



SARVAC HWF

P/T Association Level Standard Operating Procedure (SOP)

Phase 10 - AFTER-ACTION REPORT



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PURPOSE: The purpose of this document is to provide a P/T Association level SOP for the *AFTER-ACTION REPORT* Phase of SARVAC's HWF Program.

SUMMARY: The *AFTER-ACTION REPORT* Phase takes place when the SARVAC deployment of the HWF capability is completed, and demobilization has occurred. Led by the HWF Program Director, the *AFTER-ACTION REPORT* Phase should develop a Report that captures successes, short-falls, lessons learned, corrective actions and improvements for future missions.

PROCEDURE:

1. P/T Associations should facilitate an After-Action Review of the incident with their participating HWF Responders.

Any issues that had a significant impact on the response should be captured in this review and be forwarded by the P/T Associations (and/or the Local GSAR Groups) to the NIST DIR within a pre-established timeline. This should take place prior to the After-Action Review session by SARVAC and the major stakeholders.

2. P/T Associations should participate in the After-Action Review session led by the SARVAC HWF Program Director.

The other key stakeholders participating in this After-Action Review include SARVAC's Executive and Board of Directors, Local GSAR Groups and others deemed critical to attend, including PS, Incident Organization, and AHJ/EMO.

The review should consider factors such as:

- How was the RFA received? What were the positive and/or negative issues?
- Assess the effectiveness and efficiency of the entire deployment
- Did the SARVAC members involved (i.e., from NIST to HWF Responder) have the necessary training for the roles they undertook?
- Were any SARVAC members with active roles injured during the deployment?
- Did the HWF Responders have the equipment required for the tasks they were assigned?
- Did the response go according to plan? If not, what happened?
- What worked well, what did not, and why?
- What are the overall positive take-aways?
- What should be done differently next time?

3. P/T Associations should be aware that the SARVAC HWF Program Director should develop a report for stakeholders outlining the lessons learned, within a pre-established timeline.

4. P/T Associations should be aware that a Program Manager assigned by the SARVAC HWF Program Director, should incorporate the lessons learned into policies and guidance for future missions.

SARVAC should share the lessons learned with the HWF Responders, Mission Team and other key stakeholders involved in the deployment, including the GOC, the AHJ Incident Organization, and the ECC/EOC.

This completes the *AFTER-ACTION REPORT Phase* in accordance with the
National Search and Rescue Operations Concept.