

Volcano Response Meeting Checklist – to help the Duty Officer coordinate the meeting.

Purpose of Meeting:

To discuss latest activity with respect to what advice we need to put out to relevant agencies and the scientific response. Public safety should be the priority of the initial response meeting.

Appoint various roles

- Facilitator – Duty Officer
- Minute taker (not the Duty Officer), maybe support staff
- Nominate who will write the bulletin

Agenda

What is the priority?

If an immediate information release is required (ie a bluesky eruption) appoint a person to write a **brief** factual bulletin, ie “Volcano X has erupted, alert level is raised to Y, more detailed information to follow.”

Data Presentations (max 15 min per topic as applicable)

- Visual
- Seismology
- Chemistry
- Geology
- Geodetic

Data Synthesis (30 mins)

Identify key hazards/issues that are appropriate for the response urgency ie a bluesky eruption may have different initial response requirements to an ongoing eruption.

Should be integrated using all available data. Possible hypotheses based on data External?, Hydrothermal?, Magmatic?, etc (20 mins) Implications (10 mins)

Forecasts: what, when, how?

Keep discussion focussed on the purpose of the meeting (ie Public Safety).
Further discussions can be held later as needed

Emergency Management Response Planning (30mins)

- Alert Level vote.
- Is a bulletin needed?
- Is a separate media release needed?
- Draft key “take home points” for bulletin – write them on the blackboard!
- Nominated author could leave meeting here to write bulletin.

Scientific Response Planning.

Risk analysis for field staff – Is it safe to do the work!

Co-ordinate detailed science meeting (if needed)

Nominate a response leader for each of these as needed

Visual

Seismic

Geodetic

Chemistry

Geology

Actual planning of response can be done in breakout groups of the relevant experts, outside the initial meeting.

Summary (15 mins).

Summarise the situation and list action points with time frames

Ground Rules

Please keep these in mind to ensure the meeting proceeds efficiently

Start on time and be on time

Be clear, direct and to the point

Only one person speaking at a time. Please respect this.

Listen and respect others

Respect the facilitation role (normally the Duty Officer)

Come prepared with your contributions.

This was made on 26 June 2008.