

POLICY NUMBER: 211.01
DIVISION: Environmental Public Health
POLICY TITLE: After Action Reviews for HazMat Incidents
AGENCY(ies): Lincoln-Lancaster County Health Department
AUTHORITY: Board of Health
DRAFTED: 2-26-16
BOH:
REVISED:
APPROVED:

POLICY STATEMENT:

To protect and promote the public's health, a procedure has been developed to discuss and review the operations and outcomes of significant hazardous material (HazMat) incidents, exchange knowledge and experience among responders, and allow for constructive post-incident review and future planning during similar events. HazMat incidents that meet the following criteria will undergo an After Action Review (AAR):

- Negative health effects to the public
- Long term environmental damage
- City-ordered evacuation or shelter in place actions
- Chemical exposures causing injuries or fatalities
- Staff injuries or death, from any cause

PROCEDURE:

I. Following a significant HazMat incident, an AAR may be requested by any of the following staff: Emergency Responder, Section Supervisor, Environmental Public Health Division Manager, or the Health Director.

II. An AAR will be completed at the next regularly scheduled ER team meeting when a majority of staff are able to attend. In certain cases, particularly those involving significant public impacts and/or serious injuries and/or deaths, an AAR may be completed prior to the next regularly scheduled team meeting, at the discretion of the Section Supervisor or other member of the Management Team. Incidents involving significant staff injury or death will occur within 24 hours of the event.

III. At a minimum, an AAR will be attended by those individuals directly involved in the incident and the Section Supervisor. Other important attendees include responders or other individuals who fulfilled one or more of the following roles during the event:

- A position within the Unified Command structure
- A position within the HazMat Branch or HazMat Group
- Safety Officer or Assistant Safety Officer
- Liaison to the responsible party during clean up

An AAR will be facilitated by the Section Supervisor, a member of the Management Team, or their designee.

IV. AARs will include and incorporate the following elements:

- A brief overview of the incident and the agencies present
- A description of each role fulfilled by ER responders or other LLCHD staff
- An evaluation of the overall response
- Issues or concerns that were encountered or that hampered the response
- Equipment breakdowns, losses, or shortcomings
- Areas for improvement
- Assignment of staff to follow up on recommendations or track improvements

V. All discussion points, findings, outcomes and improvement recommendations developed during an AAR will be documented. The completed AAR will be scanned into the ACCELA case file. A copy of the AAR will be provided the Division Manager within five (5) working days.