

**INCIDENT MANAGEMENT TEAM AGENDA TEMPLATE**

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