

# 2018-2023 Environmental Protection and Emergency Preparedness Support Services

DISASTER MANAGEMENT

Office of Environmental Policy and Compliance, Department of the Interior – Washington, DC



## PROJECT DETAILS

**DIFFICULTY:** Medium

**COST:** >\$100,000/year

**TIMEFRAME:** Base, +4 Option Years

**DELIVERABLES:** Full time Emergency Management Support and facilitation of ongoing administrative and operational materials development, website optimization, meeting support, and interagency communications.

### CORE COMPETENCIES:

- Emergency Management
- Personnel Management
- Communications and Outreach
- Newsletter Development
- Meeting/Workshop Support

## PROJECT TEAM

Vision Planning and Consulting

### CLIENT CONTACT

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Office of Environmental Policy and Compliance  
Environmental Response and Recovery Team  
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## PROJECT OVERVIEW

VPC provided support to the Department of the Interior (DOI) Office of Environmental Policy and Compliance (OEPC) Environmental Response and Recovery (ERR) Division with technical, organizational, administrative, training, communications and outreach, and website enhancement tasks for five years.

### PROJECT SUMMARY

**Administrative Support:** VPC provided administrative and operational support including: assisting with personnel rehiring and deployment; coordinating and scheduling meetings, providing meeting agenda/minutes; purchase requisitions; reimbursables tracking; and other disaster-related fiduciary tasks.

**Project Coordination:** VPC supported the ERRD Environmental Safeguards Group (ESG) by facilitating departmental and interagency review, follow-up and communications on All-Hazards Environmental Safeguard Plans, and coordination of ESG meetings. VPC staff served as the primary author and coordinator for the development of the NCR RSF's After Action Report (AAR) for the five-year recovery mission in Puerto Rico for Hurricanes Irma and Maria.

**Enhanced Resource Management:** VPC served as a team leader for one of the four National Response Coordination Center's ESF #11 response teams during FEMA activations. VPC Staff managed the roster of desk officers through on-call shift scheduling, on-boarding, and training of new personnel, and maintaining situational awareness for ESF #11.

**Information Management:** VPC provided content, navigation, and graphic design improvements to the OEPC website. VPC developed and maintained a suite of SharePoint sites for: the ERR Team; Military Legacy Sites; Environmental Response and Recovery; and the Inland Oil Spill Preparedness Program (IOSPP). A comprehensive filing system was also created for the transition to Microsoft Teams, which guided the ERR Division through the process of removing, archiving, and migrating files.

**Enhanced Preparedness:** VPC developed the OEPC Re-entry Plan to guide the office on procedures and precautions for reentering the office during the transition from remote work status of employees to on-site work due to the COVID-19 pandemic. VPC supports the ERR Division as part of a workgroup to develop an Employee Safety Manual Template for use by the DOI Office of Safety. VPC provided ad hoc client support and SMEs to OEPC as necessary and served as FEMA's point of contact for the NCR RSF.