



**Bay Area UASI
Public Information & Warning Work Group Charter**

Purpose

The Public Information and Warning Work Group is chaired by Corey Reynolds of the UASI Management Team. The work group’s purpose is to coordinate and build regional capabilities in developing and disseminating prompt, clear, specific, accurate, inclusive, and actionable emergency public information and warnings for our respective communities. The work group supports Goal 3 of the Bay Area UASI Homeland Security Goals and Objectives and as aligned with the current Bay Area UASI Risk and Gap Report.

Goal 3: Communications
<u>Objective 3.2 Emergency Public Information and Warning:</u> Provide public information and warning to affected members of the community in order to save lives and property.

Objectives

- Provide a mechanism for sharing public information and warning best practices.
- Coordinate and support a regionalized mass notification and public information system.
- Inform, coordinate, and submit annual UASI project proposals related to public information and warning.
- Guide and oversee the progress of regional public information and warning projects.
- Deliver status reports, as needed, to the UASI Approval Authority, the Emergency Management Work Group, and other stakeholder groups.

Membership

Membership is open to all partners in the Bay Area UASI region engaged in public information and warning related to disaster preparedness, mitigation, response, and recovery. The work group chairperson maintains a membership roster.

Meeting Frequency

Public Information & Warning Work Group meetings occur quarterly. The schedule of meetings will be shared in January for the coming year. Members are encouraged to attend in person or by conference call line.

Governance

The Bay Area UASI Project Manager assigned to the work group shall serve as the Chairperson and Scribe.

Documentation

The Chairperson maintains a record of the work group meetings and will distribute meeting agendas two weeks prior to each meeting, and meeting minutes no later than one week after each meeting.

Process for Charter Updates/Changes

Updates and changes to this Charter are the responsibility of the Bay Area UASI, although changes will be discussed with the membership prior to adoption.

Sub-Committees

Sub-committees of this work group will be formed to accomplish specific tasks and oversee regional projects related to public information and warning.