activation during the exercise. Contractor support will be provided to design, conduct, and evaluate four full scale shelter activations. Federal and state agencies will be encouraged to participate as they would during a regional catastrophic event. The Exercise Planning Team and additional participating agencies will follow HSEEP guidance and participate in a series of planning meetings (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 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:

- 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)
- Critical Transportation Capability Building – result of C-POD and Care & Shelter work, lacking coordination, understanding of resources to move survivors and life sustaining commodities.
- Family Reunification Training / Workshop

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- Update Shelter Site Survey Template / Complete Shelter Site Surveys
- Mass Feeding Resource identification and Partnership building
- 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
- 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.
- 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.
- Explore SF neighborhood based resiliency model for expansion throughout Bay Area



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### Table 1. 2018 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.

<b>Date/time</b>	<b>Location</b>	<b>Meeting Title</b>	<b>Key Meeting Topics</b>
<b>January 11, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Emergency Management Work Group</b>	<u>Feature Presentation</u> – Haywired by ABAG <u>Work Group Input</u> – Annual Work Plan & Charters <u>Work Group Input</u> – Yellow Command 2018 Exercise <u>Work Group Input</u> – Recommendations for MARAC Project Updates UASI Updates
<b>January 24, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Work Group Input</u> – Project Charter <u>Work Group Input</u> – Contractor Selection <u>Working Session</u> – TBD Review of Project Charter Progress UASI Updates
<b>January 24, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Exercise Planning Team</b>	<b>Concepts and Objectives Meeting</b>
<b>February 21, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Workgroup Input</u> – Contractor Mini Solicitation Status <u>Working Session</u> – <b>Essential Elements of Information</b> Review of Project Charter Progress UASI Updates
<b>February 21, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Exercise Planning Team</b>	<b>Initial Planning Meeting</b>
<b>March 1, 2018</b> TBD	Virtual Only	<b>Exercise Planning Team</b>	<b>Scenario Working Group</b>
<b>March 8, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Emergency Management Work Group</b>	<u>Feature Presentation</u> – HRF <u>Work Group Input</u> – AFN Planning Spotlight - Project Updates UASI Updates
<b>March 28, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Workgroup Input</u> - <u>Working Session</u> – <b>Define Medical Needs in Shelters</b> <b>Conversation</b> Review of Project Charter Progress UASI Updates
<b>April 25, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Workgroup Input</u> - <u>Working Session</u> – <b>PIO Outreach Needs for Shelter</b> <b>Operations</b> Review of Project Charter Progress UASI Updates
<b>May 10, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Emergency Management Work Group</b>	<u>Feature Presentation</u> – <u>Work Group Input</u> – Critical Transportation Capability Building Spotlight – <b>UASI Technical Assistance Program</b> (Janell Myhre) Project Updates UASI Updates
<b>May 23, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Workgroup Input</u> – <b>Review MOU research and</b> <b>provide guidance on MOU templates being</b> <b>developed by Nusura</b>

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Date/time	Location	Meeting Title	Key Meeting Topics
			<u>Working Session</u> - Review of Project Charter Progress UASI Updates
<b>June 14, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Exercise Planning Team</b>	<b>Mid Planning Meeting</b>
<b>June 20, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – Debrief from June 7 <sup>th</sup> Cal-MATs exercise from EMSA <u>Workgroup Input</u> - <u>Working Session</u> - Review of animal sheltering plan assessment tool and draft guidance report. Review of Project Charter Progress UASI Updates
<b>August 1, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Workgroup Input</u> - <u>Working Session</u> - Review of Project Charter Progress UASI Updates
<b>August 1, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Exercise Planning Team</b>	<b>Final Planning Meeting</b>
<b>August 9, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Emergency Management Work Group</b>	<u>Feature Presentation</u> – Gordon Schremp? <u>Work Group Input</u> – AFN Planning Project / THIRA (by Amy Ramirez) <u>Spotlight</u> – UASI T&E Program (how to use the website, sign up to receive course notifications, process for requesting courses) <u>Work Group Discussion</u> – FY19 Proposal Guidance, Discuss and Vet Potential Regional Projects Project Updates UASI Updates
<b>September 6, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Exercise Planning Team</b>	<b>YELLOW COMMAND EXERCISE</b>
<b>September 19, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Workgroup Input</u> - <u>Working Session</u> - Review of Project Charter Progress UASI Updates
<b>October 24, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Workgroup Input</u> - <u>Working Session</u> - Review of Project Charter Progress UASI Updates
<b>October 24, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Exercise Planning Team</b>	<b>After Action Meeting</b>
<b>November 8, 2018</b> 1:30 – 3:30pm	4985 Broder Blvd, Dublin	<b>Emergency Management Work Group</b>	<u>Feature Presentation</u> – <u>Work Group Input</u> - Spotlight - Project Updates UASI Updates
<b>November 28, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Workgroup Input</u> - <u>Working Session</u> - Review of Project Charter Progress UASI Updates
<b>December 19, 2018</b> 9:30 – 11:30am	4985 Broder Blvd, Dublin	<b>Care and Shelter Subcommittee</b>	<u>Feature Presentation / Spotlight</u> – <u>Workgroup Input</u> - <u>Working Session</u> - Review of Project Charter Progress UASI Updates

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## Proposed presenters / topics for work group and subcommittee meetings:

Emergency Management Workgroup (EMWG)

Care and Shelter Sub-Committee (CSSC)

- CSSC – Lynn Perez (Napa County – lessons learned re medical needs in a shelter)
- EMWG – Philip Palin (Supply Chain Resilience – focused on groceries)
- EMWG – Gordon Schremp (What can locals do for fuel planning?)
- EMWG – Grant Miller (CA Veterinary Medical Reserve Corps capabilities)
- CSSC – Survivor Movement (TTX or Discussion with OAs and State Agencies) per BAEP
- EMWG / CSSC – Deeper dive to train and learn BAEP (per D. Fernandez on 5/3)
- EMWG - Spotlights on local EOC finance & admin processes
- EMWG - Lake County Auditor (per Catrina Christian)
- CSSC – San Bernardino County sheltering best practices (per David Fernandez / Dana Reed)