



# Florida Department of Environmental Protection

## Florida *School Designation* Program



### ENVIRONMENTAL ACTION PLAN

Your Environmental Action Plan is a more detailed and specific document, which should follow on from your Environmental Policy. It defines specific targets, actions, responsibilities and deadlines for achieving environmental improvements and reducing environmental impacts.

#### KEY POINTS TO CONSIDER WHEN DEVELOPING YOUR ACTION PLAN

1.	Define key objectives and targets. For example: <ul style="list-style-type: none"> <li><i>To reduce carbon footprint by 10 percent over a year.</i></li> <li><i>Zero waste to landfill in two (2) years.</i></li> <li><i>100 percent sustainably sourced timber in three (3) years.</i></li> </ul>
2.	Make sure your ambitions and timeliness are clear. Be ambitious but realistic.
3.	Define improvement actions, which link to objectives and targets. For example: <ul style="list-style-type: none"> <li><i>Installing energy efficient lighting.</i></li> <li><i>Awareness-raising campaigns.</i></li> <li><i>Training</i></li> </ul>
4.	Decide with colleagues on responsibilities, timeliness and deadlines for implementing actions and achieving specific targets. Make sure to include key indicators with which to track performance and progress.
5.	Where possible, set SMART – Specific, Measurable, Attainable, Relevant and Timely – objectives and targets, backed by clear actions, responsibilities, deadlines, etc.
6.	Your action plan can also include actions to identify and investigate options for taking action of developing understanding of a particular area of impact. For example. <ul style="list-style-type: none"> <li><i>Setting up an energy monitoring system so you can better decide what needs to be done and address it.</i></li> </ul>
7.	Involve the people who will be responsible for implementing actions and delivering on objectives and targets as much as possible in defining and tracking progress with your action plan, taking into consideration, any specific training or support requirements they may have. Bear in mind that, in some cases, you may not have direct control or influence over particular impacts. Start by addressing the impacts over which you have most control and influence but try to also gradually address other areas of impact over which you have less control but can have some influence, especially those related to your core business activities.
8.	Justify any areas of environmental impact that you are excluding from your action plan.
9.	Define how you will track progress on achieving your objectives and targets, and implementing your action plan, who will do this and when, to ensure you have an ongoing process of review and improvement.
10.	Set up a means for sharing actions and monitoring progress on a regular basis. Each accomplishment should be celebrated.
11.	Establish a regular (at least annually) management review on achieving objectives and targets.