

**September 6, 2005**

**CHICAGO  
EMERGENCY PREPAREDNESS AND ADVISORY COMMITTEE  
CHARTER**

**1. PURPOSE**

The Emergency Preparedness and Advisory Committee (EPAC) is a standing entity within the Chicago Federal Executive Board established to promote the development of emergency and COOP plans and enhance our Federal Partners' overall emergency preparedness for a wide range of potential emergencies as mandated in Federal Preparedness Circular (FPC) 65. The Council's activities will be coordinated with and through the Chicago Federal Executive Board.

**2. PARTICIPANTS**

The membership is comprised of members from the following Federal Executive Branch departments and agencies in the Chicago Region: Federal Emergency Management Agency, Department of Homeland Security; Federal Bureau of Investigation, Department of Justice; Internal Revenue Service, Department of the Treasury; Environmental Protection Agency; U. S. Marshals Service, Department of Justice; Department of Labor; and the FEB Chair. Although membership on the EAC is designated by the FEB's Executive Committee, participation is open to every Executive Branch department and agency in the region. The EAC will be co-chaired by OPM Region V and by GSA Region V.

**3. OBJECTIVES**

- a. Ensure the viability of executive branch emergency preparedness and COOP capabilities and plans through coordinated planning and exchange of information and management techniques.
- b. Sponsor and support interagency interoperability, training and exercises designed to strengthen and test regional emergency preparedness and COOP plans and capabilities.
- c. Encourage mutual aid and assistance in the planning for and conduct of emergency preparedness and COOP.
- d. Encourage coordination and communication between programs such as those detailed in FPC 65.

- e. Coordinate programs and activities as requested by the Chicago Federal Executive Board (FEB) and serve as a source of recommendations on emergency preparedness and continuity of operations policy, planning, and programs.
- f. Standing and *ad hoc* committees may be established to accomplish the purpose and objectives of the EPAC.
- g. The EPAC will meet on a regular basis as determined by the committee. Initially, these meetings will be quarterly. Any member may make a request through the council for a special meeting of the group.
- h. Meetings will be conducted in an unclassified environment. When necessary, classified discussion and topics will be taken up in the appropriate interagency forum.

#### **4. PERIODIC CHARTER REVIEW**

On an annual basis the Chicago Emergency Preparedness and Advisory Committee will review the adequacy of its charter, nominate steering committee members and make recommendations to the Chicago FEB for appropriate changes.