**Use this sample agenda to structure meetings of the activated Crisis Management Team after a crisis.**

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| **Time** | **Item** | **Notes** |
|  | Introduce new members and/or outside individuals brought in to assist (e.g., NFL Life Line staff, local mental health professionals) |  |
|  | Share accurate information about the event  |  |
|  | Review crisis response roles | See Responsibilities in Crisis Preparation and Response |
|  | Review who is the designated media spokesperson and instruct members to refer all media inquiries to him or her |  |
|  | Explain plans for the day, including provision of crisis intervention services |  |
|  | Discuss how to identify potentially high-risk individuals and the referral process | Distribute High-Risk Identification Forms |
|  | Schedule a follow-up meeting |  |