



## Psyc.E.In. MOOC 1

### Unit 7

#### 1.2 a - 10 questions to support your coordination skills in the pre-crisis phase

##### Leading a meeting with a team in the pre-crisis phase

- 1) Introduce yourself and let the members of the team introduce themselves. Ask the team: *what is your main role? What is the specific support you provide?*
- 2) Remind yourself and the team the objectives, making them explicit. Ask the team: *what are our goals?*
- 3) Facilitate rescuers to share methods and to work on different tasks following common protocols. Ask the team: *how do we reach our goals?*
- 4) Facilitate rescuers to map resources. Ask the team: *what maps are available to share an overview on the pre-crisis stage? Have we reassessed planning considerations, including community demographics, and economic and social variables?*
- 5) Facilitate rescuers to map risks. Ask the team: *what maps are available to share an overview on the pre-crisis stage? Have we reassessed planning considerations, including minorities and fragile populations? How do we establish additional procedures to deal with fragile individuals?*
- 6) Focus on the priority of following good coordination procedures: Ask the team: *How do we coordinate with private sector and community partners? How do we identify the necessary resources to support operations?*
- 7) Focus on the priority of responding to the high demand for timely information. Ask the team: *which procedure do we have to check the availability and the reliability of the information?*



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- 8) Focus on the priority of keeping staff safe. Ask the team: *what procedures do we have to address safety, including mental health, of staff and to align with public health guidance?*
- 9) Verify duplication and gaps among agencies. Ask the team: *what is your main role? Which is the specific support you provide? How do we make sure we do not overlap?*
- 10) Create a preventive plan to include all your activities, tasks and milestones. Ask the team: *How will we create the plan? How will we write, verify and distribute the plan?*



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