

**Multihazard Emergency Planning for Schools**  
**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 development 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.

<b>Action Item</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i>
<i>Example: Use FEMA's Hazards U.S. Multi-Hazard (HAZUS-MH) software analysis to identify risks at the school.</i>	<i>Hazel Ewalt, School District Information Technology (IT) Manager</i>	<i>July of this year</i>
<i>Example: Update the Hazard-Specific Annexes in the EOP, based on the hazard risk assessment.</i>	<i>Terry Gilmartin, EOP Team Lead, with the EOP Team</i>	<i>Before school begins in September</i>

**Multihazard Emergency Planning for Schools**  
**Action Item Worksheet**

<b>Action Item</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i>

**Multihazard Emergency Planning for Schools**  
**Action Item Worksheet**

<b>Action Item</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i>

**Multihazard Emergency Planning for Schools**  
**Action Item Worksheet**

<b>Action Item</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i>