

Template 1: Earthquake Activation Call Template

Introduction—what this call is for (“Deciding to activate Clearinghouse”)

- Description of the hazard event (There’s been an earthquake…)
- Introduce who called the meeting (WGS or other agency staff felt that we should discuss activation)
- Describe the purpose of this meeting: to decide if the Clearinghouse will activate, and if so, to determine the physical Clearinghouse location (such as the NRB)
- Ask that participants keep it brief: a planning meeting will happen next with more people, therefore discussion of smaller details should wait until that call

Roll call

For Video call:

- Put your name, agency and contact info in the chat.
- Notification of recording (if recording).

Phone call

- Each person give their name and agency.

Event details

- When
- Where
- Magnitude
- Depth
- Max MMI (if known)
- Pager status
- Any damage reports?

Activation discussion

- Are we going to activate?
- Clearinghouse location discussion
- Discussion of who we need to reach out to and who will do that (esp. our communications liaisons)
- Time/mode of planning call or meeting
- Review next steps and action items
- Send email summary of discussion