

Seattle Federal Executive Board  
Emergency Preparedness Working Group  
CHARTER | August 2020

**PURPOSE**

- I. The Seattle Federal Executive Board (SFEB) Emergency Preparedness Working Group (EPWG), is a standing entity established to:
  - a. Promote federal employee disaster/emergency preparedness and readiness.
  - b. Promote the development and exercising of agency continuity of government (COG) and continuity of operations (COOP) plans through education, training, and exercise activities.
  - c. To identify, share, and collaborate on region-specific threats, hazards, risks, and concerns.
  - d. Develop and implement an All-Hazards Emergency Notification and Advisory Plan designed to demonstrate an efficient protocol to coordinate emergency actions:
    - i. Maintain a database of emergency contacts for agencies and stakeholders, to be updated at a minimum of annually.
    - ii. Test emergency communications systems at least annually. SFEB uses the Everbridge platform when appropriate and will rely on a manual call down roster protocol in the event other technology options become compromised.
  - e. Provide a forum for members to address emergency preparedness and continuity issues.
- II. The EPWG's activities will be coordinated with and through the SFEB.
- III. The EPWG is not intended to replace continuity and emergency preparedness efforts underway within separate agencies.

**MEMBERSHIP**

- I. SFEB EPWG membership is open to all SFEB member agencies. Membership is also extended to federal Legislative and Judicial Branch agencies. For the time being this working group will be limited to federal members.

**CO-CHAIRS AND STEERING COMMITTEE**

- I. The SFEB EPWG will have between three and five-co-chairs:

- a. The SFEB Executive Director will serve as permanent chair, with 2-4 voluntary co-chairs from agencies with an interest in emergency preparedness. Chairs will be nominated by themselves or by their agency leadership, with supervisory concurrence.
  - b. The SFEB will be responsible for finding times and methods to meet. Remote meeting technology will be used as a default.
  - c. All co-chairs, along with other SFEB EPWG volunteers, will actively participate in planning, organizing, and conducting an annual emergency preparedness event (training or exercise).
- II. The EPWG will have a Steering Committee comprised of federal program planners and coordinators that support emergency preparedness, response, and continuity efforts from the representatives of the membership-at-large. The steering committee will work with the co-chairs to set the goals for each EPWG meeting and if necessary, to set up sub-committees to address various issues that arise in the greater Seattle area and/or the Pacific Region (Region X). Steering committee members will be nominated by peers or they may self-nominate.

## **MEETINGS**

- I. The SFEB EPWG will meet on a regular basis as determined by the steering committee: bi-monthly or at least quarterly. Any member may make a request through the steering committee for a special meeting of the group.
- a. Co-chairs and Steering Committee Members are expected to attend all meetings and conference calls.
  - b. If a member and/or designated alternate is not available, they should notify the SFEB Executive Director or a co-chair prior to the meeting.
  - c. At the beginning of each meeting, a scribe will be designated and the minutes will be emailed to all members within one week. The minutes will be approved at the following meeting. Co-chairs will be prepared to take notes and distribute afterwards if committee members are not available.
- II. Regular meetings, at a minimum, each year will include:
- a. Two (2) business meetings with an educational component – presenter to be determined by the steering committee;
  - b. One (1) business meeting per year in which the Charter is reviewed and approved, and annual planning occurs; and

- c. One (1) training event on a topic to be determined by the steering committee.

**PERIODIC CHARTER REVIEW**

- I. The EPWG steering committee will review the adequacy of the Charter annually and make recommendations to the SFEB EPWG for changes as appropriate.

**OTHER PROVISIONS**

- I. Nothing in this Charter shall conflict with current laws, or directives of FEMA, GSA, OPM, or other federal/non-federal department or agency. If a term in this Charter is inconsistent with such authority, then the term itself shall be invalid, leaving all other terms of the Charter in effect.