After Action Report & Improvement Plan (AAR/IP)

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After Action Report and Improvement Plan (AAR/IP)

Timelines

- Day 1 -- the day after the end of the incident or exercise
- Day 30 -- expect to have a draft for review
- Day 60 -- the improvement plan table has been reviewed/edited, corrective actions identified and assigned
- Day 90 -- upload to federal sites if required

After Action Report and Improvement Plan (AAR/IP)

Content sources

- Documents created during the incident or exercise
  - paper copy of forms
  - notes on a whiteboard or easel
  - e-mails
  - electronic copies of ICS forms (including situation reports and individual or unit activity logs) and folders of information shared in X: drive

After Action Report and Improvement Plan (AAR/IP)

Content sources

- Hotwash notes (multiple hotwashes!)
- Participant feedback
- Individual e-mails
- Survey data spreadsheets

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Content sources

- Verbal and handwritten comments
- Electronic data from rapid notification systems (MIR 3)
- Individual group’s AAR/IPs

After Action Report and Improvement Plan (AAR/IP)

Content sources

- Exercise Plan (ExPlan) and Controller and Evaluator (C/E) Handbook
- Evaluator’s notes
- Controller and evaluator debriefing notes
- Subject matter experts (authors)

After Action Report and Improvement Plan (AAR/IP)

Format for the document

- Homeland Security Exercise and Evaluation Program (HSEEP)
- HSEEP template
- MDH's Very Brief AAR/IP

After Action Report and Improvement Plan (AAR/IP)

Cover Page

- Specific Incident or Exercise Name
- Date of the Incident or Exercise
- Date Published

Watermark the document as a draft or place "draft document—do not distribute" in the footer until finalized.

After Action Report and Improvement Plan (AAR/IP)

Handling Instructions

Contents

After Action Report and Improvement Plan (AAR/IP)

Executive Summary

Audience

- Agency leadership, response partners, funding sources

Purpose

- Why the response or exercise was necessary
- How it benefits the agency and community

After Action Report and Improvement Plan (AAR/IP)

Executive Summary

- Concise description
  - When and where the incident or exercise occurred
  - Who supported the incident or exercise
  - Who was involved
  - Significant actions and decisions

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Executive Summary

- Goals and Objectives
  - List of the Target Capabilities addressed in the response or exercise
  - List of the incident or exercise objectives
  - Identify the Strengths demonstrated (3 to 5)
  - List of the key areas for improvement (3 to 5) especially if additional financial support is needed for equipment or training

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Incident or Exercise Overview

- Exercise Name- should be specific and include the date
- Type of Exercise – real incident/ functional/ full-scale
- Exercise Date – include the time of start and ending

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Incident or Exercise Overview

- Duration – how many days
- Location -- Venue name and address
- Sponsor – MDH / HHS / CDC / DHS
- Program – Pandemic Influenza, Public Health Preparedness, Healthcare Preparedness Program

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Incident or Exercise Overview

- Mission – Common, Prevent, Protect, Response, Recover
- Capabilities – 37 Target Capabilities
- Scenario Type – Chemical/ Biological/ Radiologic/ Natural/ Explosive.

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Incident or Exercise Overview

- Planning team (exercise) – all or key leaders
- Participating organizations – agencies and organizations, some individuals
- Number of participants – Responders or players, evaluators, controllers (not observers)

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Incident Summary

- Brief summary of what occurred in the incident including key decisions and actions
- Incident response goals and objectives

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Exercise Design Summary

- Exercise Purpose and Design -- brief description of how the planning team put the exercise together including the planning team meetings
- Exercise Objectives, Capabilities, and Activities – List of the exercise objectives, their associated Target Capability and Exercise Evaluation Guide (EEG)

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Analysis of Capabilities

Target Capability–for each one demonstrated

- Observation–description of a situation, decision or action
- Analysis–How and why it happened this way
- Recommendation(s)–What needs to be improved?

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Conclusion

A brief statement as to why this exercise (or what aspects of the response) were beneficial and how this experience will improve plans, policies, and procedures; train people in the future; or provide additional resources.

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Appendices

a. Improvement Plan Table
b. Acronyms
c. Lessons Learned (optional)
d. Participant Feedback Summary (optional)
e. Incident or Exercise Events Summary Table (optional)

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Improvement Plan Table

From the Analysis of Capabilities Section

Capability—Observation—Recommendations

Corrective actions, assignment, and due dates are completed by decision-makers in the After Action Conference.

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During the After Action Conference

- Recommendations are reviewed, accepted, edited or rejected
- Corrective actions are identified and assigned (by position not by name)
- Due dates are identified
- Completion and retest <180 days.

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MDH Improvement Plan

Improvement Plan table from each exercise or incident AAR/IP are transferred into the MDH Improvement Plan Excel Workbook listed chronologically.

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Questions?

Resources:

MDH Workspace>Preparedness and Response Tools>Exercises (Toolkit for templates)

HSEEP website https://hseep.dhs.gov/pages/1001_HSEEP7.aspx