



UNIT OR PROGRAM CONFERENCE CALL AGENDA

Date: _____

Conference Call Number: _____

Access Code: _____ Host Code: _____

PLEASE MUTE YOUR PHONES IF YOU ARE NOT SPEAKING

ROLL CALL

- Any VIP's expected to participate
- Any participants with a speaking role
- L2881 Representative
- Employee Support Services Representative

SPEAKING POINTS

- Thank the Unit or Program personnel for their continued dedication during this difficult time
- Discuss appropriate communications with the Family and the Family's general wellbeing:
 - "The _____ Family is very thankful and appreciative of all the thoughts and support for them during this difficult time"
- Repeat the expectation for communication and the frequency with which Conference Calls will occur
- Identify any events or activities occurring in the next 24 hours in relationship to the Service or the Decedent
- Distribute appropriate information on the circumstance of employee death
- Remind all staff to refer media inquiries to the PIO / Reinforce social media policy
- Discuss approved Funeral or Memorial Service Type
- Discuss date, time, and location of Service and/or viewing
- Discuss resource participation and in-service apparatus attendance
- Discuss any essential logistics or elements of the Service
- Provide time for Local 2881 AA to speak
 - Identify mechanism for financial donations for Family (GoFundMe vs. Benevolent Fund)
- Provide time for Employee Support Services to speak