

Pre-Incident Meeting Tools: Sample Agenda

Sample Agenda

Purpose

This tool provides a sample agenda for a local pre-incident planning meeting. It should be customized as needed to meet local needs. Each segment of the agenda includes an estimated amount of time that should be allotted and information about the individual(s) who will lead that segment.

Instructions

Use this tool to plan an agenda for a pre-incident planning meeting in your community.

The Pre-Incident Planning Guide is the core tool for the pre-incident planning meeting. It contains information about each segment of the sample agenda. In addition, specific tools were designed for use with particular segments (as indicated in the right column of the sample agenda).

Other tools may be provided as meeting handouts or resource materials for participants, such as the handout materials located in the toolkit section titled “Essential Information about Drinking Water.” Some communities may also wish to use the pre-incident planning meeting as an opportunity to complete or review the tools in the Local Information section of the toolkit.

Pre-Incident Meeting Tools: Sample Agenda

Sample Agenda

Drinking Water Pre-Incident Planning Meeting

Time	Segment and Speaker or Facilitator	Additional Tools
5 minutes	Welcome <i>Local Government Leader</i>	
5-10 minutes	Opening Remarks: Purpose and Goals for the Meeting <i>Local Champion or Planning Team Leader</i>	
10-15 minutes	Introductions <i>Local Champion or Planning Team Leader, Facilitator and Participants</i>	
15-20 minutes	Presentation: Essential Information about Drinking Water <i>Local or Invited Speaker</i>	Scripted slide deck
15-20 minutes	Presentation or Remarks: Our Community’s Drinking Water and Experience with Incidents Involving Drinking Water <i>Utilities Director, <u>and</u> Public Health Director or Emergency Management Coordinator</i>	
45-60 minutes	Gathering Information – Group Discussions <i>Facilitator and Participants</i>	Sample discussion questions Meeting report worksheet
10-20 minutes	Wrap-Up and Moving Forward <i>Local Champion or Planning Team Leader</i>	
5 minutes	Concluding Remarks <i>Local Government Leader</i>	