

Detailed Summit Schedule

Johnson County Disaster Preparedness Summit

Time	Min	Event Participants	Facilitators	Summit Coordinators	Logistics
7:00am – 7:30am	30			Do final check on materials in room 200 and breakout rooms	Connect & check A/V equipment (see Summit Materials Checklist)
7:30am – 8:00am	30			Prepare for morning briefing	Make and set-up coffee Final room set-up / walk-through
8:00am – 8:15am	15	Registration	Morning briefing in room 209	Morning briefing in room 2009	Check-in participants (see Check-in Procedure document)
8:15am – 8:30am	15	Registration	Greet participants at your table in room 200 & provide them with latest agenda & the survey results	Take care of last minute details	Check-in participants (see Check-in Procedure document)
8:30am – 9:25am	55	Introduction & discussion on most important factors of disaster preparedness			
8:30am – 8:50am	20	Introduction	Sit with your small group during the introduction	Provide welcome and introduction. Provide an overview of the Summit and the process for the day.	Logistics-1 - Ensure power point works in room 200 Logistics-2 -Perform final walkthrough of breakout rooms
8:50am – 8:55am	5	Participants Move to Breakout Rooms	Remind your group which room you are moving to and go directly there	Answer any unanswered questions from participants	-Prepare to manage data coming from breakout groups (see Managing Important Factors Data document)
8:55am – 9:20am	25	Small Groups Discuss Most Important Factors of Disaster Preparedness	Introduction to Activity: Remind your small group of what you will be doing for the next 25 minutes and ask for a volunteer to be the recorder and fill out the forms on the computer (unless you would like to).	Check on breakout rooms periodically	Compile Data: As the Top 5 to 10 Factors documents are saved to the FINAL FACTORS folder, populate the Final Factor Signs document and the Combined Final Factors List document.
	Brainstorming: Facilitate group brainstorming on “What are the most important factors in ensuring that Johnson County is as prepared as it needs to be for disasters”. Record this in the Brainstorming Document (found in your group’s folder on the desktop). Do this for 10 min and save the Brainstorming document.				
	Top 5-10 Factors: Use last 15 min. to identify the top 5-10 most important factors. Record these in the Top 5 to 10 Factors document and save it in FINAL FACTORS folder (very important).				
	Group Reporter: Before leaving, identify a participant willing to report out on the group’s factors.				
					Print Final List of Factors: Once all of the data has been collected and the Final Factor Signs document and Combined Factors List document are updated, print out 60 copies of Combined Factors List , and then print out the wall signs.

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9:20am – 9:25am	5	Participants Move to Large Room (room 200)	Remind your group that we will begin reporting out in room 200 at 9:25am.		When finished printing off 70 copies of <u>Combined Factors List</u> , distribute them to all participants and facilitators.
9:25am – 10:30am	65	Defining factors of preparedness, what we do best, and our most critical gaps			
9:25am – 9:30am	5	Introduction to Second Session	Sit with your group in room 200	Provide short introduction to the next session	When finished printing off <u>Final Factor Signs</u> , keep them in order and open <u>New or Merged Factors Sign Template</u> and be prepared to create new or merged factors and print them.
9:30am – 9:50am	20	Small Groups Report out on Most Important Factors (approx. 3 min. each)	Assist your group in identifying where their factors are duplicates of other groups' factors. Also, try to identify possible opportunities for merging of factors. We will have to get the final list down to 20 at the highest.	Help ensure small group reports are timely (3 min. each) and quickly identify duplicates or potential opportunities for merging.	<p>Logistics-1 - As participants identify duplicate factors, remove the duplicates from the stack of <u>Final Factors Signs</u>. As participants decide to merge factors, remove the factors being merged from the stack of <u>Final Factors Signs</u> and create the new factor by using the <u>New or Merged Factors Sign Template</u>. Ensure that the text on the signs is the same as the text being displayed on the <u>Final Factors List</u>.</p> <p>Logistics-2 - As participants report out on their factors, copy the text of their factor from the <u>Combined Factors List</u> to the <u>Final Factors List</u>. The <u>Final Factors List</u> will be displayed live as it is updated. If participants decide to remove their factor from the list as it is a duplicate or merged with another factor, do not post it in the <u>Final Factors List</u>. If participants decide to merge factors, make sure the <u>Final Factors List</u> reflects the merged language.</p>

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					Logistics-3 - Once the final list of factors is identified (and there is a sign for each one), post the signs above the strips of newsprint and record the Final Factor Number (corresponding with the number on the number on the strips of newsprint) in the lower left corner of the sign.
9:50am – 10:00am	10	Participants identify the most important preparedness factors and why	After the final list of factors are agreed on, Emergency Management Staff will instruct everyone to consider which of these factors is the most important and why. Facilitators will give each of the participants at their table the blue strip of paper labeled The <u>Most Important Factor</u> . Participants will spend a few minutes filling out the document and return it to their facilitator who will in turn give the participant the envelope labeled “Participant’s Name – Round 1”. This envelope will have 12 color-coded stickers that the participant will then use to vote for the factors they believe are most important. They will do this by placing a sticker (or stickers) on the strip of newsprint below the sign titled with the factor they would like to vote for. They can use all 12 stickers on one factor or put one sticker on 12 factors or any combination in between. They are not to give their stickers to anyone else or trade with anyone. They also need to make sure and use all of their stickers for that round.	Instruct participants to consider which of these factors are the most important and why. Ask participants to answer that question on the form provided by their table facilitator. When they are done filling out their form, they should return it to their facilitator and receive 12 stickers in return.	
10:00am – 10:10am	10	Participants identify what areas we do best in and why	After the multi-voting for the first round has ended, Emergency Management Staff will instruct everyone to consider which of these factors is the one they feel we (collectively county-wide) do the best at and why. Facilitators will give each of the participants at their table the pink strip of paper labeled <u>What We Do Best</u> . Participants will spend a few minutes filling out the	Instruct participants to consider which of these factors they feel we (collectively county-wide) do the best at and why. Ask participants to answer that question on the form provided	Logistics-1 - As soon as the multi-voting has come to a close for round 1, the space around the voting strips should be cleared and the votes for each factor should be tallied and written on the strip - NOT ON THE SIGN. The votes will be written on the sign later as not to influence voting in future rounds).

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			document and return it to their facilitator who will in turn give the participant the envelope labeled "Participant's Name – Round 2". This envelope will have 12 color-coded stickers that the participant will then use to vote for the factors they believe we do best at.	by their table facilitator. When they are done filling out their form, they should return it to their facilitator and receive 12 stickers in return.	<p>Logistics-2 - The top strip of newsprint (labeled Factor X – Round 1) should be removed quickly from each of the factors (even those that didn't receive any dots). The round 1 strips should be kept in order and kept in a location nearby.</p> <p>Logistics-3 - Someone else should double check to make sure that the newsprint strip showing under each factor is labeled (Factor X – Round 2).</p>
10:10am – 10:20am	10	Participants identify what is the most critical gap and why	<p>After the multi-voting for the second round has ended, Emergency Management Staff will instruct everyone to consider which of these factors is the one they feel we have the most critical gap in and why. Facilitators will give each of the participants at their table the pink strip of paper labeled <u>Our Most Critical Gap</u>. Participants will spend a few minutes filling out the document and return it to their facilitator who will in turn give the participant the envelope labeled "Participant's Name – Round 3". This envelope will have 12 color-coded stickers that the participant will then use to vote for the factors they believe we have the largest gap in.</p>	Instruct participants to consider which of these factors is the one they feel we have the most critical gap in and why. Ask participants to answer that question on the form provided by their table facilitator. When they are done filling out their form, they should return it to their facilitator and receive 12 stickers in return	<p>Logistics-1 - As soon as the multi-voting has come to a close for round 2, the space around the voting strips should be cleared and the votes for each factor should be tallied and written on the strip - NOT ON THE SIGN. The votes will be written on the sign later as not to influence voting in future rounds).</p> <p>Logistics-2 - The top strip of newsprint (labeled Factor X – Round 2) should be removed quickly from each of the factors (even those that didn't receive any dots). The round 2 strips should be kept in order and kept with the round 1 strips.</p> <p>Logistics-3 - Someone else should double check to make sure that the newsprint strip showing under each factor is labeled (Factor X – Round 3).</p>
10:20am – 10:30am	10	Break	Once the top most critical gaps are identified, let Emergency Management know if you have a preference for which gap you would like to facilitate.	Once the top most critical gaps are identified, work with facilitators to see if anyone has a preference for what issue they would like to facilitate	As soon as the multi-voting for round 3 ends, the votes should be tallied and the 6 factors with the highest votes need to be identified ASAP. These factors (critical gaps) should be inserted in the <u>Critical Gap Breakouts</u> document and displayed for all participants.

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10:30am – 11:30am	60	Defining our gaps and identifying potential solutions to address them			
10:30am – 10:35am	5	Review of votes and identification of rooms to discuss most critical gaps	Before breaking from your small group for the last time, let the participants at your table know that for the rest of the Summit when the group breaks into smaller groups, they are free to attend any breakout session they would like. Also mention that if there are people that are unable to attend for the entire day, to please be sure to fill out an evaluation before you leave. They are located at the table on your way out.	Present the top six most critical gaps to all participants and ask for a quick show of hands of who would attend each session. Adjust location and number of rooms as needed.	Bring out the newspaper strips from rounds 1 and 2 and post them with their respective factor so everyone can see the final votes for each round. Then, record the #of dots for each round on the bottom of the factor wall sign. Also record these numbers and fill out the <u>Final Votes</u> document.
10:35am – 10:40am	5	Participants move to breakout rooms to discuss most critical gaps	Move to the room you will be facilitating in and prepare to facilitate discussion on defining and addressing your “assigned gap”		Once the <u>Final Votes</u> document is complete, print 70 copies of it to hand out at lunch.
10:40am – 11:20am	40	Small groups discuss the gap & identify potential solutions for addressing it	<p>Introduction: Introduce your participants to what we would like to accomplish in the next 40 minutes (identified in the <u>Critical Gap</u> document which should structure the discussion). Also, ask for a volunteer to be the recorder and fill out the <u>Critical Gap</u> document (unless you would like to).</p> <p>Define the Goal: First have the group discuss what the target preparedness level might be.</p> <p>Identify the Current Level of Preparedness: Identify the current level of preparedness.</p> <p>Define the Gap: What is the difference between where we are today and where we would like to be? What is it that we don’t have (coordination, buy-in, planning, training, consensus on a solution, equipment, etc.)?</p> <p>Identify Potential Solutions: Brainstorm ways to address the shortfall. Collect all ideas presented.</p> <p>Evaluate Proposed Solutions: Discuss the stakeholders would need to be involved with the proposed solutions, and what their role would be. Discuss the potential challenges each solution would face.</p>	Check on breakout rooms periodically	<p>Lacey – Ensure that lunch arrives by 11:00am and is set up with drinks by 11:20am.</p> <p>Logistics-1 – Around 11:15am, begin checking to see if the Critical Gap documents are being saved as final. Once they are saved as final, print 60 copies of each to be handed out at lunch.</p>

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			<p>Save Critical Gap Document: Be sure to change the name of your <u>Critical Gap</u> document to <u>Critical Gap Room X – FINAL</u> and save it before adjourning as it will be printed out for all participants to review at lunch</p> <p>Group Reporter: Before leaving, identify a participant willing to report out on the group’s work.</p>		
11:20am – 11:30am	10	Break & participants pick up lunch to bring into large room (room 200)	<p>If you have to leave at this time, please be sure to fill out the Facilitator Evaluation & let us know how your small group meeting went before you go.</p> <p>Break & pick up lunch to bring into large room (200)</p>	Check with facilitators to see how the last session went	
11:30am – 12:30pm	60	Lunch and further discussion on our gaps and solutions for addressing them			
11:30am – 12:05pm	35	Groups report out on gaps & solutions (5 min. presentations with Q&A on ea.)		Invite groups to report out on their work	Logistics-2 – Prepare breakout rooms for capability assessment sessions. (see <u>Capability Assessment Session Set-up</u> document)
12:05pm – 12:20pm	15	Final thoughts on open dialogue session		Ask participants for final thoughts or comments on the work performed so far. Let them know when the report should be out and that they will have time to review/add to it before it is finalized. Invite those that need to leave to fill out evaluation forms	
12:20pm – 12:30pm	10	Break			
12:30pm – 4:00pm	200	Johnson County Capability Assessment			
12:30pm-12:50pm	20	Introduction to Capability Assessment Process		Provide background and overview to participants on the capability assessment process.	