
Appendix A: Template for Kickoff Meeting Agenda

[INSERT AGENCY NAME] Local Road Safety Plan
Kick-off Meeting

Date and Time: [INSERT DATE AND TIME]

Location: [INSERT MEETING LOCATION AND ADDRESS]

1. Welcome remarks by the Local Road Safety Plan coordinator or champion
2. Introductions
3. What is a Local Road Safety Plan – Presentation outlining what a Local Road Safety Plan is and how developing one can benefit [INSERT AGENCY NAME].
4. Identify other agencies or individuals who should be invited to join the working group.
5. Summarize Data Analysis – An initial data analysis has been conducted prior to this meeting to provide the group with background information on a variety of potential safety issues in [INSERT AGENCY NAME].
6. Begin Identifying Emphasis Areas for the Plan
 - a. Education
 - b. Enforcement
 - c. Engineering
 - d. Emergency Services
7. Next Meeting – Schedule a date for a follow-up meeting
8. Adjourn
9. Meeting Contact:
[INSERT PHONE NUMBER AND EMAIL FOR MEETING ORGANIZER]