**Agenda for initial incident call**

**Recap priorities**

* Welfare of staff
* Reputation & welfare of clients

**Scope of incident**

* What we know has happened
* Actions taken so far to establish scope of incident
* Who we’ve notified/mobilised so far
* Who else we need to notify/mobilise

**Next update:**

* when we'll check in with each other and how

**Lessons learned**

* Policy/process to change/update

**Actions to complete**

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| --- | --- | --- |
| **What** | **Who & when** | **Status** |
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