DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

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| **Example Community Emergency Group Emergency Meeting Agenda****Date:** *Enter Date***Time:** *Enter Time***Location:** *Enter Details***Attendees:** *Enter Details*1. **What is the current situation?**

*Enter details*What information do you have, who does it come from and is it accurate?*It may be that your first action is to gather information**You might want to consider the following:***Location of the emergency. Is it near:*** A school?
* A vulnerable area?
* A main access route?
* Type of emergency:
* Is there a threat to life?
* Has electricity, gas or water been affected?

**Are there any vulnerable people involved?*** Elderly
* Families with children
* Non-English speaking people
* What resources do we need?
* Food?
* Off-road vehicles?
* Blankets?
* Shelter?

**Can the community help?**1. **Establishing contact with the emergency responders**

*Enter details*1. **How can we support the emergency responders?**

*Enter details*1. **What actions can safely be taken?**

*Enter details*1. **Who is going to take the lead for the agreed actions?**

*Enter details*1. **How are you going to stay in touch?**

*Enter details*1. **What do we need and when do we need it in order to sustain our efforts?**

(For example a few messengers now to spread an evacuation message, a lot of volunteers later when people are ready to be moved)*Enter details*1. **Any other issues?**

*Enter details*Keep a brief record if you can |