



Kidney Community
Emergency Response



Dialysis Facilities: The Basics of Preparing an After-Action Report for an Incident or Disaster

July 16, 2020



Agenda

- What is this call about?
- Today's speaker
 - Hunter Zager, MPH
Preparedness Coordinator, Tampa Bay Health and Medical Preparedness Coalition
- Topic
 - Dialysis Facilities: The Basics of Preparing an After-Action Report (AAR) for an Incident or Disaster
- Questions and answers (Q&As) from chat and Q&A panels



Hunter Zager, MPH

**Preparedness Coordinator, Tampa Bay Health and
Medical Preparedness Coalition**

Welcome!

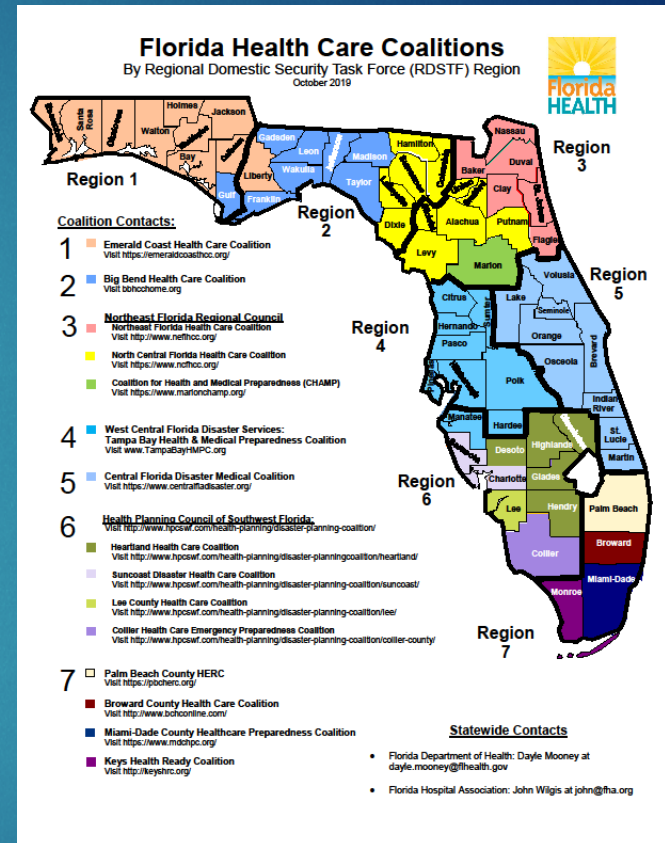
- ▶ Thank you for joining me today!
- ▶ Our goals:
 - ▶ Understand why you write an AAR & where it fits in the AAR process.
 - ▶ Understand the key components of an AAR/Improvement Plan (IP).
 - ▶ Objectives
 - ▶ Strengths
 - ▶ Areas for Improvement
 - ▶ Root Cause Analysis
 - ▶ Corrective Actions
 - ▶ 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.

Health Care Coalitions

- ▶ Health care **coalitions** (HCCs) are groups of individual **healthcare** and response organizations – such as hospitals, EMS providers, emergency management organizations, public health agencies, and more – working in a defined geographic location that play a critical role in developing healthcare system preparedness and response capabilities.
- ▶ Find Your Health Care Coalition:
- ▶ <https://www.phe.gov/Preparedness/planning/hpp/Pages/find-hc-coalition.aspx>



FDOH – Map of Florida Health Care Coalitions. Available at [http://www.floridahealth.gov/programs-and-services/emergency-preparedness-and-response/healthcare-system-preparedness/ documents/hcctf-map.pdf](http://www.floridahealth.gov/programs-and-services/emergency-preparedness-and-response/healthcare-system-preparedness/documents/hcctf-map.pdf). Accessed 7/15/20.

Who Is This Webinar For?

- ▶ Any dialysis facility that wants/needs to write an AAR.
- ▶ Those who are intimidated by AARs.
 - ▶ 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.

Why Write an AAR?

- ▶ Because it is a funding, accreditation, and 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

Questions to Ask Before You Write ...

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- ▶ 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 AAR/IP Template

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The screenshot shows a web browser window with the URL <https://www.tampabayhmpc.org>. The browser's address bar and tabs are visible at the top. The website header includes the logo for the Tampa Bay Health & Medical Preparedness Coalition, which covers Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk & Sumter Counties. To the right of the logo is a 'MEMBER LOGIN' button. The main navigation menu consists of 'ABOUT US', 'FIND YOUR COUNTY', 'EVENTS & TRAININGS', 'INFORMATION', 'JOIN', and 'CONTACT'. The 'INFORMATION' menu is open, showing a list of links: 'Newsworthy', 'Resource Library' (highlighted with a green bar and a green arrow pointing to it), 'Coronavirus', 'Tropical Weather', 'Training Resources', and 'Incident Command Systems (HICS/NHICS)'. Below the navigation is a large blue banner with the text 'COVID-19 INFORMATION' in large white letters, followed by 'STAY UP TO DATE WITH THE LATEST DEVELOPMENTS' and a green 'SEE MORE' button. The footer of the browser shows the URL <https://www.tampabayhmpc.org/resource-library/>.

Simplified AAR/IP Template

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ReadyOp WebEOC 8.6 State View WebEOC 8.6 Pinellas

Info@tampabayhmpc.org 727-685-5808

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

MEMBER LOGIN

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

Resource Library

SEARCH BY KEYWORD

AAR

COUNTY

Citrus Hardee
 Hernando
 Hillsborough
 Manatee Pasco Pinellas Polk Sumter

FDEM Pre-Landfall Tropical Weather / COVID-19 Guidance (V2)

Florida Co-Response Pre-Landfall Tropical Weather Guidance (V2) The Florida State Emergency Response Team (SERT) is activated in response to the COVID-19 pandemic. The COVID-19 response is anticipated to continue in...

[VIEW RESOURCE](#)

FDEM Know Your Zone, Know Your Home Toolkit

KNOW YOUR ZONE, KNOW YOUR HOME Florida Division of Emergency

Simplified AAR/IP Template

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The screenshot shows a web browser window with the URL https://www.tampabayhmpc.org/?s=AAR&post_types=resource. The browser tabs include 'ReadyOp', 'WebEOC 8.6 State View', and 'WebEOC 8.6 Pinellas'. The website header features the logo for the Tampa Bay Health & Medical Preparedness Coalition, which covers Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sumter Counties. A 'MEMBER LOGIN' button is visible in the top right. The navigation menu includes 'ABOUT US', 'FIND YOUR COUNTY', 'EVENTS & TRAININGS', 'INFORMATION', 'JOIN', and 'CONTACT'. The main content area displays 'Search Results for: AAR' over a cityscape background. Below this, a search box contains the text 'AAR'. A red oval highlights the search result 'Simplified AAR Template For An Event'.

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

MEMBER LOGIN

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

Search Results for: AAR

SEARCH BY KEYWORD

AAR

COUNTY:

Simplified AAR Template For An Event

Simplified AAR/IP Template

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The screenshot shows a web browser window with the URL <https://www.tampabayhmpc.org/resource/simplified-after-action-report-improvement-plan-template-for-event-v1/>. The website header includes the logo for the Tampa Bay Health & Medical Preparedness Coalition, which covers Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sumter Counties. Navigation links include ABOUT US, FIND YOUR COUNTY, EVENTS & TRAININGS, INFORMATION, JOIN, and CONTACT. A green 'MEMBER LOGIN' button is also present. The main content area features a large banner with the text 'Simplified AAR Template For An Event'. Below the banner, there is a search bar labeled 'SEARCH BY KEYWORD' and a 'COUNTY:' section with checkboxes for Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sumter. A green arrow points to a green button labeled 'CLICK HERE TO DOWNLOAD FILE' with a download icon.

ReadyOp WebEOC 8.6 State View WebEOC 8.6 Pinellas

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

MEMBER LOGIN

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

Simplified AAR Template For An Event

SEARCH BY KEYWORD

Search ...

COUNTY:

Citrus Hardee
 Hernando
 Hillsborough
 Manatee
 Pasco
 Pinellas
 Polk
 Sumter

SIMPLIFIED AAR TEMPLATE FOR AN EVENT

This After Action Report and Improvement Plan template provides a simple structure for your healthcare organization's After Action Report for a real-world incident or event. It includes templates for the After Action Report, attached Improvement Plan, along with an instruction sheet to get you started.

CLICK HERE TO DOWNLOAD FILE

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

- ▶ CMS AAR 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

Thank you!

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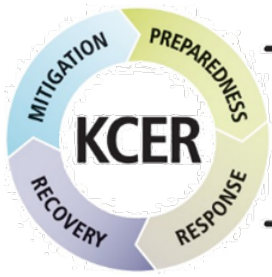
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Let Us Hear From You

- Q&As from chat and Q&A panels



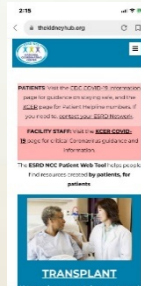
**Kidney Community
Emergency Response**



Thank You!

KCERinfo@hsag.com

866.901.3773 | www.kcercoalition.com



<https://www.kcercoalition.com/en/covid-19/>

www.TheKidneyHub.org

www.kidneyCOVIDinfocenter.com

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