



# Vulnerable Populations Project

Helping Families Prepare for a Disaster

## ACTION PLAN

Agency/Program Name: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Anticipated Project End Date: \_\_\_\_\_

	Action Step	Agency Staff	TCPHSS Staff	Date
Project Preparation	1. Sign Letter of Participation & notify leadership			
	2. Complete Agency Profile			
	3. Determine how training will fit into client process			
	4. Determine how many staff will be trained and clients educated			
Staff Training	1. Set date for agency staff training			
	2. Reserve/arrange for room			
	3. Notify supervisors (or others) of training			
	4. Invite staff			
	5. Provide training			
	6. Document staff trained			
Preparedness Kits	1. Determine number of kits for agency			
	2. Identify available storage space			
	3. Determine delivery schedule			
	4. Deliver preparedness kits to agencies			
	5. Receive preparedness kits			
Implementation & Feedback	1. Provide education and kits to clients			
	2. Document who was served			
	3. Set project feedback session date			
	4. Invite staff to feedback session			
	5. Conduct feedback session			