

# Emergency Preparedness: After-Action Review Template



## Emergency Preparedness: After-Action Review (*Template*)

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## EMERGENCY PREPARDNESS: AFTER-ACTION REVIEW

for

Facility name: \_\_\_\_\_

Facility address: \_\_\_\_\_

Review date: \_\_\_/\_\_\_/\_\_\_      Emergency date(s): \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Attendees:

Name: \_\_\_\_\_ Title/Assignment: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Assignment: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Assignment: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Assignment: \_\_\_\_\_

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Name: \_\_\_\_\_ Title/Assignment: \_\_\_\_\_

### PURPOSE:

The purpose of an after-action review (AAR), often referred to as a debriefing meeting, is to identify gaps in the process or procedure that could be improved, enhanced or altered after an emergency incident. Inviting stakeholders to attend a meeting as soon as possible after an emergency incident is crucial to receive additional feedback and insight.

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## AFTER-ACTION REVIEW MEETING (DEBRIEFING)

### Agenda:

1. Introduction
  - a. Document all attendees
2. Emergency Incident Overview
  - a. Walk through incident from start to finish
  - b. Identify the incident commander (This is an individual who steps up or takes charge during an emergency. Keep in mind the originally appointed incident commander is not always the actual incident commander.)
3. Main Issues
  - a. Final scale of the issue (to what degree did the emergency escalate to?)
  - b. Resources needed or identified
  - c. Policies and procedures involved
4. Key Stakeholders Involved
  - a. Notified in appropriate and timely manner (as outlined in the facility's Emergency Preparedness Plan):  Yes  No  Other
  - b. Response time/action
5. Areas That Worked Well
  - a. Internal
  - b. External
6. Aspects That Need to Be Improved, Altered or Enhanced
  - a. Internal
  - b. External
7. Effects on Staff, Residents and/or Stakeholders
  - a. Identify any post-emergency needs (counseling, extended time off, training, etc.)
8. Action Items (table on following page)

