Debriefing Discussion Guide

# PURPOSE

*Debriefings are productive when properly structured. This discussion guide provides an outline of key points to cover during the debriefing session.*

# DIRECTIONS

*Use these questions as a starting point for a debriefing discussion about the drinking water advisory event.*

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## What were the goals of the drinking water advisory?

* Whom were we trying to reach?
* What did we want the target audiences to do with the information?

## What actually happened?

* List at least three things that worked really well and analyze why.
  + How do you know they worked well?
  + What goals or targets did they meet?
  + Can you identify the successful actions that can be replicated in future events?
* List at least three things that did not work as planned and analyze why. Determine how they can be done differently.
  + What criteria did you apply to determine that an action did not work as planned?
  + Can you identify actions or decisions to avoid in the future?
  + What might you do differently the next time?
  + Did you collect or track the information needed to assess or evaluate the advisory properly?
* List any plans, procedures, communication materials, tools, or templates that need revision or development.

## What needs to happen next?

* Who needs to be involved in improvements?
* What is the time frame?
* How will others be informed about improvements and changes?
* What should be done differently next time?