

Crisis meeting (debrief) agenda

During an initial briefing with staff about the crisis, the following specific agenda items will help in the review process:

Situation Report	<ul style="list-style-type: none">■ What appears to have happened?■ Confirm facts (when, immediate known consequences, likely consequences).■ Define the scope of proposed situation.
Initial Response Status	<ul style="list-style-type: none">■ What is being done, why, and by whom?■ What is the likely implementation time and hoped-for results?
Initial Communication Status	<ul style="list-style-type: none">■ Who knows and who needs to know immediately and later?■ What are the 3 to 5 key messages to share with parents, media, and community?
Short-term Response Requirements	<ul style="list-style-type: none">■ What must be done in the next several hours and how?■ Delegate crisis communication responsibilities.■ What human and material resources are available or needed?
Short-term Communication Process	<ul style="list-style-type: none">■ Staff, faculty, students, families, others?
Next Meeting	<ul style="list-style-type: none">■ Establish next debriefing or crisis response assessment meetings.■ To maximize time, establish key status report information needed and stick to this agenda. Use part of the meeting to freely discuss crisis, but limit or curtail unsubstantiated rumors or information sharing.