Template 3: WA All-Hazards Clearinghouse Evening Briefing 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 should deputize a secretary to take notes or minutes (level of detail decided by the chair). The lead hazard committee co-chair or a designated deputy will help summarize the next day's priorities and actions during the meeting for presentation at the end of the meeting and will fill out the Situation Report to send to EMD and Incident Command (if applicable).

General Meeting Outline

- Welcome
- Meeting overview
- Event synopsis
- Discussion: observations/data ("successes")
  - o Each team reports the facts
- Discussion: processes/methods ("ways to improve")
  - o Each team need not report
  - o Focus on problems and their solutions
- Review of next day's priorities, actions, and efforts
- 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.

Example outline:

- Welcome
- Meeting overview
- Event synopsis
- Discussion: observations/data ("successes")
  - o Each team reports the facts
- Discussion: processes/methods ("ways to improve")
  - o Each team need not report
  - o Focus on problems and their solutions
- Review of next day's priorities, actions, and efforts with safety reminders

Call-to-Order:
Lead hazard committee chair

- ☐ Quick Roll-Call

Welcome—meeting overview

- ☐ Mention of the virtual Clearinghouse webpage and location of the physical Clearinghouse
- ☐ Review agenda
- ☐ Reminder to keep report outs brief and concise and to avoid duplication of information—report data (stick to facts and results) and process (methods and ways to improve) in separate sections
- ☐ Briefing on any urgent updates

Introduction to the General Situation—event synopsis

- ☐ Event basics
  - o Initiation date
  - o Location
  - o Other general details of importance or updates since last meeting
- ☐ Jurisdictions affected to date
  - o Overview map of the area affected
  - o Impact on people and structures (if known)

Summary of Clearinghouse activities to date

- ☐ Number of days Clearinghouse has been active
- ☐ Maps showing the area(s) of data collection so far
- ☐ General actions completed
- ☐ Current priorities
- ☐ Eventually: reports/webinars planned

Today's Updates on data collection (data/observations):
Lead hazard committee chair moderates

- ☐ Clearinghouse lead hazard committee chair: summary of today's priorities and activities
- ☐ Remote sensing committee report (in summary form)
  - o Location(s) visited
  - o General observations
  - o Products created (if applicable)
  - o Recommended next action(s) based on today's work
  - o Questions and short conversation
- ☐ Each on-the-ground team reports results (in summary form—encourage succinct reports, but this part may take a while—it is a major part of the point of this meeting)
  - o Location(s) visited
  - o General observations
  - o Recommended next action(s) based on today's work
  - o Questions and short conversation
- ☐ Reports from partners—topics determined by those agencies—please mention any data/products of use to the Clearinghouse staff and participants
  - o For example: USGS, PNSN, EMD, FEMA, Regional Emergency Management Operations Center, WSDOT, NOAA, other DNR Divisions
- ☐ Updates from others doing data analysis
  - o Results
  - o Products that may be of use to Clearinghouse staff and participants
  - o Questions and conversation
- ☐ Outreach committee updates

- Communications of importance to everyone—who was briefed and nature of the briefing.
- New talking points, maps, props prepared that may be of use to Clearinghouse participants
- New resources/products that are being created by others that may be of use to Clearinghouse participants that were not mentioned above

Logistics and Planning (processes/methods):
Lead hazard committee chair moderates

☐ Let teams bring up potential problems, potentially including:
  - Access issues
  - Emergency Management update: hazard areas that should be avoided by everyone except emergency first responders
  - Any Safety concerns or important safety messages (ask group of anything safety related they want to share)
    ▪ Close calls and safety tips
    ▪ What went well and what could be done better as we move forward
☐ Data & IT committee updates
  - Feedback on data submission for field teams
  - Any in-the-moment procedural changes
☐ Logistics committee updates
  - Updates on equipment and facilities
☐ Updates from teams not yet deployed but may do so
  - Current plans
    ▪ When they plan to deploy or what threshold will trigger their deployment
  - Discussion of logistical help needed

Wrap-up:
Lead hazard committee chair and co-chair

☐ Summary of tomorrow's priorities (what the chairs heard—can include discussion)
☐ Summary of tomorrow's actions and efforts (each team says where they are going and what they are doing)
☐ And (or) eventual discussion of Clearinghouse continuation (Needed? How long? How many people?)
  - At last meeting include instructions for continuing to submit data
  - And Clearinghouse participant survey (?)
☐ Any other new or old business that needs to be discussed?
☐ Remember to check out and in before/after field work.
☐ Review action items

Post-meeting:

☐ Situation Report
  ☐ Meeting between Outreach committee and lead hazard committee chair (and others as needed) to discuss products to be made based on the day's data
☐ Send follow-up email with notes and action items