

MEETING AGENDA

Date:		Time:	
Location:			
Attendees:			
Notes Recorded By:			

#	Action	Notes
1	Take attendance.	
2	Confirm On-Site Commander.	
3	Confirm Incident Commander.	
4	Assessment / Evaluation of Incident: <ul style="list-style-type: none"> What appears to have happened? Potential causes/reasons. Consequences (both known and likely). Expected duration. 	
5	Validate Level of Incident and Confirm Initial Response Status: <ul style="list-style-type: none"> Has the incident been declared an emergency? What response is underway? What people and groups are involved? 	