**Sample Agenda for an After Action Review Meeting**

**PURPOSE**

An After Action Review aims to identify things that could be improved or needed more attention during an emergency incident. Inviting stakeholders to attend a meeting soon after a drinking water advisory ends is crucial to receive additional feedback and insight in the creation of a comprehensive After Action Review.

**DIRECTIONS**

Below is a sample agenda for an After Action Review meeting\* to help you get started as you consider the challenges your water system, customers, and communities faced during your water advisory.

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1. Introductions
2. Main Issues
   * Scale of issue
   * Resources needed (water supplies for community, distribution channels, staff needs, etc.)
   * How the meeting discussion will be used to improve processes in the future
3. Coordination
   * On site
   * Remote locations
   * Participant Responsibility
     + As a group
     + Individual Actions
     + Resources
4. Communications
   * Methods/Channels used
     + Any System Overloads? (e.g., not enough lines available, staffing constraints, effect on field operations)
   * Prioritized messages? Who? Which organizations, businesses, etc.?
   * Effectiveness
   * Audience Reach
   * Audience Understanding/Comprehension
   * Messaging Frequency
5. Audience groups
   * Vulnerable populations
     + Medical conditions
     + Physical challenges
     + Other issues (homeless, etc.)
   * Employees
   * Communities
   * Transients/travelers
6. Consistent Messaging
   * Initiating Authority
   * Subsequent Communications
7. Emergency Preparedness
8. Outside Regulations
9. Who is responsible for what?
   * Government
   * Business
10. Action Items