



**BOMA San Francisco  
Emergency Preparedness Committee (EPC) Subcommittees  
Mission Statements and Objectives  
2016**

**Chair, Stacia Keisner  
Vice Chair, Bonnie Kalbrosky**

For more information about the EPC or to join the committee, contact Committee Chair, Stacia Keisner at [stacia.keisner@cbre.com](mailto:stacia.keisner@cbre.com).

**Event & Event Management Subcommittees**

*Event Mission Statement:* Conceive, hone and deliver a disaster simulation impacting the commercial real estate community that is of mutual benefit to BOMA's general membership and the participating public sector emergency agencies.

**Objectives:**

- Create, enhance and execute an exercise with San Francisco emergency public agencies in conjunction with participating properties, establishing as beneficiaries:
  - Property management and ownership;
  - Security personnel;
  - Engineering;
  - Tenancy;
  - Public;
  - Public Sector Emergency Responders.
- Work with property management in defining preparedness and response protocols the event that is particularized to private-public sector liaison, while in keeping with their emergency management SOPs; and
- In conjunction with the Event Management Subcommittee and BOMA Staff, develop an After Action Report suitable for indoctrination of BOMA practitioners and use in further benchmarking best practices.



*Event Management Mission Statement:* Develop analytic framework for implementation, monitoring, and evaluation of a multi-site catastrophe exercise and refine “lessons learned” suitable for dissemination to the commercial real estate management community.

Objectives:

- Identify, indoctrinate and prepare for deployment teams of evaluators equipped to produce clear and concise documentation of the exercise components to include public sector asset allocation, private sector preparedness and inter-sector cooperative function;
- Manage a de-briefing immediately following each exercise segment to assure continuity of work product and clarify participating evaluators’ findings;
- Assist BOMA staff in development of “hot-wash” for attendance by involved subcommittee chairs to examine applicable information for general transmission; and
- Assist BOMA in development of “After-Action” seminar with content worthy of examination by its membership and dissemination in the greater BOMA sphere of influence.

For more information, contact Event/Event Management Subcommittee Chair Jackson Talbot at [jtalbot@thepyramidcenter.com](mailto:jtalbot@thepyramidcenter.com).

### **Public/Private Sector Liaison Subcommittee**

Mission Statement: To leverage the resources and expertise provided by external private and public sector business continuity organizations, while reciprocating with BOMA expertise in facility crisis preparedness and response.

Objectives:

- Maintain ongoing two-way communication with the many external organizations that specialize in aspects of crisis preparedness and response including but not limited to:
  - Business Recovery Managers Association (BRMA)
  - Association of Contingency Planners (ACP)
  - Bay Area Response Coalition (BARCfirst)
  - City & County of San Francisco Department of Emergency Management (DEM)
  - Various Bay Area Public Health Agencies
  - California Governor’s Emergency Preparedness Advisory Workgroup (EPAW)
  - California Emergency Management Agency (CalEMA)



- Regional Partnership Council (RPC)
- Federal Emergency Management Agency (FEMA)
- Utilize the resources and expertise represented in the above private/public sector organizations;
- Benefit those organizations with BOMA expertise in facility crisis preparedness and response;
- Demonstrate the value of an Emergency Preparedness Committee and the strength of private/public partnerships to other BOMA chapters;
- Work with BOMA on the program to maintain private sector liaisons within the public sector Emergency Operations Center (EOCs);
- Provide speakers to both the BOMA EPC and other BOMA membership events, as requested, to address the topics of interest reflected in the 2011 Communication Subcommittee Survey Results and others of interest to the greater BOMA membership.

For more information, contact Subcommittee Chair Barry Cardoza at [barrycardoza@barrycardoza.com](mailto:barrycardoza@barrycardoza.com)

### **Training Subcommittee**

Mission Statement: The Training Subcommittee is dedicated to providing the BOMA membership with the most comprehensive and topic relevant workshops that promote the best practices and increase awareness for emergency preparedness throughout the San Francisco business community.

#### Objectives:

- Coordinate and plan four BOMA member sponsored workshops that focus on emergency preparedness;
- Coordinate with the Communication Subcommittee to upload relevant training information to the BOMA website.

For more information, contact Mary Janssen at [mjanssen@swigco.com](mailto:mjanssen@swigco.com)