

## INCIDENT MANAGEMENT TEAM AGENDA TEMPLATE

|  |       |                        |               |                    |
|--|-------|------------------------|---------------|--------------------|
| <b>Incident Management Meeting<br/>Sun Parlor Home</b>   | Date: | Location:              |               |                    |
|  | Time: | Facilitator/Recorder:  |               |                    |
| Attendees:   |       |                        |               |                    |
| Guests:  |       |                        |               |                    |
| Regrets:   |       |                        |               |                    |
|  |       | <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>  |       |                        |               |                    |