

MEETING TEMPLATE

Incident Support Group (ISG)

Operational Area Support Group (OASG)

Date of Meeting Click or tap to enter a date.	Time of Meeting Click or tap here to enter text.	Name of Venue Click or tap here to enter text.
Incident Name - Number Click or tap here to enter text.	Incident Location Click or tap here to enter text.	Date - Time of incident - activation Click or tap to enter a date.
Hazard Type(s) Choose an item.	Incident Level Choose an item.	Incident Controller - Commander Click or tap here to enter text.
HMA Choose an item.	Controlling Agency Choose an item.	Local Government Area(s) Click or tap here to enter text.
Emergency Management District(s) Choose an item.	Teleconference Details (if applicable) Click or tap here to enter text.	

<p>Meeting opened & Welcome</p> <p>Record of attendance</p> <p>Apologies</p> <p>Confirmation of Minutes</p> <p>Business arising from previous Minutes</p> <p>Update on the outcome of the previous meeting</p> <p>Confirmation of Liaison Officer contact details</p>	<p>Chair</p>
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<p>HMA/Controlling Agency Situation Report (SitRep)</p> <ul style="list-style-type: none"> a. Current Situation b. Losses (life/property/environment) c. Incident objectives – strategic control priorities d. Road closures e. Evacuation f. Welfare g. Security h. Essential Services (Electricity, Water, Gas, Telecommunications, Sewage, Drainage) <p>Emergency Situation or State of Emergency declaration status</p> <p>Details of significant issues</p> <p>Assistance requested</p>	<p>HMA/Controlling Agency</p>
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Commitments provided	
Recovery ⁱ Local Recovery Status Choose an item. Local Recovery Coordinator/s Click or tap here to enter text.	HMA/Controlling Agency
Consequence management	HMA/Controlling Agency
Risk assessment	HMA/Controlling Agency
Agency Liaison Officer Reports <ol style="list-style-type: none"> 1. Agency response activities 2. Agency specific impact assessment 3. Resource allocation status 4. Actions in Progress 5. Interdependencies with other agencies (cross agency collaboration) 6. Significant issues – known and emerging 	All agencies
Other items	All agencies
Details of Next Meeting	Day/Time/Venue
Meeting closed	(Time)

REFERENCES

This ISG/OASG Meeting Template is consistent with, and should be read in conjunction with, the State Emergency Management (EM) Policy and Legislation Framework.

The following referenced documents are of particular relevance.

ⁱ [State EM Recovery Procedure 4 – Impact Statement](http://semc.wa.gov.au/emergency-management/procedures) (semc.wa.gov.au/emergency-management/procedures)