

The Basics of Writing an After Action Report for an Event (Like COVID-19!) will start at 1pm.



The Basics of Writing an After Action Report for an Event (LIKE COVID-19!)



Welcome!

- ▶ Thank you for joining me today!
- ▶ Our goals:
 - ▶ Understand why you write an AAR & where it fits in the After Action Review process
 - ▶ Understand the key components of an AAR/IP
 - ▶ Objectives
 - ▶ Strengths
 - ▶ Areas for Improvement
 - ▶ Root Cause Analysis
 - ▶ Corrective Actions
 - ▶ Be confident that you can write a useful AAR for your organization



- Our mission is to build collaboration, preparedness and resilience in the health and medical community of the greater Tampa Bay Region.

Who is this webinar for?

- ▶ Any health care organization that wants/needs to write an AAR
- ▶ Those who are intimidated by After Action Reports
 - ▶ Because they do not have to be complicated!
- ▶ If you already have an AAR process in place and are comfortable with it, stick with it! No need to reinvent the wheel, folks.

What is an After Action Report (AAR)?

- ▶ A written document
- ▶ Compiled after an exercise or event that requires activation of emergency plans
- ▶ Captures strengths and areas for improvement
- ▶ Often written in HSEEP format – but not always!
 - ▶ Homeland Security Exercise Evaluation Program (HSEEP)
 - ▶ HSEEP-compliant AARs are often required for community-wide exercises



Why write an AAR?

- ▶ Because it's a funding/accreditation/licensing requirement
- ▶ **To capture lessons learned during an exercise or event**
- ▶ To continually improve your organization's preparedness & response efforts



Hurricane Hermine, 2016



Hurricane Michael, 2018

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- [illegible]

FEMA. ICS Form 214. Available at [https://training.fema.gov/emiweb/is/icsresource/asets/ics%20forms/ics%20form%20214,%20activity%20og%20\(v3\).pdf](https://training.fema.gov/emiweb/is/icsresource/asets/ics%20forms/ics%20form%20214,%20activity%20og%20(v3).pdf). Accessed 7/15/20.

Questions to ask before you write...

- ▶ What was supposed to happen?
- ▶ What actually happened?
- ▶ What went well (Strength)?
- ▶ What can be improved (Area for Improvement)?
- ▶ What was the root cause?

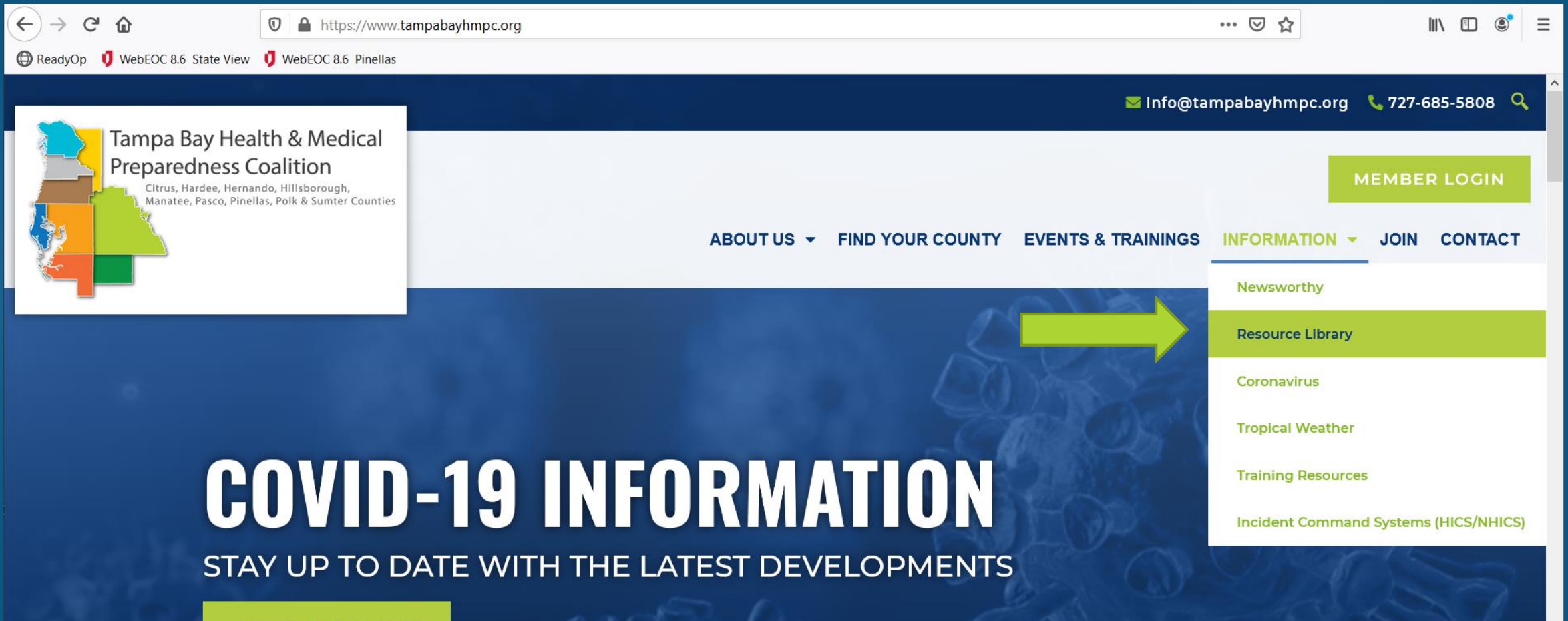


Root Cause Analysis

- ▶ A root cause is the source of or underlying reason behind an identified issue.
- ▶ By conducting a root cause analysis, you are attempting to trace the origin of each event/issue back to earlier events and their respective causes.
- ▶ Often used in patient safety studies or quality improvement processes



Simplified After Action Report & Improvement Plan (AAR/IP) Template



The screenshot shows the website <https://www.tampabayhmpc.org>. The header includes the organization's name, a list of member counties (Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk & Sumter), and contact information (Email: Info@tampabayhmpc.org, Phone: 727-685-5808). The main navigation menu includes links for ABOUT US, FIND YOUR COUNTY, EVENTS & TRAININGS, INFORMATION, JOIN, and CONTACT. The INFORMATION dropdown menu is open, showing options like Newsworthy, Resource Library, Coronavirus, Tropical Weather, Training Resources, and Incident Command Systems (HICS/NHICS). A large green arrow points from the 'INFORMATION' link to the 'Resource Library' option. The main content area features a large banner for 'COVID-19 INFORMATION' with the text 'STAY UP TO DATE WITH THE LATEST DEVELOPMENTS'.

ReadyOp WebEOC 8.6 State View WebEOC 8.6 Pinellas

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Tampa Bay Health & Medical Preparedness Coalition
Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk & Sumter Counties

ABOUT US ▾ FIND YOUR COUNTY EVENTS & TRAININGS INFORMATION ▾ JOIN CONTACT

MEMBER LOGIN

Newsworthy

Resource Library

Coronavirus

Tropical Weather

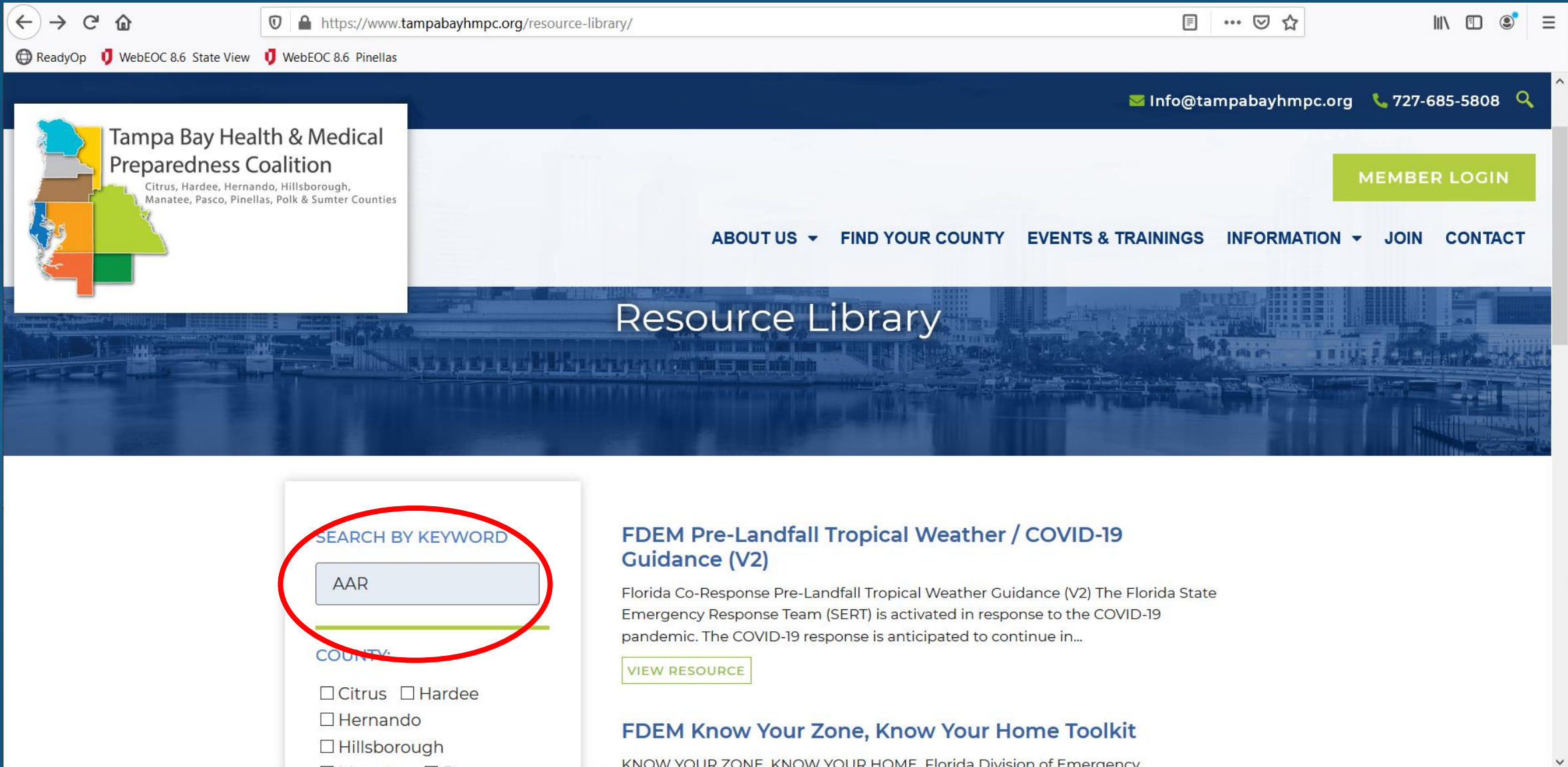
Training Resources

Incident Command Systems (HICS/NHICS)

COVID-19 INFORMATION

STAY UP TO DATE WITH THE LATEST DEVELOPMENTS

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Simplified AAR/IP Template

Browser address bar: https://www.tampabayhmpc.org/?s=AAR&post_types=resource

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Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk & Sumter Counties

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Search Results for: AAR

SEARCH BY KEYWORD

AAR

COUNTY:

Simplified AAR Template For An Event

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Simplified After Action Report & Improvement Plan Instructions

Here are some tips to help you use this template to create an After Action Report for a real-world incident or event.

1. Choose the Right Mission Areas – The 5 mission areas are Prevention, Protection, Mitigation, Response and Recovery. For an event-related AAR, you will likely only cover Response and perhaps Recovery. Check [this FEMA site](#) for more details on what each mission area entails.
2. Use Strong Objectives – For an event-related AAR, you should include the objectives developed during the response process. If you created objectives as part of your incident command (ICS) process (in incident action plans (IAPs) or similar documents), evaluate your response based on how well you achieved them. If you did not write formal objectives, we suggest breaking your AAR into topic areas to categorize your strengths and weaknesses – i.e. Communications, Incident Command, Medical Surge Operations, Infection Control & Isolation, Supply Management, etc.
 - a. Here are some sample objectives:
 - Implement staff screening process for COVID-19 symptoms.
 - Develop PPE decontamination procedures for N-95 masks.
 - Set up outside triage area for patients with COVID-like symptoms.
 - Conduct staff call-downs by (insert timeframe) for (insert purpose).
3. Write an Executive Summary that touches on all the important points of your response, including highlighting major strengths and significant areas for improvement. This portion of your AAR can be used as a stand-alone document and maybe useful for sharing your experiences or briefing leadership.

Other Resources

- ▶ TBHPMC COVID-19 AAR – in our website Resource Library
- ▶ Coalition COVID-19 SitRep AAR Series
 - ▶ Week of May 4th – 8th (SitReps 31-35)
- ▶ CMS After Action Report Template (2009)-
<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Templates-Checklists>
- ▶ Homeland Security Exercise and Evaluation Program (FEMA) -
<https://www.fema.gov/hseep>
- ▶ ASPR TRACIE - <https://asprtracie.hhs.gov/technical-resources>
 - ▶ Search for AARs

TBHMPC COVID-19 AAR



Tampa Bay Health & Medical
Preparedness Coalition

Citrus, Hardee, Hernando, Hillsborough,
Manatee, Pasco, Pinellas, Polk & Sumter Counties

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TBHMPC COVID-19 AAR FINAL (March – Oct. 2020)

SEARCH BY KEYWORD

Search ...

COUNTY:

TBHMPC COVID-19 After Action Report w/ Appendices (March – Oct. 2020)

TBHMPC COVID-19 AAR FINALw: Appendices (March – Oct. 2020)

pdf 683.6 KB



CORONAVIRUS (COVID-19)

COVID-19 After Action Report/ Improvement Plan

March – October 2020



Tampa Bay Health & Medical Preparedness Coalition

Citrus, Hardee, Hernando, Hillsborough,
Manatee, Pasco, Pinellas, Polk & Sumter Counties

Any Questions?



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