

Improvement Plan Corrective Action Entry

After-action report and improvement plan | Final specimen

<https://www.editfast.com/editing-services/government-and-public-sector/emergency-management/>

Five corrective actions rewritten so that each names an owner, a product, and a date.

FINAL TEXT

SPECIMEN, PREPARED BY EDITFAST FOR ILLUSTRATION. NOT A REAL RECORD.

IMPROVEMENT PLAN - Operation Ridgeline full-scale exercise

Vandermeer County Office of Emergency Management (fictitious)

1. The Communications Unit Leader will publish one radio channel assignment sheet covering the Emergency Operations Center and all field units, and will distribute it to every unit leader, by March 31, 2027.
2. The Training Officer will deliver classroom instruction on the notification system to all Emergency Operations Center staff, and will record attendance, by February 28, 2027.
3. The Planning Section Chief will revise Section 4 of the County Emergency Operations Plan, Notification and Warning, to match the notification system now in use, by April 30, 2027.
4. The Deputy Director for Operations will compare Emergency Support Function 8 of the County Emergency Operations Plan against the county's current hospital notification practice, and will submit a written list of the differences, by May 29, 2027.
5. The Volunteer Agency Liaison will hold a joint planning meeting with each participating volunteer agency, and will circulate written minutes to all attendees, by June 30, 2027.