

## Anytown ISD After Action Review

### AFTER ACTION REVIEW - DATA CAPTURE FORM

<b>Facilitator:</b>	<b>Jonathan Doe, Safety/Security Team Chair</b>	
<b>Participants:</b> (attach roster if needed)	<b>See attached roster</b>	
<b>Event:</b>	<b>March 2018 Anytown Elementary School Fire Drill</b>	
<b>Location(s):</b>	<b>Anytown Elementary School 123 Main Street, Anytown, TX 12345</b>	
<b>Time/Date Under Review:</b>	<b>March 26, 2018 5:00 PM</b>	

#### Discussion:

#### 1. What was supposed to happen?

- Teachers evacuate their classrooms, assisting students as necessary
- Support staff evacuate work areas
- All personnel and students gather at far end of playground. Teachers report accountability of students using clipboard signals as defined in campus guidebook
- School nurse provides accountability of essential medical records and student medications
- Campus Secretary provides accountability of essential student and campus records

#### 2. What actually happened?

- Fire alarm sounded at 11:04 AM on 3/21/2018
- All classrooms and work areas were evacuated and persons reported to designated area. Accountability reported within 16 minutes. The students and faculty at lunch were delayed due to faculty having to return to lunch room to gather their students before evacuating.
- RM113 and RM128 did not signal using clipboards when reporting accountability.
- School nurse brought medications but did not have all student medical records
- Campus Secretary provided accountability of appropriate records.

#### 3. Why were there differences?

- While some faculty eat in the cafeteria with the students, others eat in the faculty lounge. This requires that they either return to assist with evacuation or meet up with evacuated students at the designated location. Either case increases the time until accountability is reported accurately.
- Teacher for RM128 states that there is no clipboard with the signal colors on it in the classroom.

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- Teacher for RM113 and the School nurse are both new and report that they did not receive the campus guidebook or training on specific response roles during their orientation.

## 4. What can we learn?

- We need to reassess how cafeteria evacuations and accountability is addressed in the campus EOP.
- We need to ensure that orientation training includes common response roles and activities for staff and faculty.
- We need to ensure that all classrooms and work areas have the appropriate resources for emergency operations.

## Comments And/OR Immediate Follow Up Actions (As Needed)

- Immediately replace the clipboard in RM128
- Immediately email all personnel with instructions on how to access the EOP guidebooks for their campus
- School nurse also requests a deployable medical bag that can be carried out during evacuations. He states that this would assist with transporting student medications and would provide resources needed should a student be injured or become ill once they are evacuated.

## Knowledge Share

What is to be shared/followed up?	Who is responsible for follow up?	How will that happen?	With whom will it be shared
Need for clipboard replacement in RM128	School Secretary	School Secretary will print colored sheets and attach them to a clipboard from campus supplies.	RM128 teacher
EOP guidebook links shared with all personnel	Principal	Principal will email all staff/faculty with the link to the district's website containing the EOP guidebook	All campus faculty/staff
Request for medical bag	School Nurse	School nurse will identify requested equipment and issue purchase request to District Admin (must follow procurement policy).	All campus nurses/medical staff (other campuses may need the same)

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## What happens next?

- All knowledge share items will be follow-up on by the Safety/Security Team chair no later than 4/6/2018.
- AAR and roster (see Safety/Security Team meeting roster dated 3/26/2018) will be forwarded to District Emergency Manager.
- Safety/Security Team will work with Human Resources to ensure that appropriate emergency training is included in orientation processes.
- Safety/Security Team will discuss cafeteria evacuation practices at the next meeting to determine the necessary revisions to the campus and district EOPs.
- Recommendations on district EOP revisions will be forwarded to the District Emergency Manager.