**Site-Level Planning Action 1 Worksheet: Establish Resilience Planning Team and Engage Stakeholders**

Worksheet Last Updated By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksheet Last Updated On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resilience Planning Team

Document Resilience Planning Team Leader:

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| --- | --- | --- |
| [ ]  | Resilience Planning Team Leader: | Click here to enter text. |
| [ ]  | Date designated: | Click here to enter a date. |
| [ ]  | Management approval by: | Click here to enter text. |
| [ ]  | Roles and responsibilities for the resilience planning team leader have been established and communicated  | Click here to enter text. |

The core resilience planning team members are site personnel that will participate in the planning effort throughout the TRN process. Staff that are expected to participate in only select planning activities should be documented as site stakeholders on page 2 of this worksheet.

Document the Core Resilience Planning Team Members:

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| --- | --- | --- | --- | --- |
| **Name** | **Department/ Position** | **Team Responsibility/Role** | **Phone** | **Email** |
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Tip: The resilience planning team brings together relevant expertise to guide the TRN process. The size and composition of the team will vary, depending on the size and structure of the organization, the scope of the resilience planning effort, and the resources available.

Engage Stakeholders

Some internal or external stakeholders and subject matter experts will only need to participate in certain aspects of the resilience planning process. Consider what kinds of information are needed to implement each TRN module and who holds that knowledge, and document the stakeholders whose contributions are necessary.

Document Internal and External Site Stakeholders Purviews and Roles:

|  |
| --- |
| **Site Stakeholders**  |
| **Stakeholder Type** | **Department/ Position Title** | **Contact Name** | **Contact Phone/** **Email** | **Stakeholder’s Purview***(What are they responsible for at site?)* | **Role in Resilience Planning** |
| *Emergency response planner* | *Site Security and Safety* | *Jose Thill* | *name@fedagency.gov* | *Emergency preparedness planning and implementation* | *Resilience planning team; providing data* |
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Schedule Regular Resilience Planning Team Meetings

During the initial setup of the TRN process, the team will meet frequently to make plans, schedule activities, assign responsibilities, and review progress. From the start, ensure team members are familiar with their individual team roles and responsibilities. Consider developing a team agreement to clarify and communicate the overall expectations for team members. Use common project management techniques to define and manage the schedule and tasks, along with their assignment and completion.

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| [ ]  | We have established when the resilience team will meet | Click here to enter a date. |
| [ ]  | We have established where the resilience team will meet | Click here to enter text. |
| [ ]  | We have developed an agenda for regular meetings | Click here to enter text. |

Management Approval

|  |  |  |
| --- | --- | --- |
| [ ]  | Date approved: | Click here to enter a date. |
| [ ]  | Who approved: | Click here to enter text. |