

Sample Plan of Action

Using the information gathered during the facility tour and from the training session, develop a plan of action for your facility.

Desired Change	Necessary Steps and Resources	Person(s) Responsible	Time Line	Indicators of Success
Immediate: <ul style="list-style-type: none"> • Weight room layout • Taping rugs and carpets • Shower curtain in locker rooms • Insulating pipes in locker rooms 	<ul style="list-style-type: none"> • Walk thru, use of ODH guide • Facility walk thru, tape • Purchase & install curtain • Maintenance staff 	Personal fitness trainers Wellness Coordinator Assistant Director Assistant Director Assistant Director	Within 2 months Within 1 month Within 1 month Within 1 month	Meets ADA and ODH recommendations No falls, incidents
Mid Range: <ul style="list-style-type: none"> • Staff training on emergency procedures 	<ul style="list-style-type: none"> • Identify trainer, select staff, schedule training, incorporate into policies 	Executive Director Staff Development	Within 3 months	All shift supervisors received evacuation training within 3 months
Long Term: <ul style="list-style-type: none"> • Installation of power door • Purchase of multi station equipment 	<ul style="list-style-type: none"> • Review RS Means text, budget for item, order, install • Review of ODH guide and resources, budget 	Executive director Supervisor of weight room, ED.	Within 1 year Within 1 year	Positive response from all members, delivery people, no accidents/incident reports
On-Going: <ul style="list-style-type: none"> • Evaluation of signage (calendars, bulletin boards, etc) • Staff training 	<ul style="list-style-type: none"> • Review of guidelines, prioritize signs, budget • Needs assessment, identify trainers 	Assistant director Executive director, staff development	On-going	Signage meets NCODH recommendations