

C.2. EMT Agenda Example

AGENDA & BRIEFING GUIDE		
1.	Welcome & Introductions	Try and get as much of the information below before the briefing. It will be a quicker, clearer briefing if is mainly confirmatory. Try and not get into a situation where you are trying to solve each problem on the call - it's a briefing not a meeting! Identify what the "Operational Period" will be, i.e. when is the next briefing.
2.	Situation Update	WHO (Always do the PEOPLE bit first, patient & staff issues) then, WHAT, WHEN, WHERE. Try and do this summary yourself it helps impose control over the briefing.
3.	Concerns	If you haven't had the chance to get this information before the briefing try and use a checklist from the relevant plans to identify your own concerns then get each person/sector CONCERNS broken down into a pre-agreed order. A simple order would be: Service Delivery (under sub-headings), Facilities and Comms & Staff Sentiment
4.	Objectives	The CONCERNS update can turn into a bit of an open discussion. The OBJECTIVES bit gives you the opportunity to get control again with a statement of what you see as the most important issues to deal with / decisions to make in the next "Operational Period". This is the "strategy" if you are used to UK emergency services procedures.
5.	Actions	Allocate actions to a person / dept, by a set time (or confirm ACTIONS them if they have arisen in discussion in the CONCERNS section).
6.	Review Existing Actions	(Not on Initial Meeting) then Close - aim for 30 mins max.