

## MEETING TEMPLATE

## Incident Support Group (ISG)

## Operational Area Support Group (OASG)

Date of meeting

Time of meeting

Name of Venue

Teleconference  
Dial-in details (if applicable)

Incident Type	
Incident Number/Name	
Incident Level	
Meeting opened & Welcome Record of attendance Apologies Confirmation of Minutes Business arising from previous Minutes Confirmation of Liaison contact details	Chair
HMA/Controlling Agency Report <sup>i</sup>  <ol style="list-style-type: none"> <li>1. Current situation Report (SitRep)</li> <li>2. Emergency Situation or State of Emergency declaration status</li> <li>3. Update on outcome of previous meeting</li> <li>4. Details of significant issues</li> <li>5. Assistance required</li> </ol>	HMA/Controlling Agency
Known and Emerging Impacts <sup>ii</sup>  <ol style="list-style-type: none"> <li>a. Losses (life/property/environment)</li> <li>b. Road closures</li> <li>c. Welfare Centres</li> <li>d. Evacuation</li> <li>e. Security</li> <li>f. Essential Services (Electricity, Water, Gas, Telecommunications, Sewage)</li> </ol>	HMA/Controlling Agency

Consequence management	HMA/Controlling Agency
Recovery <sup>iii</sup>	HMA/Controlling Agency
Risk assessment	HMA/Controlling Agency
Agency Liaison Officer Reports 1. Agency response activities 2. Agency specific impact assessment 3. Resource status 4. Significant issues	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.

<sup>i</sup> [State EM Plan Section 5.1 - Incident Management and Section 5.2 - Emergency Response](http://semc.wa.gov.au/emergency-management/plans/state-em-plan)  
(semc.wa.gov.au/emergency-management/plans/state-em-plan)

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

<sup>iii</sup> [Aide Memoire - Incident Controller Recovery – October 2016](http://semc.wa.gov.au/emergency-management/em-tools/em-resources) (semc.wa.gov.au/emergency-management/em-tools/em-resources)