**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