



After-Action Report Writing for Real World Events

Big Bend Healthcare Coalition

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Objectives for today



- Provide an overview on how to start the AAR process.
- Review each section of an AAR and explain how to use it to write a meaningful report.
- Provide participants with the tools to start this process on their own.

Beginning the AAR process



- Begin by designating a person to lead your organization through this process.
- Identify key individuals and engage them early.
- This should start long before you sit down to write the actual report.
- Document everything! Include all actions and challenges throughout the response.

Identify Your Objectives



- You should include the objectives your organization has developed during the response.
- These objectives may have been documented as part of your Incident Command Structure as well as in your Incident Action Plan, or similar document.

Sample Objectives



- “Implement staff screening process for COVID-19 symptoms.”
- “Develop PPE decontamination procedures for N-95 masks.”
- “Set up isolation areas for patients returning from outside facilities.”

What To Do if You Didn't Write Objectives



- Breakdown AAR into [FEMA Lifelines](#).
- Breakdown AAR into [FEMA Core Capabilities](#).
- Breakdown AAR into topic areas. (recommended)
 - E.g., Communications, Incident Command, Medical Surge, Supply Management, etc.

Highlight your strengths!



- Now that you have your objectives or focus areas, start identifying what went worked well in those areas.
- You can also identify any notable strengths outside of your objectives or focus areas.
- Reference any plans or procedures that helped to achieve those goals.

Areas for Improvement



- Write an observation statement about the area of improvement, or the challenge you faced.
 - These should be focused around your objectives or focus areas.
- Reference any plans or procedures that impact this area and might need improvement.
- Identify the “Root Cause” of why the negative action occurred? Ask yourself “why?”
- Be honest!

Improvement Plan



- This is where you will put the corrective actions for your areas for improvement.
- Assign a responsible party and a timeframe to complete the corrective action.
- Assign the corrective action a “Capability Element.”
 - E.g., Planning, Organization, Equipment, Training, or Exercise.

Executive Summary



- Can be done at the beginning or end of your AAR writing process.
- High level overview of the event, highlighting key strengths and areas for improvement.
- Can be used to brief leadership or submitted as a stand-alone document to touch on the important parts of your response.

Putting it all together



- [Tampa Bay Health and Medical Preparedness Coalition – AAR Template](#)
- [Big Bend Healthcare Coalition – AAR Template](#)



Thank you!