## **Action Item Worksheet**

**Purpose:** To identify action items that support the school emergency operations plan (EOP) sustainability and implementation efforts that you are not able to note directly in your school EOP.

**Instructions:** At the conclusion of each plan review session in this course:

- 1. Identify any action item(s) you will take to improve your plan or planning process that you have not noted on your school EOP.
- 2. Complete the template below for each action item that you need to follow up on after the training completion.

Action Item What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When?
Example: Conduct a site assessment of the school buildings and grounds based on CPTED principles.	Hazel Ewalt, School Facilities Manager	July of this year
Example: Update the threat/hazard-specific annexes in the EOP, based on the site assessment.	Terry Gilmartin, EOP Planning Team Lead	Before school begins in September

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What will be bone:	WHO WIII DO It:	by when: