

U.S. GEOLOGICAL SURVEY HAZARD RESPONSE EXECUTIVE COMMITTEE

Committee Charter

Drafted: May 01, 2007, Revised: September, 2013

This charter outlines the goals and structure of the U.S. Geological Survey (USGS) Hazard Response Executive Committee (HREC).

MISSION STATEMENT

The USGS Hazard Response Executive Committee provides executive direction, oversight, and support to USGS managers in responding to major hazard events, and facilitates actions across the Bureau on an as needed basis, without interfering with the activities of programmatic or ad hoc response teams. In addition, the HREC provides executive direction, oversight, and support to the Bureau Emergency Management Coordinator in the conduct of planning and preparedness for mission continuity and emergency response.

BACKGROUND

In responding to natural disasters, the USGS has a responsibility to ensure effective coordination across the bureau in order to eliminate redundancies, share resources, provide consistent and timely communications, and ensure that response teams receive timely support from bureau leadership. The USGS Hazard Response Executive Committee was established in April 2007 to perform this function. In this context, a hazard may be natural or human-caused in origin and threatens the people and resources of the Nation.

MEETINGS AND GOALS

The HREC meets when deemed necessary by any HREC committee member, program coordinator, or response team lead. In addition, regular quarterly meetings are held to address ongoing emergency management issues with all USGS Executive Leadership Team members invited.

The goals of the HREC are:

- Provide executive direction and oversight of USGS mission activities at the national level to effectively manage hazard response resources, communications, and information, without interfering with the activities of the programs or response teams.
- Provide a mechanism for coordination of activities with the National Response Framework (NRF) and associated Emergency Support Functions, when activated by the White House or its designee. Also coordinate activities under the National Disaster Recovery Framework (NDRF) and associated Recovery Support Functions.
- Provide coordination of timely and effective communications with Bureau, Departmental, and other agencies that are involved in hazard and emergency response.
- Facilitate the allocation of resources and the documentation and justification of expenses requested through the Federal Appropriations process, when necessary.
- Discuss and develop policies related to mission response to hazardous events.
- Provide timely access to Bureau leaders and a single decision authority, when needed, in the event of a disaster.
- Provide oversight and guidance for the Bureau continuity and emergency management functions and their interaction with the Department of the Interior and other federal entities.

DOCUMENTATION AND ACTIONS

The HREC meetings will have an agenda. The Emergency Management Coordinator serves as the HREC secretariat and is responsible for making sure that institutional memory and notes are retained within the committee. Meeting action items will be documented and shared with committee members and other participants after every meeting. Response Team Leaders and support organizations are encouraged to draft protocols, standard operating procedures (SOPs) and guidance documents that can be used by the HREC to guide policy and management decisions. Corrective actions are solicited on a routine basis from the USGS response community and those who support responses to document lessons learned. The HREC may commission an ad hoc team to review and document the USGS response to certain events. Actions and an associated responsible party (or organization) are identified and tracked by the Secretariat to help improve future USGS preparedness and response.

MEMBERSHIP AND ORGANIZATIONAL STRUCTURE

Membership of the HREC consists of the following positions:

- Deputy Director, Co-Chair of HREC
- Associate Director for Natural Hazards, Co-Chair of HREC
- Regional Director(s) for the impacted area
- Associate Director(s) for program(s) associated with the hazard event
- Emergency Management Coordinator
- Associate Director for Administration and Enterprise Information
- Associate Director for Human Capital
- Associate Director, Budget, Performance and Integration
- Associate Director, Communications and Publishing

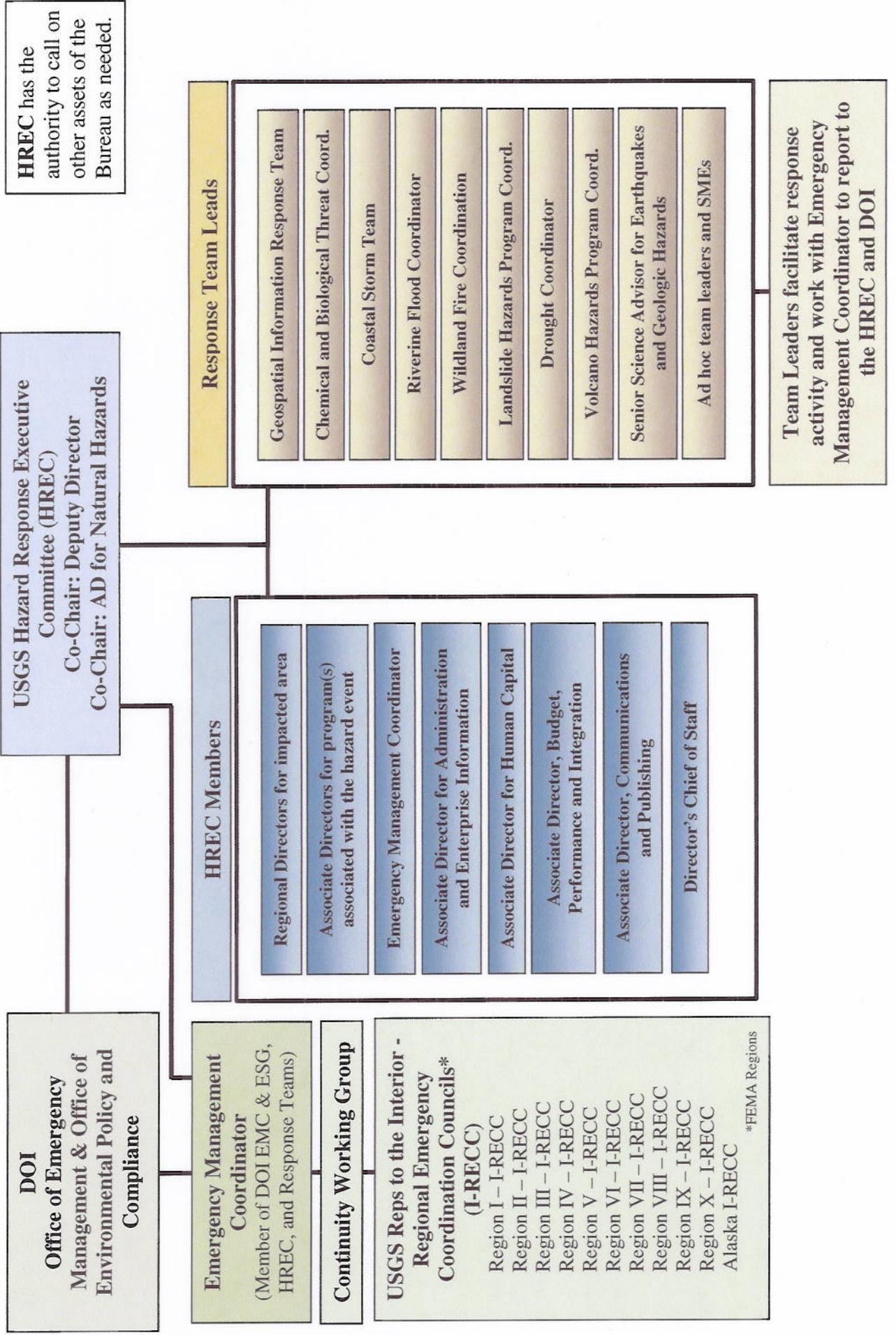
The HREC may include other positions, depending upon the type of hazard and response required to fulfill mission requirements. These positions are:

- Chair of the Geospatial Information Response Team (GIRT)
- Chemical and Biological Threat Coordinator
- Coastal Storm Team Leader
- Riverine Flood Coordinator
- Wildland Fire Coordinator
- Landslide Hazards Program Coordinator
- Drought Coordinator
- Volcano Hazards Program Coordinator
- Senior Science Advisor for Earthquakes and Geologic Hazards
- Ad hoc Team Leaders, Science Planning and Subject Matter Experts as needed



William H. Werkheiser
Acting Deputy Director, U.S. Geological Survey
HREC Co-Chair

USGS Hazard/Emergency Response Organizational Structure 2013



*FEMA Regions