

**Charter Statement
Greater Boston Federal Executive Board (GBFEB)
Emergency Preparedness, Employee Safety and Security Council**

Acts in an Advisory capacity to the GBFEB in the areas of emergency readiness and response for the purpose of (1) ensuring interagency communication and collaboration in times of emergency; (2) pooling resources to support the safety and protection of the Federal workforce; and (3) educating the Federal workforce on health and safety issues;

Roles and Responsibilities:

- Provide annual *forums of exchange* for interagency sharing of best practices and lessons learned;
- Provide training and exercise opportunities relative to Continuity of Operations (COOP;) emergency planning and other topics;
- Update and implement the GBFEB’s All Hazards Emergency Decision and Notification Plan;
- Provide technical assistance to member agencies, when needed;
- Engage state and local leadership in workforce planning;
- To identify topics of interest and disseminate guidance and policies from the Administration officials;

| Committee | Objective |
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| COOP Committee | <p>Responsible for creating forums for Federal agencies to share information, resources and best practices relative to emergency planning and COOP for all hazards;</p> <p>Federal Continuity Directive 1 requires all Federal Departments and agencies to develop, approve, and maintain agency COOP plans and procedures for headquarters and <u>all subordinate elements</u>; to conduct tests, training, and exercises of agency COOP plans at least annually; and to participate in interagency COOP exercises to ensure effective interagency coordination and mutual support. FPC 65 also requires FEMA to form regional COOP Working Groups. Boston’s group, comprised of a wide- range of COOP, emergency preparedness and public safety employees from Federal agencies across Eastern Massachusetts and is an effective forum for the exchange of ideas and resources relating to preparing for and recovering from disaster.</p> |
| Emergency Decision and Notification Committee | <p>Responsible for coordinating information sharing and exchange from among subject matter experts in the event of an emergency and for providing a recommendation to Federal agencies regarding the status of Federal operations. Members include: FEMA, National Weather Service, Federal Protective Service, and GSA;</p> |