

Template 2: WA All-Hazards Clearinghouse Planning Meeting Template

Overview

- The briefing will be led by the chair of the committee for the hazard being investigated (Lead Hazard committee chair) or a designated deputy. The chair deputizes a secretary to take notes or minutes (level of detail decided by the chair).

General Meeting Outline

- Welcome
- Meeting overview
- Roll call
- Event synopsis
- Discussion: Plan for teams—what will we do?
- Discussion: Mobilization details—how will we accomplish our goals?
- Review of day's priorities and team plans
- Safety reminders

Detailed Template

Note: Though the template looks highly prescribed, we may not need to cover every bullet point listed here or all the points mentioned—just want to give a sense of the sorts of things we could/should expect to discuss for each topic.

Pre-meeting:

- Generate *brief* outline on whiteboard so participants know when they'll discuss what. Potential outline:
 - Welcome
 - Meeting overview
 - Roll call
 - Event synopsis
 - Discussion: Plan for teams—*what will we do?*
 - Discussion: Mobilization details—*how will we accomplish our goals?*
 - Review of day's priorities and team plans
- Make sure people are signing in on paper near the room entrance or in the virtual chat.
- Logistics: generate and print local hospital info sheet for field teams

Call-to-Order

Lead hazard committee chair

- Welcome—meeting overview
- Reminder about signing in for this meeting
- Quick roll-call
- Event synopsis
 - Outline what leadership knows

- Ask for input from participants
- Plan for teams: what we will do
 - WHERE are the teams going?
 - Are there multiple Hazard sites or just one for now?
 - WHO are the field teams?
 - How many do we need?
 - WHAT data do the teams need to bring to the field to assist their work?
 - Print map copies
 - Emergency hard drives
 - WHEN are the teams departing the Clearinghouse?
 - Estimated time to leave
 - Estimated time to arrive at Hazard site
 - Where will the chair be?
- PAUSE: Ask who doesn't know what to do?
- Mobilization details: how we will do our work
 - Vehicles: who is traveling with who and with which vehicle(s)?
 - Gear: lists and needs
 - Field gear
 - List. Note Hazard specific items
 - Who needs equipment and how will we get it?
 - Data collection
 - Review forms (digital, paper)
 - Check that devices have software (Survey123, Avenza, Field Maps)
 - Sync forms BEFORE leaving Clearinghouse
 - Test offline (in Airplane Mode) BEFORE leaving Clearinghouse
 - Site Logistics
 - Whose land is it? (Must be researched by WGS employees and given to Clearinghouse volunteers)
 - Do we have access and permission?
 - Start by looking at County parcels (more detailed with specific private info): *Note*: some sharing restrictions may apply (check with county)
 - If we need more help with access, we can ask the local emergency manager for assistance
 - How to get to the site (directions)
 - Site entry limitations (gates, keys, road status)
 - For multiple teams working at one site, discuss organizing both recon and detailed observation field teams upon arrival
 - Safety
 - Check-in/check-out procedure
 - Gear reminder (first aid kits, sunscreen, hard hats, visibility vests, etc.)
 - Where is the nearest hospital?
- Review plan
 - Each team review where they are going and with whom
 - PAUSE and ask for questions
- Safety and reminders before going to the field
 - Emphasize that field teams need to have safety discussions
 - Field teams check gear list
 - Download and test forms
 - Emphasize check-in/check-out procedure
- Announce when and where the next meeting will take place.

- Review any action items
- Send notes via email and save to appropriate location

Adjourn Clearinghouse planning meeting for teams to prepare and depart for the field