Community Emergency Team (CET) Draft Agenda – Initial Meeting

Date and Time:
Location: The South Room, The Parish Hub, Borers Arms Road, Copthorne RH10 3ZQ
Attendees:
Items for Discussion:
 Location of the emergency? (near a school, vulnerable area, main access route) Type of emergency? Is there a threat to life? Has electricity, gas or water been affected? Are there any vulnerable people or groups involved? (children, elderly etc) Do we need to contact the above? How can we support the emergency services/MSDC? (Local Skills and Resource Register) Do we need to contact those on the Local Skills and Resource Register? Who will do this? Contact with emergency services/MSDC?
11. What supplies are needed? (food, blankets, shelter, water) 12. What resources are needed?
13. What resources are needed? 13. What actions can be taken safely?
14. Who is going to take lead for agreed actions?
15. Any other issues? 16.Community Emergency Team Review Meeting required? When? Where?

Community Emergency Team (CET) Draft Agenda – Review Meeting

Location: The South Room, The Parish Hub, Borers Arms Road, Copthorne RH10 3ZQ Attendees: Items for Discussion:
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Items for Discussion:
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1. What is the situation now?
2. What was the emergency?
3. Where was it?
4. Was there a threat to life?
5. Have the agreed actions been completed?
6. What needs to happen now?7. Who is going to take a lead for these agreed actions?
8. Any other issues to discuss?
9. Community Emergency Team Review meeting required? When? Where?
10.Do we need to review/amend the Community Emergency Plan as a result?