

**Napa Valley COAD**

**ACTIVATION MEETING – COVID-19**

**Tuesday, March 24 at 9:45AM via Zoom**

**AGENDA**

**Meeting Objectives:**

* Share COAD’s operation objectives
* Share communication flow and protocols
* Review Subcommittee Structure for COAD’s response to COVID-19
* Review member and subcommittee roles and responsibilities
* Describe subcommittee purpose and initial objectives
* Sign up for subcommittees
1. **Welcome**
2. **Ground rules and how the virtual meeting will work**
3. **Introductions**
4. **COVID-19 – Situation Status**
5. **COAD Operational Objectives**
6. **COAD/EOC Communication Flow**
7. **Subcommittee Structure under ICS principles**
	* Communication protocols
8. **Roles and Responsibilities**
	* Subcommittee CO-Chair roles and responsibilities
	* COAD member roles and responsibilities
9. **Subcommittees**
	* Subcommittee Descriptions
	* Signing up for a subcommittee
10. **Meeting schedule**

**Adjournment – NEXT MEETING - TUESDAY, APRIL 7, 2020 at 11AM**