



CRITICAL EMERGENCY RESPONSE ELEMENTS

5 AORs... areas of responsibility...

“No plan survives first contact...”

A **simple template** or *default* applied to **every** crisis is imperative! Use this same template when formatting the Hotwash/AAR/IM:

5 ELEMENTS:

1) Command – Control – Communication... C3:

- a. C3 is the system *empowering* pre-designated, assigned *positions* (**Command/ICS/NIMS**) to *drive and manage support* for and *coordination* with ongoing emergency response or recovery in conjunction with *specified authority* over expenditure and standards (**Control**), while seeking and deploying up-to-the-minute, reliable and accurate information and data utilizing a variety of tools and pathways (**Communication**) enabling targeted and timely operational decision-making.
 - i. Establish **location/post** for Command (**white boards**, if available) (possibly, a *Unified Command*).
 - ii. Distribute **vests** when available for incident command **position identification**.
 - iii. Post/display/update **Command organization chart** with **contact info**.

2) Situational Awareness... (SA):

- a. All Command and organization decision-making is based on accurate, timely, ongoing **acquisition and distribution of information** regarding the emergency.
 - i. The **status** of your organization and its ability to *react and absorb* the effects of the situation must be ascertained as quickly as possible and continually updated.

3) Common Operating Picture... (COP):

- a. A **single identical dissemination of relevant information** within the command and response operational network as appropriate (e.g. site census, staffing, any ongoing activities, status of important internal and external infrastructures, status of the “crisis”, etc...).
 - i. **Enables** and **fosters collaborative and coordinated response** operations and planning.
 - ii. **Supports / reinforces** decision-making from the *Command* level.
 - iii. **Reduces uninformed spontaneous decision-making** in the facility/field.

4) Incident Action Plan... (IAP):

- a. The Command Group establishes broad incident **priorities** (life safety, in-patient safety + care, facility safety, crisis stabilization, restoration of power, security, etc.) attained and supported by focused **S.M.A.R.T. objectives** (may change with each operational period)... all based on current situational awareness.
 - i. **Specific/Simple**
 - ii. **Measurable**
 - iii. **Achievable**
 - iv. **Realistic**
 - v. **Time-related**

5) Operational Cycling... aka “Battle Rhythm”:

- a. A deliberate **operational cycle** intended to **support and sustain** ongoing and future response and recovery operations.
 - i. Cycling includes:
 1. Command staff relief
 2. Command Group and Section briefings
 3. Personnel relief
 4. Unit / departmental activities
 5. Incident action planning
 6. Information/status updates to Command, employees (and their families) and media



AFTER-ACTION REPORTING (AAR):

1) **Executive summary** of the incident facts, to include the timeline, response activity and outcome:

a. Must address all 5 Critical Emergency Response Elements of responsibility.

- i. C3
- ii. Situational Awareness
- iii. Common Operating Picture
- iv. Incident Action Planning
- v. Operational Cycling

2) **Lessons Identified; Hotwash:**

a. Must address all 5 Critical Emergency Response Elements of responsibility.

- i. C3
- ii. Situational Awareness
- iii. Common Operating Picture
- iv. Incident Action Planning
- v. Operational Cycling

b. Field, ICP/FOB/EOC or administrative *lessons identified*; may include, but not limited to:

- | | |
|---|--|
| i. Standard operations and policies | xvii. Decontamination plan |
| ii. Equipment | xviii. Triage plan |
| iii. Personnel... distribution - numbers - accountability | xix. Information systems management |
| iv. Infrastructure | xx. Any electronic records |
| v. Scene/site safety | xxi. MOU activation |
| vi. Scene/site security | xxii. Disaster Declaration |
| vii. Hazardous materials or waste | xxiii. Casualty movement... evacuation... site or nearby community |
| viii. Sanitation | xxiv. EOP (Emergency Operations Plan) activation |
| ix. Traffic management | xxv. Inter-agency interactions |
| x. Credentialing | xxvi. Family consequence management |
| xi. Documentation | xxvii. Spiritual/cultural management |
| xii. Media and risk messaging | xxviii. Miscellaneous, unaddressed challenges |
| xiii. Notification process | |
| xiv. Volunteer management | |
| xv. Search/Grid management | |
| xvi. Resource Management; people and things | |



3) Improvement Matrix:

- i. **What?** - must be done or changed for improvement or compliance.
- ii. **Who?** - responsible for implementing the improvements and plan changes.
- iii. **When?** - a reasonable timeline for implementation of improvement items.
- iv. Identify specific training, education or exercise needed to complete the above, if any?