

# 6 Tips to help you develop your Action Plan

1		<h2>Get educated</h2> <p>Do your homework. Once you've gathered the basic information from reliable sources, summarize it in a short document as part of your response plan and as a reference for your colleagues.</p>
2		<h2>Do an inventory</h2> <p>Healthcare facilities are responsible for protecting their healthcare personnel from exposure to pathogens and providing appropriate personal protective equipment (PPE)</p> <p>Do you have enough?</p> <ul style="list-style-type: none"><li>• Water/splash resistant coveralls</li><li>• Eye protection</li><li>• Impervious shoe outerwear</li><li>• Masks</li><li>• Gowns</li><li>• Exam gloves</li><li>• Filtering facepiece respirators</li></ul>
3		<h2>Practice, practice, practice</h2> <p>Your plan must include specific skills training on properly putting on and removing the PPE to prevent self-contamination. Most healthcare providers do not have recent experience using this level of protection and could use refresher training. It is essential to practice with supervision from a trained observer to build the skills and confidence needed. Practice proper decontamination of personnel and equipment as part of every training scenario.</p>
4		<h2>Work together</h2> <p>Find out how other organizations are preparing, especially the receiving facilities and hospitals you routinely transport to. Your plan must be part of a greater plan for the city, county or region. Make sure your communication is aligned – use the same terms, notifications, PPE procedures, etc. It is critical to work together as a team. A break in communication, a difference in procedures, or lack of familiarity with processes can result in a potential lethal exposure.</p>
5		<h2>Update often</h2> <p>Once your action plan is in place, stay up-to-date with the guidelines provided by the WHO, CDC, etc. Make your plan part of training provided to your personnel. Your colleagues need to know where to go, what to do and who to ask for assistance. The WHO is updating recommendations frequently, so keep your plan current.</p>
6		<h2>Be adaptable, be vigilant, be committed</h2> <p>Have a Plan B. Think of “what if” scenarios and contingency plans. The more you can identify problems through your planning process, the less likely unexpected variables may impact your response to an incident. Practice until your procedures become automatic. When personnel responding to unique healthcare emergencies do not know what to do, do not practice, or are excluded from the planning process, we increase the opportunity for mistakes..</p>

Be committed to continual improvement. Action plans should be updated and adapted and most of all, practiced.

