

## **Norwell Select Board Debriefing Policy**

It shall be the policy of the Norwell Select Board to hold a public event/incident debriefing meeting at the first scheduled Select Board meeting, or first reasonably available meeting following any:

1. Major scheduled events (i.e. road races, parade, etc.) which take place in the Town of Norwell, which may disrupt the normal pedestrian or automobile traffic flow of public ways within the Town.
2. Any incident which requires the opening and closing of the Norwell Emergency Operations Center (EOC).
3. Any other extraordinary situation where the Select Board, at their discretion, believes a debriefing meeting is necessary.

Debriefing meetings shall be attended by a quorum of the Select Board, the Town Administrator, or their designee, the Fire Chief, or their designee, the Police Chief, or their designee, and the Highway Surveyor, or their designee. Additionally, the Select Board may reasonably request the attendance of additional stakeholders depending on the situation, but not limited to the School Department, Counsel on Aging, CERT (Community Emergency Response Team), or any other department, group or individual.

The purpose of the debriefing meetings is for the Select Board and stakeholders to gather, discuss, and better understand post event/incident information to assist with decision making, and policy development, for improved event/incident response.

Debriefing meetings may be conducted either in executive session or open session, or both, depending on the nature of the event or incident.

While it is the intention of the Select Board for this policy to create a standard operating procedure for post events and incidents, the Select Board is in no way bound to conduct a debriefing meeting and may, at its discretion, cancel or choose not to hold a debriefing meeting at any time.

Voted and approved by the Select Board, 4-13-22:

*Motion; made by Pete Smellie, seconded by Andy Reardon, to adopt this debriefing policy as updated and reviewed. Unanimously voted*