**Emergency Preparedness Action Plan**


# Element or Hazard

* Consider each core element or specific hazard from the facility risk assessment that shows potential for improvement. What weaknesses can be addressed?

# Policies

* + List and review policies related to the core element or hazard. Are revisions or new policies needed?

# Collaboration

* Review current processes related to the core element or specific hazard. What new contracts, Memorandums of Understanding, or collaborative efforts are needed?

# Resources

* + Review available physical and financial resources. What is needed? Are new line items in the budget warranted?

# People

* + - Identify roles and responsibilities associated with changes to policies, collaborative efforts, and resource needs. Provide training on the changes, based on roles. Test changes as indicated.

**EMERGENCY PREPAREDNESS ACTION PLAN**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **CORE ELEMENT OR HAZARD** | **ACTION NEEDED****(Consider Policies, Collaboration, Resources, and People)** | **RESPONSIBILITY** | **COMPLETION DATE** |
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