

COUNTY SAFETY COMMISSION

Sample Meeting Agenda

I. Introductions

- collect email addresses/phone numbers*
- stress the importance of meeting, and the importance of attending the meetings regularly*

II. Purpose of Meeting (whatever you choose it to be)

- review of safety plans with area schools and first responders?*
- review of families/students who are high risk in community?*
- conduct/review audits of a school?*
- review specific incidents each school/first responder has dealt with since last meeting? trends?*
- address a specific safety issue each month?*
- other?*

III. Roundtable Discussion of items not on agenda

IV. Conclusion

V. Set next meeting date – it can be helpful to establish a set time/date through the year, then just send out reminders

Should keep each meeting at an hour if possible...never more than two. The key is making it valuable to all participants, but not so long that no other work gets done that day. It's too easy for community members to say they are "too busy" to attend a meeting that keeps them from typical daily duties.