**RCT *[Residence Command Team]* Meeting Template**

Date/Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Lead\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Call Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Next Meeting/call\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note Taker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Attendees (check and add name):

|  |  |
| --- | --- |
| * Residence Commander | * Tenant Support Officer |
| * Deputy Residence Commander | * Logistics Officer |
| * Public Safety Liaison | * Information Officer |
| * Building Operations Officer | * [Other – Add Title] |

1. **Current Situation Overview**

* What is the initial/current situation (e.g., *expecting storm, damage to offices*):

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What is or expected to be the scope of the event (i.e., geographic location(s), possible impacts, duration) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actions taken:

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1. **RCT Member Reports**

*Possible areas for each Officer to cover may include:*

* *Concerns*
* *Impacts (on that particular group)*
* *Actions taken and/or considering taking*
* *Specific protocols implemented*
* *Contingencies being considered and/or being implemented*
* *Notifications*
* *Resources (available now and/or needed)*
* **Deputy Residence Commander**

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* **Public Safety Liaison**

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* **Tenant Support Officer**

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* **Logistics Officer**

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* **Building Operations Officer**

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* **Information Officer**

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1. **Action Items/Decisions Made**

*Indicate task, the person(s) responsible for implementation and due date/timeline.*

1. **Longer Term Considerations**

***[End of RCT Meeting Template]***