



1.2 - 10 calls to action to support your coordination skills in acute-phase

Leading a meeting with a team in the acute-phase

- 1) Welcome them and thanks members for their participation. Share with them the mission of your agency/association/team and remind your values. Welcome them: *it's an honor for me to be part of this team in the role of the leader coordinator. I'm glad to share with you the mission to... (each Agency has got its own one) that is referend to our common values of ... (each Agency has got its own ones).*
- 2) Call to action, reminding to yourself and to members your goals. Call to action: *now we are ready to work together on... Do you have any questions?*
- 3) Call to action, reminding to yourself and to members procedures, methods and tools of your intervention. Call to action on procedures and ask the team: *Do you have any questions?*
- 4) Match resources and targets and socialize roles. Call to action: *Present the action plan matching resources to target needs and defining roles. Verify that everything is clear asking members feedback.*
- 5) Match resources and fragile targets and socialize roles. Call to action: Remind your team: *you have established additional procedures for fragile individuals (e.g. pregnant women, children, adolescents, people with impairments, seniors...)*
- 6) Focus the priority of good internal and external coordination procedures. Remind your team the *inner coordination protocol and coordination protocol with private sector and community partners.*
- 7) Focus the priority of high demand for timely information. Remind your team: *procedure to provide timely and reliability information.*
- 8) Focus the priority of safety staff. Remind your team: *psychological health and security of team members is a priority; without that none intervention would be implemented.*
- 9) Provide written information/green telephone numbers/contacts of Emergency Agency or remind your staff where they are available and downloading.
- 10) Ensure your staff you/your substitute are available to support team members if they need and propose them regular debriefing meeting. Ensure the team: *to get in touch with me you could use this contact... Me or my substitute... will be available... (give*



**Psychological
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them information about that...). Let's see you regularly for daily/weekly... debriefing meeting (give information about when and how). Thanks for your attention and cooperation.



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