## 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>

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| **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.
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| Step 2: Integrate partnersin 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.
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| Step 3: Test the communication pathway. | * Communication Pathway Template
 | * Test the communication pathway.
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| 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.
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