Background Information
Initially, the Emergency Preparedness Coordinator began by reviewing current plans and sharing findings with the Community Health Director / Agency PIO. They determined that it was going to take considerable time and effort to update current plans and a decision was made to rewrite the document.

Assemble the Team
The Community Health Director Agency PIO determined that the Health Educator and Emergency Preparedness Coordinator would be the best choices to conduct a review and revision of the department’s communication plans. This decision was made due to both individuals having been through various online and classroom PIO training.

Define the Aim
The team aimed to review and revise the existing plans by 3/31/2017 to determine the next steps to be taken. The final outcome was to have a finished and revised Communications Plan by 4/2017.

Analyze the Current Approach
Review and revision of existing Communication Plans within the Health Department. During examination by team members it was concluded through brainstorming and a SWOT analysis that current plans could not be revised to a point where they were usable.

Identify Potential Solutions
Consider combining the two plans; Revision of each individually; Reach out to public health partners for plan examples; Reach out to public health partners for current communication practice and planning.

Develop an Improvement Statement
Upon reviewing the potential solutions the team determined that using the examples provided by public health partners offered the best approach to improving our own communication plans.

Implement an Improvement Strategy
At this juncture we analyzed the best example and decided that the Wood County Health Department document best fit our needs and vision. At this point, we began creating a new agency communications plan.