



# Preparedness Framework Implementation Team

## CHARTER

### June 2012

**Purpose:** This charter defines the mission, objectives, and organization of the Preparedness Framework Implementation Team (Prep FIT) and its relationship to the FIT and the Oregon Geographic Information Council (OGIC)

#### **Preparedness FIT Mission:**

The mission of the Prep FIT is to promote the development and effective use of geospatial information to support the emergency management, preparedness and response community in Oregon.

#### **Preparedness FIT Objectives:**

- Identify the geographic data needs to support statewide emergency management and preparedness and develop strategies to address gaps in availability. The Prep FIT aims to provide a mechanism for the cataloguing, evaluation and determination of authoritative datasets with known accuracy and completeness.
- The Prep FIT aims to recommend the adoption or adaptation of existing standardized data formats and mapping products, and/or develop standards for use by the emergency management, preparedness and response community in Oregon.
- The Prep FIT will act as a coordinating and advisory body for the assembly, storage and delivery of datasets and data services to support the needs for timely and accurate emergency response data both within Oregon and to federal partners who need the data to support response and recovery efforts on behalf of the state. Document existing stewardship of data necessary for the development and maintenance of emergency management, preparedness and response data in Oregon.
- The Prep FIT will endeavor to develop, implement and revise stewardship commitments and procedures for critical preparedness data for which no existing stewardship arrangements exist.
- Advocate for the necessary steps in developing sound emergency management by integrating and supporting statewide geospatial strategies.
- In collaboration with GEO, interact and coordinate with Federal, State, Local, Tribal and private partners on geospatial information development, storage, access and utilization to support emergency preparedness and incident response/management.
- Advise OGIC on issues related to Preparedness GIS framework data development, interoperability, standardization and stewardship.

## **Preparedness FIT Organization:**

- The Prep FIT is one of 15 State FITs currently established. FITs are typically organized thematically around like groupings of spatial data. The 15 FITs are Administrative Boundaries, Bioscience, Cadastral, Climate, Elevation, Geoscience, Geodetic Control, Preparedness, Hazards, Land Use / Land Cover, Hydrography, Imagery, Reference, Transportation and, Utilities. Other FITs arranged around like kinds of data or data needs are being contemplated.
- FIT membership is voluntary and is open to all levels of government, utilities, academia and the private sector. OGIC members are encouraged to promote Prep FIT involvement from within their organization.
- The Prep FIT Lead shall be proposed by consensus of the group and/or the FIT chair and subsequently endorsed by OGIC for a three year term. Prior to the end of this term Prep FIT members shall review the Lead position and propose either renewal or change to OGIC.
- Workgroups will be created and projects initiated as necessary to meet Prep FIT objectives at the direction of the Prep FIT Lead or FIT Lead.
- The responsibilities of the Prep FIT Lead shall include:
  - Preparation and distribution of an agenda, including location and time (in cooperation with FIT Chair)
  - Chair Prep FIT meetings and preside over decisions
  - Appoint workgroups and monitor their activities (in cooperation with FIT Chair)
  - Ensure that minutes are accurate and publicly available (in cooperation with FIT Chair)
  - Ensure progress toward accomplishing the mission and objectives of the Prep FIT.
- Prep FIT meetings shall be guided by consensus rule of those attending the meeting. Decisions that do not have a consensus may be tabled until the next meeting. The FIT Chair is the final arbiter if consensus cannot be reached in an appropriate amount of time.
- A minimum of two Prep FIT meetings shall be convened each calendar year. The occurrence of these meetings shall be coordinated with the FIT Chair such to avoid FIT meeting overlaps.
- The Prep FIT Lead will be responsible for updating the roster of participants as needed.

- Prep FIT Workgroups and projects may be established and terminated at the consensus of Prep FIT group or at the direction of the Prep FIT Lead or FIT Chair.
- Charter establishment and revisions, including Prep FIT Leadership must be approved by the OGIC. A minimum of one month's notice is required for revisions to the charter.
- Prep FIT meeting minutes shall be recorded by a volunteer selected prior to the beginning of each meeting. These minutes and all other documents related to Prep FIT shall be archived and available at the GEO web page or via GovSpace.