

APHIS Emergency Management Leadership Council Charter

1. Official Designation

The official designation of this Leadership Council is the “APHIS Emergency Management Leadership Council,” herein after referred to as the “Council”.

2. Objective

The objective of the Council is to oversee APHIS’ emergency planning and coordination between emergencies; for response coordination during emergencies; and to ensure that any and all APHIS responses to emergency situations run smoothly Agency-wide. The Council will provide direction and leadership on APHIS-wide emergency management activities.

3. Scope of Activity

The Council will accomplish this objective through the following essential activities:

- Prepare and implement a comprehensive, coordinated plan of how APHIS will handle its emergency response and homeland security responsibilities
- Provide cross-unit leadership, coordination, direction and priority setting for emergency management activities Agency-wide.
- Provide direction, guidance and oversight on operational issues related to emergency management resources residing within the Agency, during an emergency. (Examples of resources include funding, employees, and expertise).
- Set and monitor administrative support service standards for support units in response to emergencies.
- OEMHS Director will be the single point of contact for the Department’s Office of Homeland Security. In addition, OEMHS will coordinate requests from the Office of Homeland Security with the EMLC providing them the appropriate comprehensive response in a timely manner. (Specific details will be identified and shared by the end of the 2nd Quarter, FY '07.)

4. Membership The Council membership will be composed of:

- Associate/Assistant Deputy Administrators from PPQ, VS, AC, WS, IS, BRS, MRPBS, LPA and PPD.
- Regional Directors from VS, PPQ, WS, AC and IES; and
- Director of Office of Emergency Management and Homeland Security.

5. Roles and Responsibilities

Administrator

The APHIS Administrator makes the broad Agency-wide decisions on direction and policy for emergency programs in the Agency. The Council is responsible for carrying out that policy or providing direction as it is prioritized and implemented through each Program staff and chain of command.

Associate Administrator(s)

The Associate Administrator(s) serves as observer and resource and provides overall direction the Council. In addition, the Associate Administrator(s) makes final decisions on any unresolved issues and approves the final charter as well as any subsequent changes or modifications.

Co-Chairs

The Co-Chairs of the Council are held by PPQ's Assistant Deputy Administrator, Emergency and Domestic Programs and VS' Associate Deputy Administrator, Emergency Management and Diagnostics. General leadership of the Council's activities and meetings rests with the Co-Chairs. They will collect or bring issues from other Council members and OEMHS to the Council for decisions or information sharing. The Co-Chairs will monitor and assure initiatives or issues are brought to closure. The Co-Chairs routinely communicate with the Associate Administrator on EMLC issues and progress.

Members

Members will act in the best interests of the Agency and make decisions on an Agency-wide basis. The Council will not diminish the relationships established within each program, but will enhance the cooperation and communication between and among Agency staffs. Council members will continue to report to their respective supervisors within their program. However, Council members will have full delegated authority to allocate required resources in support of emergencies and emergency management planning.

Alternates

Each member will provide the Co-Chairs the name of their permanent alternate, who will attend meetings and calls during unavoidable absences by members. Alternates are empowered to make decisions and commit resources in their member's absence. Council members agree to uphold decisions made in their absence.

Temporary Alternates

Members may send a temporary alternate to a Council meeting if one of the following situations exists:

1. An ad hoc meeting has been called and neither the member or their permanent alternate is available to participate, or
2. An emergency has been stood up and both the member and their permanent alternate have been deployed and cannot participate in either a regularly scheduled meeting or an ad hoc meeting.

In these circumstances only, a temporary alternate may participate in the decision making process of the Council. It is incumbent upon each Council member to establish their own communication mechanisms to ensure the information and decisions from these meetings is shared within their area.

Office of Emergency Management and Homeland Security

OEMHS staff will provide analytical and active support to the EMLC in the areas of animal and plant health emergencies, Homeland Security, ESF-11 and All-Hazards issues. They are also responsible for providing logistical and administrative support to the Council.

Subject Matter Experts

Subject matter experts may be invited to Council meetings based on need and issues. SME's are not involved in the decision-making process.

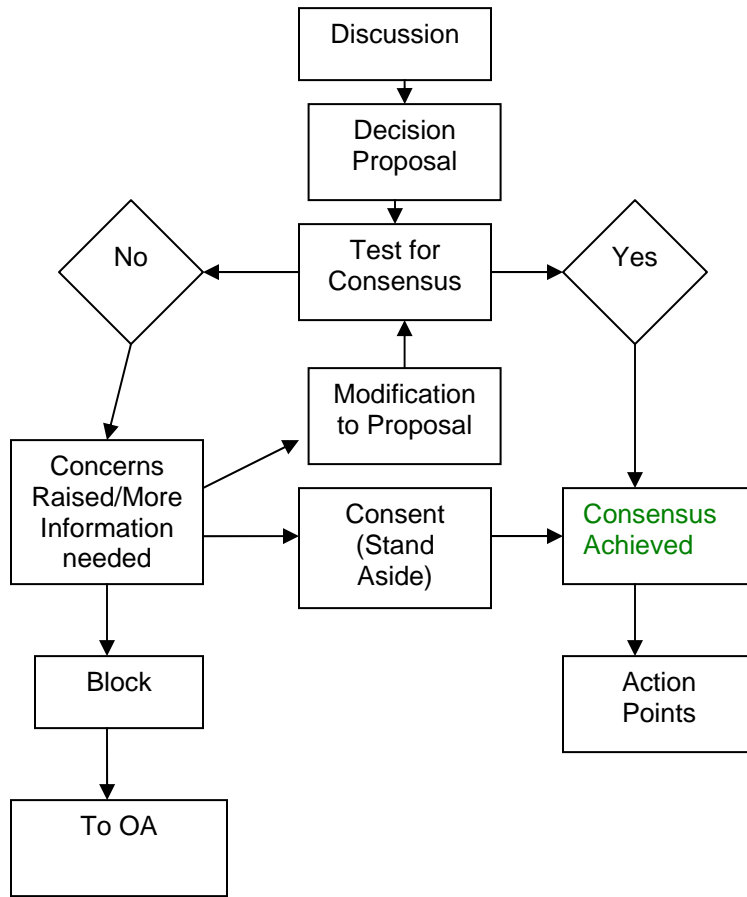
Committees and Working Groups

Committees and working groups will be formed by the Council as needed to carry out tasks and research or investigate issues related to Agency-wide emergency programs, which fall outside the responsibility, technical ability, or expertise of the Council and/or OEMHS.

6. Decision Making

Council decisions will be based on collaboration and consensus among the programs and reflect the best interests of APHIS. For the purposes of the Council, consensus is defined as *the cooperative development of a decision with Council members working together toward a decision that is consented to by all Council members. Full consent does not mean that everyone is completely satisfied with the final outcome, but that the decision is acceptable enough that all Council members agree to support the Council in choosing it. Full consent is only achieved when all Council members agree or accept the decision. If any Council member indicates they cannot agree to or accept the decision, full consent is not achieved and the issue must be further discussed, researched or if appropriate, referred to the Office of the Administrator for resolution. The Council will strive for unity, not unanimity.*

The general process that will be used for consensus decision-making is:



Each member of the Council takes responsibility for sharing opinions and information for group consideration, discussion and deliberation, and most importantly to provide an alternative solution where there is disagreement. Issues where a consensus does not emerge within a reasonable amount of time (this will vary depending on the urgency of the matter or a specific deadline and will be determined by the Co-Chairs) will go to the Office of the Administrator for a decision.

All decisions will be documented in writing, signed by Associate Administrator and Co-Chairs, and drafted and maintained by OEMHS. Additional background information, including documentation of dissenting opinions, will also be drafted and maintained by OEMHS. Copies of documents decisions will be shared with all Council members. Decisions should be prepared in concise manner and to the extent possible be no longer than a one-page information memo.

The EMLC may use this process to discuss and develop funding recommendations, but recognize that final funding issues will be decided by the Office of the Administrator.

7. Principles of Participation

- All Council members are working toward the goal of ensuring that:
 - Any and all responses to traditional plant and animal health emergencies and to new or non-typical emergency responses (all hazards) such as natural disasters, terrorism, etc. are handled in the best possible manner;
 - APHIS carries out its homeland security responsibilities as they evolve; and
 - APHIS programs work seamlessly with each other, the Department, DHS, other Agencies, and other cooperators when responding to emergencies.
- Members recognize and take advantage of each member's strengths, skills and perspective.
- Discussions are honest and forthright in that members feel comfortable and are supported in expressing concerns for their own specific programs while acknowledging the overall need to support Agency-wide emergency response decisions.

8. Number and Frequency of Meetings

The Council will meet monthly on the last Wednesday of the month from 1:30pm to 3:30pm, EST, for routine business. Members outside of the DC Metropolitan area will be provided a call in number.

However, the Council must convene any time any one unit, or the Agency as a whole, intends to invoke any emergency action. An emergency action is defined as any unit seeking an emergency CCC transfer or any animal or plant health emergency that the Council needs to be briefed on. This assemblage could be a brief conference call if the emergency is believed to be relatively small and within the unit's ability to handle without assistance from other units. However, larger emergencies that may require assistance from other units may require a face-to-face meeting (includes video conference).

Additional meetings can be called by the EMLC leadership as needed. Members can request additional meetings through the EMLC leadership. Special meetings may also be convened to coordinate special projects.

Logistical and administrative support will be provided by OEMHS, for all Council meetings.

9. Authorities

Each Council member will exercise all of the authorities associated with their position or that of their Deputy Administrator or Staff Director as appropriate. Formal written delegations of authority will be issued to Council members by their supervisor.

10. Signatories

Office of the Administrator	Ron DeHaven Administrator	_____
	Nick Gutierrez Associate Administrator	_____
	Kevin Shea Associate Administrator	_____
Animal Care	Chester Gipson Deputy Administrator	_____
	Betty Goldentyer Eastern Regional Director	_____
	Bob Gibbens Western Regional Director	_____
Biotechnology Regulatory Services	Cindy Smith Deputy Administrator	_____
	Rebecca Bech Associate Deputy Administrator	_____
International Services	Dan Sheesley Deputy Administrator	_____
	Oswaldo Perez Associate Deputy Administrator	_____
Plant Protection and Quarantine	Ric Dunkle Deputy Administrator	_____
	David Kaplan Assistant Deputy Administrator	_____
	Vic Harabin Eastern Regional Director	_____

	Phil Garcia Western Regional Director	_____
Veterinary Services	John Clifford Deputy Administrator	_____
	Jose Diez Associate Deputy Administrator	_____
	Jack Shere Eastern Regional Director	_____
	Vacant Western Regional Director	_____
Wildlife Services	Bill Clay Deputy Administrator	_____
	Martin Mendoza Associate Deputy Administrator	_____
	Charles Brown Eastern Regional Director	_____
	Jeff Green Western Regional Director	_____
Legislative and Public Affairs	Courtney Billet Deputy Administrator	_____
	Beth Jones Associate Deputy Administrator	_____
Marketing and Regulatory Programs Business Services	Bill Hudnall Deputy Administrator	_____
	Joanne Munno Associate Deputy Administrator	_____
	Eric Nickerson Western Regional Director, IES	_____
	John Kinsella Eastern Regional Director, IES	_____

**Office of Emergency
Management and
Homeland Security**

Joe Frick
Director

**Policy and Program
Development**

Mike Gregoire
Deputy Administrator

Animal Care

Allan Hogue
