

**Safer Roads Ahead**

Local Road SAFETY Plan

[AGENCY NAME]

# Kick-off Meeting

Date and Time: [INSERT DATE AND TIME]

Location: [INSERT MEETING LOCATION & ADDRESS]

1. Welcome remarks by LRSP 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
   1. Education
   2. Enforcement
   3. Engineering
   4. Emergency Services
7. Next Meeting – Schedule a date for a follow-up meeting

Meeting Contact: [INSERT PHONE NUMBER & EMAIL FOR MEETING ORGANIZER]