## At-a-Glance Steps, Tools, and Action Checklist

**Purpose**: The At-a-Glance Steps, Tools, and Action Checklist provides an overview and a catalogue of the tools and corresponding recommended action steps to build and sustain a partner network.

**Instructions**: Review and check off the steps, tools, and actions you have completed. The checklist identifies where specific information has been captured and can be used as a roadmap to follow and revisit.

Accessible version: <https://www.cdc.gov/cpr/readiness/afntoolkit.htm>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step** | **Tool** | **Action Steps** | **Dates** | **Notes** |
| Step 1:  Identify and engage partners. | * Partner Planning Worksheet * Accessible Meeting Tip Sheet * Meeting Agenda Template * Opportunities to Engage Worksheet * Partner Contact List | * Draft a partner list with representation across CMIST. * Conduct outreach to secure buy-in. * Convene partner meeting. |  |  |
| Step 2: Integrate partners  in risk communication planning and review. | * Review Checklist and Reviewer Comments Worksheet | * Review and update risk assessment data on size and location of access and functional needs populations. * Review messages, materials, and dissemination strategies. * Develop action plan for improvements. |  |  |
| Step 3:  Test the communication pathway. | * Communication Pathway Template | * Test the communication pathway. |  |  |
| Step 4:  Sustain the partner network. | * Network Partner Contact List * Network Partner Activity and Integration Worksheet * How to Write a Success Story | * Integrate network in exercises, drills, tabletops. * Document activities. * Develop Memorandum of Understanding/   agreement.   * Acknowledge partner success. |  |  |