



# Sample Agenda for Activated Crisis Management Team Meeting

## Appendix E

### Sample Agenda

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

| 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   |   |