

Special Populations Skill Development Guide

Action Planning Instructions and Worksheets

Instructions

Identify the special populations your team will focus on. Based on the information and ideas you discussed during Part 1 of this activity, complete the worksheet on the following page with members of your workgroup, following these steps:

1. Review the sample tasks listed in the left column. Based on your situation, revise these tasks and add any additional tasks that will contribute to your goal of reducing barriers faced by this special population in emergency situations.
2. Reach consensus on who will be responsible for each task and set completion dates.
3. Schedule follow-up meetings to review progress on your action plan and to adjust the plan as needed.

Complete a separate worksheet for each special population that you choose to focus on.

REDUCING BARRIERS

Action Planning Worksheet

Special Population:

Task	Person(s) responsible	Completion Date	Comments
1. Identify the specific barriers faced by this population.			
2. For each barrier, analyze causes and identify options to reduce the barrier.			
3. Collaborate with your team members to identify the specific ways that you will reduce each barrier for this population.			

COLLABORATING WITH LOCAL RESOURCES

Action Planning Worksheet

Special Population:

Task	Person(s) responsible	Completion Date	Comments
1. Identify specific individuals and organizations that you need and want to work with to meet the needs of this population.			
2. Assess current relationships and collaboration with these individuals and groups.			
3. Collaborate with your team members to identify the specific ways that you will involve these people in your planning efforts.			

ADJUSTING EMERGENCY PROCEDURES Action Planning Worksheet

Special Population:

Task	Person(s) responsible	Completion Date	Comments
1. Identify specific procedures that need to be adjusted to meet the needs of this population.			
2. Identify team members to have input into adjustments to emergency procedures for special populations.			
3. Identify opportunities to work with other organizations to provide services for special populations in emergency situations.			