

# ACTION PLANNING GUIDE

## BUILDING/BLOCK RESILIENCY ACTIONS

Review the action in the handbook. Decide the tasks needed to complete your action. You will then create the plan, decide who will do what and create a timeline for completion.

Action Leader: \_\_\_\_\_

Name of Action: \_\_\_\_\_

Goal Statement: \_\_\_\_\_

*(Describe what the outcome of this action will be.)*

## ACTION TEAM:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

## TASK 1

What needs to be done:

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Materials and Resources: (What you need and where it might be obtained.)

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By Whom: Name:

---

By When: Completion Date/ Time

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## TASK 2

What needs to be done:

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Materials and Resources: (What you need and where it might be obtained.)

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By Whom: Name:

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By When: Completion Date/ Time

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## TASK 3

What needs to be done:

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Materials and Resources: (What you need and where it might be obtained.)

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By Whom: Name:

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By When: Completion Date/ Time

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## TASK 4

What needs to be done:

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Materials and Resources: (What you need and where it might be obtained.)

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By Whom: Name:

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By When: Completion Date/ Time

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## TASK 5

What needs to be done:

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Materials and Resources: (What you need and where it might be obtained.)

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By Whom: Name:

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By When: Completion Date/ Time

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**TASK 6**

What needs to be done:

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Materials and Resources: (What you need and where it might be obtained.)

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By Whom: Name:

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By When: Completion Date/ Time

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**TASK 7**

What needs to be done:

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Materials and Resources: (What you need and where it might be obtained.)

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By Whom: Name:

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By When: Completion Date/ Time

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