

Forum Standards of Good Practice Institute:
Beyond the Basics of Health, Safety, Security and Risk Management

ACTION PLAN

	GOAL	NEXT STEP	COMPLETION DATE
CRITICAL WEAKNESSES			
STRENGTHS			
KEY TACTICS/PARTNERS			

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ACTION PLAN - COMPLETED

	GOAL	NEXT STEP	COMPLETION DATE
CRITICAL WEAKNESSES			
Ability to group text (SMS)	To implement an opt out SMS system	1. Contact ISOS for a price quote 2. IT integration 3. Implement student agreement	Aug 1, 2017
Common Expectation with Exchange Partners	To ensure 24/7 contact numbers are valid; clarify expectation	Review emergency log file; check for 100% accuracy; contact all partners	July 1, 2017
STRENGTHS			
Dedicated Risk Analyst		Ensure redundancy and training plan in case of staff turn over	Ongoing
Team Training on Response Protocol	All new employees are given in-depth training on emergency m management within first two weeks of employment	Check On-boarding template	July 1, 2017
KEY TACTICS/PARTNERS			
ISOS, Dean of Students	Ensure smooth communication		