

INITIAL FAST BRIEFING AGENDA

(Use When New FAST Members Arrive)

- Review Emergency Procedures
 - Evacuation
 - Calling 9-1-1

- Review Facility Orientation
 - Key locations (restrooms, kitchen, first aid kits, fire extinguishers)
 - Phone Numbers

- Review Administrative Procedures
 - Review of Shelter Schedule
 - Time Keeping
 - Quick Notes
 - Interaction with other groups at shelter
 - Copying their own notes
 - Process if asked to do something out of scope of FAST

- Briefing Schedules
 - Exchange of FAST Information
 - Exchange of Shelter Information
 - Shift Changes