

INCIDENT MANAGEMENT TEAM AGENDA TEMPLATE

Incident Management Meeting Sun Parlor Home	Date:	Location:		
	Time:	Facilitator/Recorder:		
Attendees:				
Guests:				
Regrets:				
		Action/Decision	Status	Target Date
STANDING ITEMS				
Incident Manager Update				
Communications Lead Update <ul style="list-style-type: none"> • Confirmation of communication issued • Confirmation of communicated to be developed and approved and distributed • Review of complaints and follow up • Planned communication for residents, families, team members 				
Logistics Lead Update <ul style="list-style-type: none"> • 				
Staffing – Scheduler <ul style="list-style-type: none"> • # vacant roles • # needed shifts x next 72 hours • Status of any required orientation/training 				
HR Update <ul style="list-style-type: none"> • Status of recruitment • Status of work refusals 				
Operations Update				
Clinical Care/Wellness Updates – <ul style="list-style-type: none"> • Review of issues with clinical care / wellness services 				
Operations Updates –				
Resident Experience –				
Next meeting is:				