

**Appendix B – Incident Management Team Agenda**

**Provisional Agenda (Modify as necessary)**

**1. Welcome & Introductions**

 Reason for meeting

 Anyone who should be added to membership

 Overall aim of the response

**2. Nature of Incident**

 What has happened? **(SBAR format using Appendix B1)** (for initial meeting)

 Latest situation report/review of previous actions (for second and subsequent meetings)

 Who is managing the response to the incident and their contact details

 What is the impact on services/patients/staff? **(Complete Appendix B2)**

**3. Assess risk and develop response strategy**

 What are the risks to service delivery/critical services?

 What is the maximum tolerable period of disruption using section 4 of this plan.

 What are the key objectives required to continue to deliver services

**4. Agree and log actions to be taken.**

 Who is responsible?

 What are timelines for delivery?

**5. Communications:**

 **Staff –** Information and messages to staff

 **Patients –** Information and messages to patients

 **Other Stakeholders –** Information and messages to stakeholders

**6. AOB**

**7. Next meeting:**

 **Schedule –** determine frequency of meetings and who should attend

 **Agree if sitrep reporting is required**

**8. Debrief and lessons learnt on incident and move to recovery stand down**

**(Appendix B3)**

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