

# Emergency Preparedness Committee Charter



## Committee Purpose

The Emergency Preparedness Committee enhances emergency preparedness within the commercial real estate industry, working collaboratively with public safety agencies in Northern Virginia, Suburban Maryland, and the District of Columbia. This will be achieved through private/public partnerships, information sharing, and the proactive dissemination of relevant information to AOBA members regarding current or forthcoming events impacting the region, as appropriate. The Committee serves as AOBA's key point of contact for emergency preparedness planning, protocols, best practices and lessons learned.

## Committee Membership

The Committee shall consist of only AOBA members in good standing.

## Committee Structure and Operations

The Committee shall designate one member of the Committee as its chair. All members of the Committee are eligible to vote for Committee Chair and Committee Chairs shall serve two-year terms. The Committee shall meet in person or via Zoom at least four times per year at a time and place determined by the Committee's chair, with further meetings to occur when deemed necessary or desirable by the Committee or its Chair.

## Committee Duties and Responsibility

In furtherance of its purpose, the Committee shall have the following duties and responsibilities:

1. Organize and conduct emergency preparedness events that will provide help members prepare and respond to emergency situations that may arise in our area and to respond to these in an effective manner.
2. Work closely with public safety agencies, local officials, and other organizations to develop and maintain emergency and non-emergency communications.
3. Provides recommendations and practices regarding the conduct and regulatory compliance of emergency planning and preparation-related work to AOBA members.

## Staff Responsibilities

- Maintain committee roster
- Schedule meetings, work with chairs to develop agendas and complete meeting minutes
- Provide support to the committee throughout the year