

HANDOUT

EVENT:

2022 Alaska Emergency Management Conference

DATE:

April 20, 2022

PRESENTED BY:

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ABOUT THIS PRESENTATION:

This presentation details how to run a productive and meaningful meeting through the use of the Microsoft Suite of products.

A yearly requirement of Emergency Management Offices throughout Alaska and the U.S. is to develop a Training and Exercise Plan. In 2021, this plan was significantly updated and was changed to be known as the Integrated Preparedness Plan. This plan is a whole-community plan, designed to reduce the amount of time, effort and resources necessary to maintain preparedness at a local, state and national level. Creating this new plan involves many partners both inside and outside of MOA departments and requires consensus building as an entire community. This presentation details how Anchorage utilized non-traditional methods to achieve creation of the 2021 Integrated Preparedness Plan and the 2022 updated plan.

ABOUT THIS HANDOUT:

This handout has three sections: Notes, Questions and Resources
The Notes section follows the main topics covered in the presentation. The page displays two columns, one of notes and one for personal action items that might result during the presentation.

If you have questions during the presentation, please jot them down on the Questions page and these can be answered after the presentation.

The Resources page includes information on resource material presented.

THANK YOU FOR YOUR TIME:

You have given me a gift- your time. It is our intent to provide value for your gift. If at any time you decide that you time can be better spent elsewhere, don't be shy about leaving. I am Serious! While you're here, turn the ringers off on your cell phone and if you need to take a call please step out.

RESOURCES:

The resources below are known resources and are not endorsed or supported by the MOA.

VIRTUAL WORKPLACE TOOLS:

Microsoft Teams Information: <https://bit.ly/3tkdOcq>

Microsoft Forms

Teams tutorials

INTEGRATED PREPAREDNESS PLAN ASSISTANCE:

Prep Toolkit: <https://preptoolkit.fema.gov>

ALASKA STATE STATUTES:

Alaska Statute 42.20.310

STRATEGIES UTILIZED TO RUN A MEANINGFUL MEETING INCLUDE:

--KNOW THE PURPOSE

--Plan for what it is you want from others

--Agenda (with times) with attached relevant documents so people know what to expect

--Build in breaks every 50 minutes minimally and only hold meetings in 2-hour blocks

--Get as much information ahead of time using a digital questionnaire to present to the group, and give lots of time for them to get the information

--Break large meetings up into breakout rooms to facilitate sharing, and have each team fill out a pre-crafted form

--Have a call-in number for the meeting in case of technology issues

--Preset as much as possible-setup breakout rooms, forms, have a run of show in front of you to keep you on track and bypass the lobby!

--Have a helper designated on your team for technology/timing and other issues

--Provide accommodations without asking (i.e. closed captioning)

--Consider recording the meeting and breakout rooms for those who cannot make the meeting (but announce you will be recording)

--Give a 5-minute warning to the breakout rooms before closing the rooms and bringing people back to the main meeting

--Follow up with people if you have said you are going to

--Mitigate expectations of the amount of work you may need from people after the meeting - be as specific as possible

--Practice your technology wizardry before the actual meeting-no one likes being the guinea pig

--Address the chat box

--Have a second device (like a smart phone) to monitor what else is going on in the meeting

--Make a backup plan for when everything goes wrong and nothing works