I. Introductions (if needed)

II. Overview of the planning steps (ReadyCommunity handout)

III. Geographical boundaries of the planning process
   a. What geographical boundaries make sense for the project? Why?
   b. Do these boundaries cross-jurisdictional lines?

IV. Designing a tentative timeline
   a. When would you like to see the process complete?
   b. Are there any internal or external elements driving the date (grant opportunity, legal requirement, etc.)

V. Identifying existing plans
   a. When were they completed?
   b. What were the geographical boundaries?
   c. What kind of plan was it? What hazards were included?

VI. Determining potential core team members – In a disaster, who are people that:
   a. Are expected to respond (emergency agencies)
   b. Have responsibility for large numbers of people at any point (schools, large companies, etc.)
   c. Have access to and/or control key community resources (utilities, city manager, etc.)
   d. Have the power to make community-wide decisions
   e. Can reach a large group of people quickly (faith-based, community orgs, etc.)
   f. Have access to those that might be most at risk of harm or danger

VII. Discussion of any initial concerns/barriers

VIII. Logistics of first meeting