



## ReadyCommunity

### Pre-Planning Agenda

- I. Introductions (if needed)
- II. Overview of the planning steps (ReadyCommunity handout)
- III. Geographical boundaries of the planning process
  - a. What geographical boundaries make sense for the project? Why?
  - b. Do these boundaries cross-jurisdictional lines?
- IV. Designing a tentative timeline
  - a. When would you like to see the process complete?
  - b. Are there any internal or external elements driving the date (grant opportunity, legal requirement, etc.)
- V. Identifying existing plans
  - a. When were they completed?
  - b. What were the geographical boundaries?
  - c. What kind of plan was it? What hazards were included?
- VI. Determining potential core team members – In a disaster, who are people that:
  - a. Are expected to respond (emergency agencies)
  - b. Have responsibility for large numbers of people at any point (schools, large companies, etc.)
  - c. Have access to and/or control key community resources (utilities, city manager, etc.)
  - d. Have the power to make community-wide decisions
  - e. Can reach a large group of people quickly (faith-based, community orgs, etc.)
  - f. Have access to those that might be most at risk of harm or danger
- VII. Discussion of any initial concerns/barriers
- VIII. Logistics of first meeting