**Standard Operating Procedure (SOP) Updates**

**PURPOSE**

Updating SOPs based on the evaluation findings is the final step after an incident. This table provides a simple means of tracking action items and assigning responsibilities for those updates.

**DIRECTIONS**

In the table below:

* Identify the participating departments, agencies, or other partners in the “Team/Group” columns
* Identify the area in need of improvement in the “Issue/Problem” column
* Identify the actions needed to make the improvement in the “Required Actions” column
* Identify the role or responsibility for each team/group involved in the action as one of the following:

P = Primary S = Support

O = Oversight

C = Coordination

N/A = Not applicable; No responsibility related to this action

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This table can be adapted to reflect practices or terms used in each organization. Include the date for reference.

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| --- | --- | --- | --- | --- | --- | --- |
| Date | | | | | | |
| Issue/Problem | [Team/Group] [e.g.,Water Quality] | [Team/Group] [e.g.,Operations] | [Team/Group] [e.g.,Communication] | [Team/Group] [e.g.,Administration] | [Team/Group] [e.g.,Management] | Required Actions |
| *[For example: Individuals who are deaf or hard of hearing not effectively reached during event]* | *[N/A]* | *[S]* | *[P]* | *[O]* | *[C]* | *[For example: Update list of susceptible populations and contacts]* |
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