



**Bay Area UASI
Emergency Management Work Group Charter**

Purpose

The Emergency Management Work Group is chaired by Corinne Bartshire of the UASI Management Team. The work group’s purpose is to coordinate and build regional capabilities in support of the following Bay Area UASI Homeland Security Goals and Objectives and as aligned with the current Bay Area UASI Risk and Gap Report.

Goal 6: Emergency Planning and Community Preparedness	Goal 7: Recovery
<p>Objective 6.1 – Operational Coordination: Manage major incidents effectively through an integrated response system.</p> <p>Objective 6.2 – Critical Transportation: Evacuate people and animals as well as deliver response personnel, equipment, and services in order to save lives and assist survivors.</p> <p>Objective 6.3 – Mass Care: Provide sheltering, feeding, family reunification, and bulk distribution for populations impacted by emergency incidents.</p> <p>Objective 6.4 – Community Resiliency: Collaborate with the whole community to prevent, protect, mitigate, prepare for, respond to and recover from all threats and hazards.</p>	<p>Objective 7.1 – Infrastructure Systems: Restore critical lifelines through providing assessments and getting personnel and equipment to disaster scenes.</p> <p>Objective 7.2 – Economic and Social Recovery: Implement housing solutions, restore health and social services, and promote business activities to recover from all threats and hazards.</p> <p>Objective 7.3 – Natural and Cultural Resources: Conserve, rehabilitate, and restore natural and cultural resources and historic properties in response to all threats and hazards.</p>

Workgroup Objectives

- Provide a mechanism for sharing emergency management best practices.
- Coordinate and support a regional collaboration to improve planning, preparedness, and recovery capabilities within the Bay Area.
- Inform, coordinate, and submit annual UASI project proposals related to emergency management.
- Guide and oversee the progress of regional emergency management projects.
- Deliver status reports, as needed, to the UASI Approval Authority, the Coastal Region MARAC, and other stakeholder groups.

Level of Commitment

The schedule of meetings will be determined by the work group members on an annual basis and shared in December for the coming year. Members are encouraged to attend all meetings in person but may attend via teleconference when necessary.

Members should expect to contribute 2 – 8 hours per month depending on the active projects and subcommittees. Further details regarding participation in subcommittees and regional projects may be found in the annual work plan for this work group.

Membership

Membership is open to all partners, including Cal OES, in the Bay Area UASI region engaged in emergency management functions related to emergency planning, community preparedness, and recovery efforts. The work group Chairperson maintains a membership roster.

Governance

The Bay Area UASI Project Manager assigned to the work group shall serve as the Chairperson and Scribe. It is the responsibility of the Chairperson to report recommendations and progress of the work group to the UASI General Manager. As appropriate the UASI General Manager may add updates and/or recommendations on behalf of this work group to the agenda for a scheduled UASI Approval Authority meeting.

The Emergency Management Work Group and Chairperson oversee all active subcommittees. The work group chairperson and/or the work group members will decide when and how to form a subcommittee, as well as when to dissolve a subcommittee. Subcommittees will be formed to accomplish specific tasks and oversee regional projects related to emergency management.

Subcommittee recruitment and maintenance of the member roster list is the responsibility of the work group Chairperson. Subcommittees may vary in size. A standard subcommittee will aim to have at least five (5) active members representing UASI jurisdictions in multiple regions within the Bay Area, including a cross-section of Operational Area and Core Cities.

Responsibilities of each subcommittee are outlined in the work group's annual work plan and/or relevant project charters.

Voting Rights

Decisions will be made through discussion and consensus of the 14 UASI jurisdictions. If necessary, a majority vote will be used to make a decision when consensus is not achievable. Voting rights are limited to one vote per UASI jurisdiction: 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.

Documentation

The Chairperson maintains a record of the work group meetings and will distribute meeting agendas two weeks prior to each meeting, and meeting minutes no later than one week after each meeting. All meeting materials, including presentations and handouts will be provided to participants in electronic format.

Process for Charter Updates/Changes

Updates and changes to this Charter are the responsibility of the Bay Area UASI Management Team, although changes will be discussed with the work group members prior to adoption.