**Planners**

**Reports to:** Hotwash Team Leads

**Works with:** Facilitators, Notetakers, Data Analysts, and Administrative Support

**This position:** Planners will be responsible for:

* Hotwash preparation (see Hotwash definition below)

This position is responsible for tailoring the hotwash templated materials consisting of a facilitator’s guide, an agenda, and a MS PowerPoint presentation. This involves reviewing the purpose or objectives for the particular MDH Incident Command Structure’s section, branch, group, unit, or team involved in the hotwash and editing the templates. This position will also arrange and facilitate a 30 minute meeting with the lead of the hotwashing entity to discuss and identify any additional focus areas, concerns, or other items to be addressed in the hotwash.

* Report writers

This position works closely with the data analysts to identify the key themes from the hotwashes and supporting materials to write the after action review report, identify corrective actions, and write the improvement plan (AAR-IP). This requires consultation with the lead of the section, branch, group, unit, or team to ensure accuracy of findings, future improvements, potential responsible persons or programs, and a proposed timeline for implementing identified corrective actions.

**Hotwash definition:** A hotwash is an opportunity to examine response actions by basically asking what went well, what challenges occurred (or what didn’t go well), and what needs improvement. We have added a component to the MDH hotwashes to also explore innovative practices that we should consider incorporating into daily work/operations and in future responses. It provides response staff with an opportunity for some closure on their response work as they transition back to their ‘normal’ work.

The ‘formal’ definition from FEMA is: a facilitated discussion held following a response among responders from each functional area that is designed to capture feedback about any issues, concerns, or proposed improvements response staff may have about the response, their area of the response, and their roles. The hot wash is an opportunity for response staff to voice their opinions on the response, as well as on their own performance. This facilitated meeting allows response staff to participate in a self-assessment of the response and provides a general assessment of how the jurisdiction performed during the response. At this time, evaluators can also seek clarification on certain actions and what prompted response staff to take them. Evaluators take notes during the hotwash and include these observations in their analysis.

**Qualifications and Experiences:**

* Communicate effectively and assist in coordinating planning meetings and hotwashes.
* Ability to manage multiple projects in different stages.
* Write clear, concise, and understandable reports, summaries, and other narratives.
* Interpret and explain qualitative data in an understandable manner.
* Synthesize information and write reports that are clear and meaningful.
* Must be able to expertly use MS Word and MS Teams.
* Must have internet connection.
* Desired: knowledge of public health emergency preparedness evaluation processes, including hotwashes, after action reports, corrective actions, and improvement plans.

**Location:** Currently, this position is remote. It may change to in person during the course of this project.

**Key Duties:**

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| 🞎 | Schedule and coordinate planning meetings and hotwashes (include facilitator in planning meeting).* Reach out to ICS section/branch/group/team leader to schedule a planning meeting to obtain:
	+ Group Charter, purpose, or objectives (if it’s not readily available)
	+ Specific areas to examine or additional questions to ask during hotwash
	+ Name of all members who should attend the hotwash
* Use Outlook or Teams channel to set up appointment for hotwash date
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| 🞎 | Prepare hotwash template materials for hotwash by individualizing to reflect specific objectives and activities.* Locate hotwash templates (list location here)
* Add information from step above to Hotwash Agenda, Hotwash PPT, Hotwash Notes, Facilitator Hotwash Agenda
* Email hotwash agenda to participants 1-3 days prior to the hotwash
* Email the hotwash notes template and the facilitator’s hotwash agenda to note takers and facilitator 1 to 2 days prior to the hotwash
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| 🞎 | Day of Hotwash:* Log in early to Teams hotwash
* Bring up hotwash PowerPoint and share your screen
* Have your note taker’s template ready to take notes (you are back up note taker if there is not a primary note taker).
* Take notes, begin recording of meeting when directed, and advance slides throughout the hotwash.
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| 🞎 | After hotwash:* Send email to hotwash attendees with link to take the hotwash follow-up online survey. Email message template can be found here: (list location) Locate the hotwash recording and link it to the Teams channel (list location). Instructions on recordings (list location here).
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| 🞎 | Consult with section, branch, group, unit, team leads in material and report development. |
| 🞎 | Work with notetakers to finalize hotwash notes.  |
| 🞎 | Work with Data Analysts to draft after action review reports, corrective actions, and improvement plans  |
| 🞎 | Prepare, with Data Analysts, presentations, and other materials to share findings and themes. |
| 🞎 | Support other team members, as needed. |