

Proper handovers and situation reports

Proper management control and 'performance management' to run well

Want their own comms/twitter account.

Proper communications and feedback i.e. responsive to and from BECC and upwards

Hotels single point of contact for each hotel
 Proper information as who is there
 Proper communication what they should do to access delivery of
 goods/food etc. to be delivered to them
 Follow-up calls mechanism

IT needs to be up and running

Database of who everyone is and how they are being supported and by whom

? know much of above can Ealing provide or who to access it from

And need

Outside lighting

Tables and chairs outside

Large – information board

Red Cross suggested pool car and radios (but may have to book?)

T & C's

O/S lighting