**Name of Organization**

**Disaster Recovery**

**Initial Planning Meeting (IPM) Agenda**

December 2021

**Revision History**

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| Revision Number | Revision Date | Summary of Changes Made | Changed By |
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**Instructions**

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**Disaster Recovery**

**Initial Planning Meeting (IPM) Agenda**

[Meeting Date]

1. **Welcome and Introductions – Lead Planner**
2. **Exercise Objectives Review**
	1. Incident Assessment and Notification – leadership’s ability to process and disseminate accurate information regarding the nature and extent of the hazard, any cascading effects, and the status of the response while providing this information with staff and first responders in a timely and direct manner.
	2. Population/Critical Systems Protective Actions – demonstrate, in accordance with applicable plans, policies, and procedures, the capability of organizational leadership to develop an action plan and safely implement protective actions to protect staff and essential infrastructure/commodities during and post disaster.
	3. Disaster Recovery – demonstrate leaderships’ ability in decision making for the resumption of organization activities in a timely, efficient, and sustainable manner.
3. **Initial review of Disaster Recovery presentation**
4. **Exercise Logistics**
	1. Venue for Exercise
	2. Date of Exercise
	3. Refreshments
	4. AV Equipment
5. **Participating Agencies**
	1. Discuss who should be invited to play in the exercise and discuss if there will be additionally invited observers
	2. Discuss and agree if the media should be invited
	3. Discuss if other organization partners should be invited
6. **Exercise Facilitation**
	1. Discuss who would be the most appropriate person to lead the facilitation of the exercise. *(Should be someone with good public speaking skills and previous experience, if possible, in facilitating an exercise. Also, helpful if this person is knowledgeable in emergency planning, response, and coordination.)*
	2. Invite the Exercise Facilitator to the Final Planning Meeting (FPM)
7. **Exercise Evaluation**
	1. Review the evaluation tool and discuss additional modifications
	2. Discuss possible candidates for being evaluators *(Should be persons with experience in planning for and responding to emergencies.)*
8. **Review Exercise Documents**
	1. Situation Manual
	2. Support Documents
9. **Review and Action Items –** *(Someone should be assigned to these and a due date established)*
* Provide relevant plans and policies to Exercise Planning Team
* Review and update the Situation Manual (SitMan)
* Update the Disaster Recovery PowerPoint presentation as needed
* Identify 2-4 local evaluators and invite them
* Confirm participant list and send invitations
* Determine logistical requirements for exercise (AV equipment, seating, signage, refreshments, etc.)
* Update Exercise Evaluation Tool as necessary
* Develop IPM minutes for Exercise Planning Team review
1. **Future Meeting Date**
	1. Final Planning Meeting
2. **Questions and Closing**