



UNIVERSITY
OF
CALIFORNIA

Emergency Management Council Charter

January 2021

I. Overview and Purpose

The University of California Emergency Management Council (EMC) is an organization of key subject matter experts from all UC locations. The EMC seeks opportunities to address common emergency management and business continuity challenges and to advance the collective risk management priorities of the UC. The EMC works in partnership with UC leadership to articulate goals, strategies, priorities and solutions that support the University's mission of teaching, research, public service and patient care.

Mission

To help create a disaster resilient University with all-hazards crisis and consequence management capabilities that prevent, mitigate, prepare for, respond to, and recover from any event or incident that threatens or disrupts the University's mission of teaching, research, public service and patient care by:

- Producing deliverables and model documents that improve disaster readiness;
- Providing a forum for networking and the exchange of professional ideas;
- Sharing best practices, lessons learned, after action reports, and common experiences; and
- Reviewing legislation, regulatory proposals, guidance documents, and other issues common to most and recommending appropriate courses of action.

Membership

Membership will consist of all emergency management and continuity planning personnel at each campus and health location, Lawrence Berkeley National Lab, Agriculture & Natural Resources, and the Office of the President (UCOP).

For voting purposes, each location will be limited to two (2) voting members, generally representing the lead emergency manager and continuity planner at each location. Voting will only be required in order to reach consensus on major policy decisions or initiatives, creation of new functional workgroups, and adoption or standardization of systemwide standards, policies, or procedures.

Participation

EMC members should actively participate and contribute on a reasonably consistent basis. Consistent participation includes taking on various limited duties and responsibilities, producing work products as agreed on specified schedules, and routinely participating in calls and meetings. It is understood that there are special circumstances that may preclude someone from being active for a period of time.

II. Council Administration

Council Leadership

The EMC will be **co-Chaired** by (1) a member representing the campus locations and (2) a member representing the health locations. The co-Chair term will be one year. The co-Chair

duties will rotate between the UC locations on an annual basis (based in part on the annual conference hosting schedule).

The co-Chairs shall work together to share the responsibility to coordinate activities, facilitate and schedule regular meetings and/or calls, identify and track action items, serve as workgroup spokesperson, and develop meeting agendas and share meeting minutes.

A UCOP EM representative will serve as the permanent Vice Chair. The Vice Chair will serve as the back-up to the co-Chairs and provide input into the meeting agendas and other discussion opportunities. The Vice Chair will also coordinate with other UCOP representatives as needed.

Member Responsibility

Members will support the enhancement of UC emergency management and business continuity efforts by:

- Sharing best practices and location-based work products as appropriate;
- Assuring that a location representative attends calls and meetings;
- Reviewing and commenting on project proposals and collaborative work;
- Participating in and leading workgroup activities;
- Contributing to the annual Systemwide Emergency Management Status Report; and
- Completing any assigned tasks and action items in a timely manner.

Meetings and Conference Calls

Annual Conference

The EMC will hold an annual in-person conference. Hosting responsibilities will rotate through the locations on a north/south alternating basis. UCOP will maintain the conference hosting list.

The conference host will be responsible for coordinating the conference agenda, speaker list, and logistics as well as liaising with UCOP Risk Services for reimbursement. UCOP Risk Services will reimburse for all basic annual meeting costs (meeting rooms, morning and afternoon refreshments, and lunch). There will be no recharges for routine meeting costs. Special presentations, equipment or other extraordinary costs may be recharged as determined and approved prior to the meeting. In addition, the host location will be responsible for ensuring that conference materials (agendas, slide decks, minutes, etc.) minutes are distributed, shared, and/or posted as appropriate.

Meetings

The EMC will participate in the Workgroup Day of the UCOP Risk Summit. Regional functional and/or project workgroup meetings may also be held as needed to accomplish workgroup tasks or initiatives. Each host campus for regional or workgroup meetings will pay for all basic meeting costs. A meeting agenda will be provided to the entire EMC in advance and meeting minutes will be shared following any regional meeting.

Conference Calls

The EMC will hold systemwide conference calls to share information and collaborate as a group. The calls will be organized and facilitated by the EMC co-Chairs, with input from UCOP. Cohort groups may choose to arrange additional calls at a frequency aligned with their needs.

III. Collaboration

Joint Projects and Working Groups

The EMC will sponsor workgroups to collaborate on projects, programs, and issues of common system-wide interest. These workgroups provide valuable work products, which will result in either financial or operational benefits to all participants. Some workgroups may complete their charge and be suspended or terminated, while others may be added as agreed upon by the EMC.

To evaluate the appropriateness and cost effectiveness of certain work projects, a written proposal may be requested for review and approval by all members. The proposal should include the following elements:

- Clear description of the project and the justification for its need;
- Expected benefits including pros and cons of alternatives;
- Expected duration of the project, including clear timelines for each phase if applicable;
- Accurate estimates of cost, including travel, material, etc.; and
- Description of how the results and/or progress reports will be communicated.