From: Gebbie Eric N

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Subject: IMT call agenda format

Date: Friday, March 04, 2016 2:55:28 PM

Attachments: Meeting Template.docx

After we have grown and after great demand from all, let's streamline our calls.

Leads and leaders, please identify your top "red" issues to highlight and we'll work through this format below (and attached).

Thanks,

Eric

Incident Management Team – All Concerned Tactical Meeting

Meeting Purpose: To quickly identify critical, unaddressed or lingering issues across the entire IMT and partners that are net getting resolved through other meetings and processes. Limited problem solving may occur during the meeting but many issues will need to be moved to another meeting.

Lighting round:

Each of the following have up to 1 minute to list their top 3 "red" issues that may halt plans without others' awareness or attention.

a. Air Quality Sampling:
b. Soil Sampling:
c. DEQ Regulatory/legal:
d. Community Engagement:
e. Environmental/Health Risk Assessment
f. Clinician Guidance:
g. Cancer registry
h. Public Health Epi/Surveillance:
i. Finance/Admin:
j. Planning Section
k. JIC:
l. Partner org reps:
m. Senior health/science/policy advisors:
n. Incident managers:
o. Executive leadership (Agency heads and above):

Pause: Those who do not wish to stay for tactical agenda items are welcome to leave.

.	2. Tactical Agenda Items: Identify top tactical	**3.** 3. Decisions/Actions:

issues to be covered.	

Cascading Messages: What, if anything, should be communicated to other stakeholders after the meeting and timeframe.