

**State EMS Advisory Board**  
**Standing Committee Planning Template**

1. Develop a critical mission (why the committee exists, and how it serves the EMS system) for the committee:
  - a. “The insert name of committee Committee provides insert service provided here to the state EMS Advisory Board, regarding insert specific EMS area of interest here to promote a high quality EMS system in Virginia.”
  
2. Commitment and values of the Committee members and stakeholders (elements of high quality EMS system):
  - a. Example – High Quality Patient Care
  - b. Example – Safe Operations
  - c. Example – Comprehensive approach
  - d. Example – Efficiency in operations
  - e. Example – Fair Representation
  - f. Example – Review of Pertinent Literature
  
3. Vision for the Future:
  - a. In order to achieve the optimum EMS system in Virginia the insert name of committee Committee has identified these desired core initiatives (a main thrust or action that will move the system towards accomplishing the vision and mission.):
    - i. Core Initiative #1
    - ii. Core Initiative #2
    - iii. Core Initiative #3
    - iv. Core Initiative #4

4. Critical Existing Strengths and Weaknesses:

Strengths	Weaknesses

5. Action Strategies (based on desired characteristics of committee vision:

Action item #1	Action Item #2	Action Item #3	Action Item #4

6. Implementation Steps and Involved Parties (12-18 months):

Example:

Action Item #1	
What	Who

## Emergency Medical Service Integrated Planning Process

