

Pre-Incident/Event Coordination Meeting Agenda

Austin Resilience Network

Sample Agenda

Purpose: Align stakeholders and partners on operational readiness, resource coordination, and communication strategies for the anticipated incident.

Key objectives include:

1. **Strengthen Collaboration:** Share readiness updates, capabilities, and potential challenges.
2. **Review Plans:** Discuss plans and activation triggers.
3. **Address Gaps:** Identify resource needs and develop action items.
4. **Enhance Communication:** Establish protocols for updates and information sharing.

Time: 30 minutes

Participants (scenario dependent): City of Austin & Travis County Stakeholders (Emergency Management, Public Safety, Health & Human services, Utilities and Infrastructure, Facilities and Support services, Transportation and Public Works, and Public Information/Communications), and regional Non-Governmental Organizations, and Community Based Organizations partnered with the Austin Resilience Network.

Agenda:

1. **Welcome and Roll Call**
 - Confirm attendance and identify any new attendees.
 - Verify the roles of key representatives.
2. **Incident Overview & Situational Update**
 - **Lead:** HSEM Duty Officer and/or Mass Care Coordinator.
 - **Content:** Review of the current situation, weather forecast, or event prediction by Subject Matter Experts (SME).
 - **Reports:**
 - National Weather Service (NWS), and/or
 - Infrastructure, and/or
 - Utilities

- **Operational Readiness Status:** OPCON level and mass care triggers for activation.

3. Review of Plans & Activation Triggers

- **Lead:** Mass Care Coordinator.
- **Content:**
 - Review relevant Mass Care plans based on scenario (CWS, Heat, Winter Weather, Shelter).
 - Identify and define specific activation criteria for related mass care services (e.g., shelter, feeding, transportation).

4. Review of Partner Capabilities & Preparedness

- **Each Partner Briefs:**
 - **COA:** Current posture/level of readiness, resources, facilities, and staffing availability.
 - **Regional:** Shelter site availability and readiness.
 - **NGO/CBO:** Situational awareness, resource readiness, volunteer availability.
 - **HSEM PIO:** Current efforts and strategies.
 - **HSEM Logistics:** Stock levels of emergency supplies, food, and medical resources.
- **Format:** The structure and/or order of reports can change based on needs of the scenario

5. Operational Coordination Plans & Communication Protocols

- **Lead:** HSEM Duty Officer.
- **Content:**
 - Review internal and external communication protocols (WebEOC, AWACS, Situation Reports).
 - Establish notification timelines and preferred communication methods for updates.

6. Anticipated Challenges & Resource Gaps

- **Lead:** Mass Care Coordinator and/or HSEM Mass Care staff.
- **Open Discussion:**
 - Anticipate potential resource gaps (staffing, medical support, feeding capacity, transportation etc.).
 - Discuss possible solutions and confirm mutual aid agreements.

7. Public Information & Messaging Strategy

- **Lead:** Public Information Officer (PIO).
- **Content:**

- Review public messaging strategy and joint communication approach.
- Confirm distribution channels (social media, press releases, community outreach).

8. Action Items and Next Steps

- Summarize action items and identify responsible parties.
- Confirm date and time for the next coordination call.

9. Closing Remarks and Adjourn

- Final comments and confirmation of immediate follow-ups.