



SARVAC HWF
Local GSAR Group / HWF Responder Level
Standard Operating Procedure (SOP)
Phase 10 - AFTER-ACTION REPORT



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PURPOSE: The purpose of this document is to provide a Local GSAR Group / HWF Responder level SOP for the *AFTER-ACTION REPORT Phase* of SARVAC's HWF Program.

SUMMARY: The After-Action Review phase takes place when the SARVAC deployment of the HWF capability is completed, and demobilization has occurred. Led by the PD, the *AFTER-ACTION REPORT Phase* should develop a report that captures successes, short-falls, lessons learned, corrective actions and improvements for future missions.

PROCEDURE:

1. Local GSAR Group should facilitate their own After-Action Review with their participating HWF Responders.

This should occur prior to the After-Action Review session with the major stakeholders. If issues arise that have a wide-ranging impact to the response, then the Local GSAR Groups should forward these After-Action Review reports to the NIST DIR within an established timeline.

2. The SARVAC PD should lead the After-Action Review process with key stakeholders, including Local GSAR Groups.

The other key stakeholders participating in the After-Action Review include SARVAC's Executive and BoD, participating National and P/T Associations, and others deemed critical to attend, including PS, Incident Organization, and AHJ/EMO.

The review should consider factors such as:

- How was the RFA received? What were the positive and/or negative issues?
- Assess the effectiveness and efficiency of the entire deployment
- Did the SARVAC members involved (i.e., from NIST to HWF Responder) have the necessary training for the roles they undertook?
- Were any SARVAC members with active roles injured during the deployment?
- Did the HWF Responders have the equipment required for the tasks they were assigned?
- Did the response go according to plan? If not, what happened?
- What worked well, what did not, and why?
- What are the overall positive take-aways?
- What should be done differently next time?

3. Local GSAR Groups should be aware that the SARVAC PD should develop a report for stakeholders outlining the lessons learned, within a pre-established timeline.

4. Local GSAR Groups and HWF Responders should be aware that a Program Manager assigned by the SARVAC PD, should incorporate the lessons learned into policies and guidance for future missions.

SARVAC should share the lessons learned with the HWF Responders, Mission Team and other key stakeholders involved in the deployment, including the GOC, the AHJ Incident Organization, and the ECC/EOC.

This completes the *AFTER-ACTION REVIEW* Phase in accordance with the
National Search and Rescue Operations Concept.