Notes 17.06.17 to 18.06.17

Need:-

Structure Roles and responsibilities

Command & control

Identification badges (with roles)

(Right people doing the right thing in the right way)

Same continuity of personnel

Proper physical arrangements

Marquee - reception possible tent/marquee

Registration - admin

(outside) - food & food safety

- Cash

Signage or ability to make print signs - Help desks

Quiet roomStaff facilitiesFaith spaces

- Control room (with flip charts)

Private meetingSpace/cubbies

Need management of meals/food delivery (quantity too much) Sensitivity Ramadan

Proper meal arrangements during the day

Proper cleaning and sanitation

Sensitivity in housing/re-housing issues (not 'Towers')

Need clear work streams properly resourced

Citizens Advice; Red Cross; Casualty Bureau

Housing? Donations Social services DWP etc.

Complementary/welfare services

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