xxVOAD *(impact/event)* Response Coordination Call DATE

*(opening remarks)*

**ESF6 Feeding and Sheltering (Human/Pet)** – (*Lead Agency)* – (*poc*)

*<committee members/supporting agencies>*

(*# of shelters, location of shelters, # of sheltered; # and location of f/m sites, # meals/snacks/drinks; gaps identified, next steps)*

**NGO Damage Assessments** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(# affected, # minor, # major, # destroyed, trend in types/location of damage, gaps identified, next steps)*

**Call Center** – (*Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(# of calls, trends in unmet need requests, gaps, next steps)*

**Unmet Needs/Case Management** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(collating unmet needs data, identifying trends, discussion of requirement for unmet needs table or full LTRG development, project # of potential clients and # of case managers needed, case management training options, gaps identified, next steps)*

**Food & Financial Assistance** *– (Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(meal/snack/drink/gift card availability, distribution point locations/hours of operations, gaps identified, next steps)*

**Donation Coordination** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(warehousing options, points of distribution locations/times, too much of/not enough of, trends in traffic, gaps identified, next steps)*

**Fundraising/Finance** *– (Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(grant making ability, account availability, current balance, projected need, public awareness, gaps, next steps)*

**Volunteer Coordination** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(# volunteers, # volunteer hours, projected work for volunteers, location/hours of operation of volunteer reception centers, gaps identified, next steps)*

**Volunteer Hospitality (Housing/Feeding of Volunteers)** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(billeting location and who is providing, who will provide meals/snacks/drinks, gaps identified, next steps)*

**Emotional & Spiritual Care** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(# contacts made, trends in type of issues raised, gaps identified, next steps)*

**Construction/Housing** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

*(resources available/needed such as housing stock/materials/funding streams, rebuild team availability, gaps identified, next steps)*

**AG/Ranch Assistance** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

(*resources available/needed, trends/gaps identified, next steps)*

**Public Relations/Information** – *(Lead Agency) – (poc)*

*<committee members/supporting agencies>*

(*messaging “in the can” vs in development, coordination with internal/external partners to maintain common message, social media trends, gaps identified, next steps)*

**Attendees:**

**Next call *(day/date/time <mt/ct>) @ telephone number & pin***