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
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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
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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
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Content sources

• Exercise Plan (ExPlan) and Controller and Evaluator (C/E) Handbook
• Evaluator’s notes
• Controller and evaluator debriefing notes
• Subject matter experts (authors)
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Format for the document

- Homeland Security Exercise and Evaluation Program (HSEEP)
- HSEEP template
- MDH’s Very Brief AAR/IP
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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.*
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Handling Instructions

Contents
Executive Summary

Audience

– Agency leadership, response partners, funding sources

Purpose

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