**South Eleuthera Emergency Partners (SEEP)   
Draft Action Plan  
*November 19th, 2015  
Next Steps to Improve Operations & Provision of Services – To Be Completed By End Of January 2016***

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| --- | --- | --- | --- |
| **Step** | **Timeline** | **Responsible** | **Status** |
| Complete WB Emergency Operations Centre: install sail top, repair water tank, close in opening near roof line, paint interior (white), paint exterior, where doors were installed (blue) |  |  |  |
| Repair all emergency vehicles for TB & WB |  |  |  |
| Recruit an administrator |  |  |  |
| Meet regularly with TB & WB volunteers |  |  |  |
| Establish day-to-day procedures, processes & tools, e.g. logs for: calls, maintenance, etc. |  |  |  |
| Establish written guidelines for volunteers, e.g. describe management structure and reporting, vision, purpose, expectations of volunteers, how to handle ‘standard’ emergencies including documentation, how to handle ‘unusual’ situations, etc. |  |  |  |
| Resolve receipting for services; ensure all stakeholders aware of correct process: Princess Cays, nurses, volunteers, etc. |  |  |  |
| Develop full maintenance plan for buildings, yard and vehicles |  |  |  |
| Investigate provision of an emergency responder course through CTI |  |  |  |
| Investigate the possibility of offering more services through the EOCs as outlined in WB EOC Plan |  |  |  |
| Develop or revise Business plan for SEEP |  |  |  |

*\*Note: Steps not ordered, establishment of timelines necessary.*