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 |