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After Action Report (AAR) Drafting and Publication

1. **Draft AAR within 1 week of incident/event and share link with EM team for review**
   a. Make a copy of AAR Template_CHLA.docx in EP Compliance channel (Activations and AARs >> After Action Reports folder)

2. **Discuss drafted AAR action items at EM staff meeting OR separately scheduled AAR review meeting (for larger events)**
   a. Validate any action items assigned to non-EM stakeholders (via email, phone call, or meeting) – consider using template below

From: Your Name
To: Assigned Stakeholders
CC: Emergency Management inbox
Subject: Feedback Required – AAR Action Items from INCIDENT NAME

Dear Leaders,

Emergency Management has drafted its after-action report from the recent training event or Code Triage or Code Triage Standby related to the INCIDENT NAME on DATE.

As the individuals named as responsible for some action items, I would like your input on the items listed below.

- *NOTE: EM utilizes two different types of action items (short term to be completed within 120 days* ***and*** *longer-term projects).*

Please review and validate that both the action item and proposed completion date are appropriate (or provide feedback) **no later than EOD DATE.** We hope to publish this AAR and email it to all incident participants no later than DATE.

SHORT TERM: Action Items (within 120 days)	**Lead Responsible Section / Unit**	**Person Assigned**	**Supporting Unit(s) / Section(s)**	**Anticipated Completion Date**
INSERT	INSERT	INSERT	INSERT	INSERT

LONG TERM - Projects	**Lead Responsible Section / Unit**	**Supporting Unit(s) / Section(s)**	**Committee Assigned**	**Anticipated Completion Date**
INSERT	INSERT	INSERT	INSERT	INSERT

Thank you,
INSERT SIGNATURE

3. **Finalize AAR within 3 weeks of incident/event**
   a. Update the publication date in AAR
   b. Export a PDF version of final AAR to Shared Drive (Emergency Management >> 1. Activations and AARs >> AARs >> CY specific folder)
   c. Move Word document draft to Final Drafts folder (EP Compliance >> Activations and AARs >> After Action Reports) and into the CY-specific sub-folder.

4. **Publish to all relevant stakeholders using the following template:**

From: Your Name
To: All leaders who participated in activation and/or debrief
CC: Rest of EM team & Emergency Management inbox
Subject: After Action Report - INCIDENT NAME (MM/DD/YYYY)

Dear Leaders,

Thank you all for your participation in our recent **training event or Code Triage/Standby activation** related to the **INCIDENT NAME** on **MONTH DATE, YEAR**.

Please review the attached after-action report (AAR) for a full incident overview including strengths, opportunities, and action items.

- A total of **# corrections** and **# corrective actions/projects** were identified in this incident – below is a table of the items specifically assigned to other departments (outside of the EM team). Please note that a full list of action items is on pages ## - ## of the attached PDF.

- **ACTIONS NEEDED**: when your assigned item is completed, please email EmergencyManagement@chla.usc.edu to provide a report of the outcome. Outcomes will then be documented on our action item tracker and shared quarterly with the Emergency Preparedness Committee (EPC).
  - *NOTE: you will also receive a separate automated email notifying you that this action item has been added to our EPC tracker.*

SHORT TERM: Action Items (within 120 days)	Lead Responsible Section / Unit	Person Assigned	Supporting Unit(s) / Section(s)	Anticipated Completion Date
INSERT	INSERT	Tag person using the @feature	INSERT	INSERT

LONG TERM - Projects	Lead Responsible Section / Unit	Committee Assigned	Supporting Unit(s) / Section(s)	Anticipated Completion Date

INSERT	Tag person using the @feature	INSERT	Tag person using the @feature	INSERT

If you have any questions, please let us know directly by emailing EmergencyManagement@chla.usc.edu.

Thank you,
INSERT YOUR SIGNATURE

5. **Add action items to "EPC action item" trackers (MS Lists).**
   NOTE: please avoid adding these items to the trackers on a Friday because the automated emails for the initial task assignment will trigger the following day (Saturday). Also, if the action item's **due date** falls on a weekend, please reschedule it for the Friday before (*example: action item is due on June 30 and that is a Sunday, change the due date to June 28 instead)*.
   a. Corrections
   b. Corrective Actions

Commented [EC1]: FYI @Olson, Vicky - added this second disclaimer to avoid reminder emails triggered on a weekend.

6. **Once action items have been added to the trackers, assigned individuals will receive an automated email from EmergencyManagement@chla.usc.edu** (via a Power Automate flow that runs at 5:30 a.m. each day).
   a. When the new task has been assigned
      i. *NOTE: based on the scheduled flow settings, this email will happen the next day.*

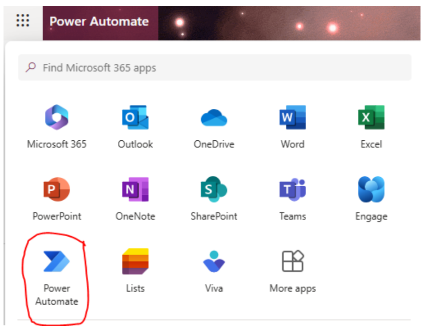
   b. At set intervals before it is due (reminder emails)
      i. For corrections (tasks), 1 week and 3 days before due date
      ii. For corrective actions (projects), 6 weeks and 1 week before due date

   c. On the due date

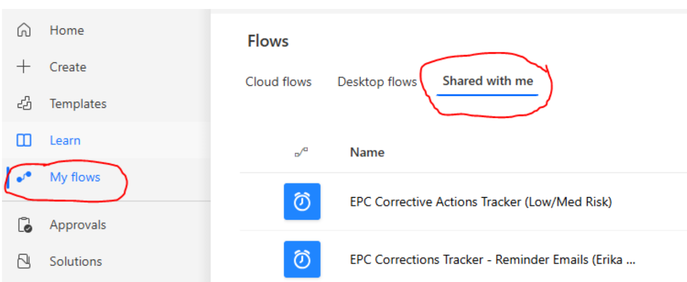
   d. Each week that it is overdue

Transferring Power Automate Flow to New Owner

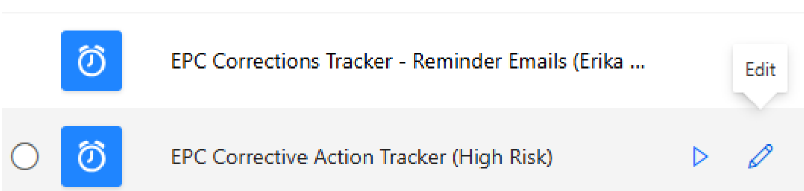
1. **Go to Power Automate from your Microsoft 365 Apps**



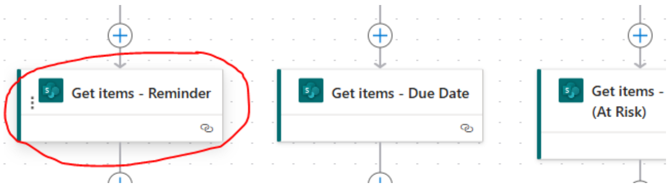
2. **Click on "My Flows" and "Shared with Me"**



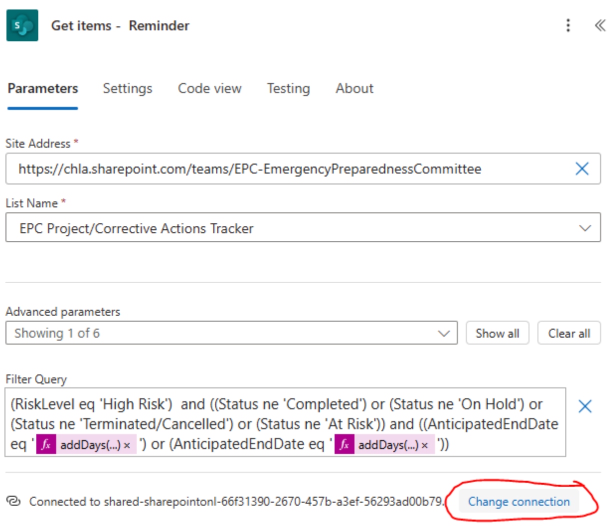
3. **Hover over the pencil to open the flow in Edit mode**



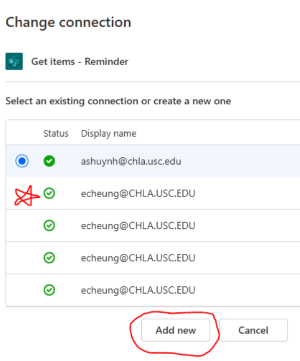
4. **Scroll down to the "Get Items" section and click on the first box.**



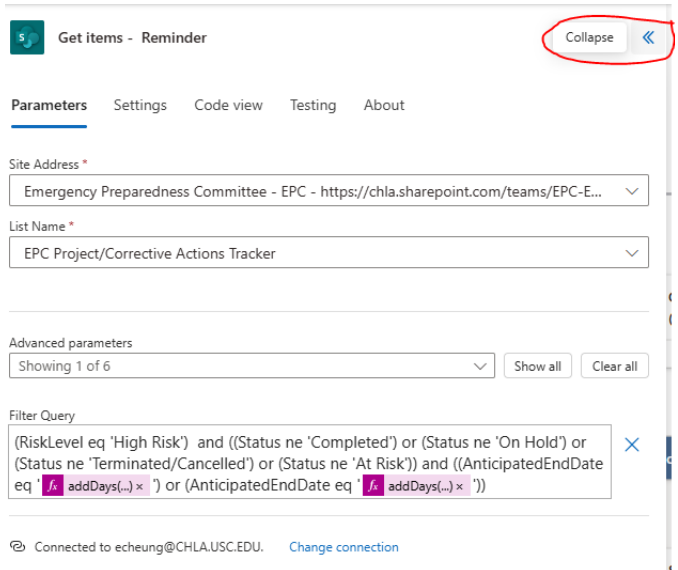
5. **Click on "Change Connection"**



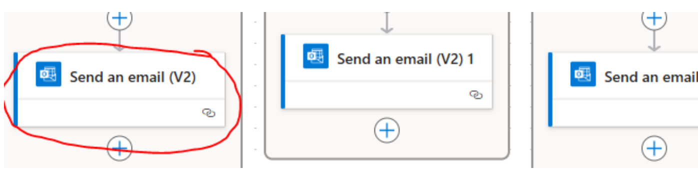
6. **Click on "Add New" if it is the first time. After the connection is established, you can simply click on the existing connection that is listed with your name.**

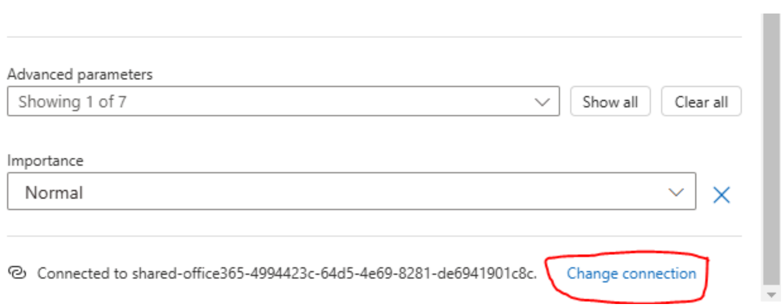


7. **Collapse that box and repeat this process to change connection for all of the boxes in that row that are titled "Get Items"**

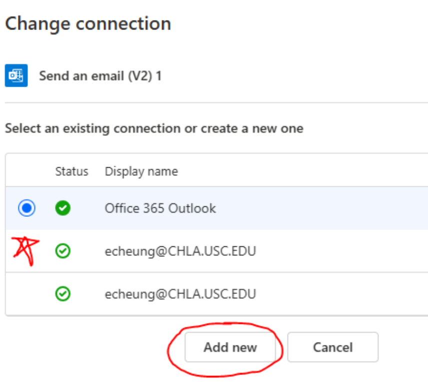


8. **Scroll down to the "Send an email" section and click on those boxes to change connections.**
    a. **NOTE: these boxes are larger so you will need to scroll down within the box to the bottom (where you can click "change connection")**

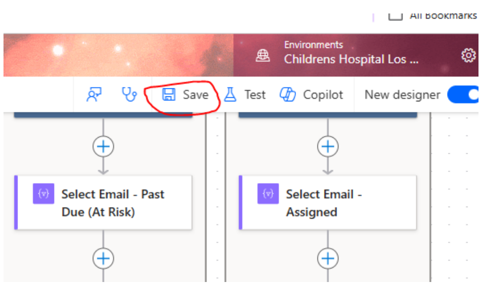




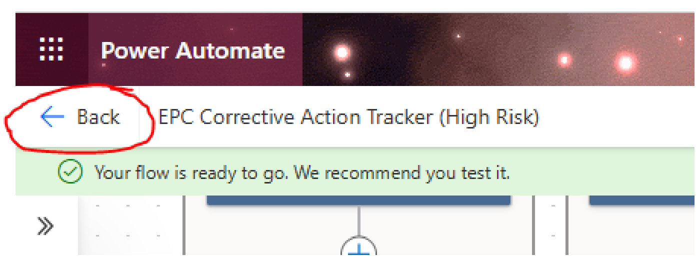
9. **Same as previous process – click "Add New" the first time. For all other changes, click on the existing connection (your name).**



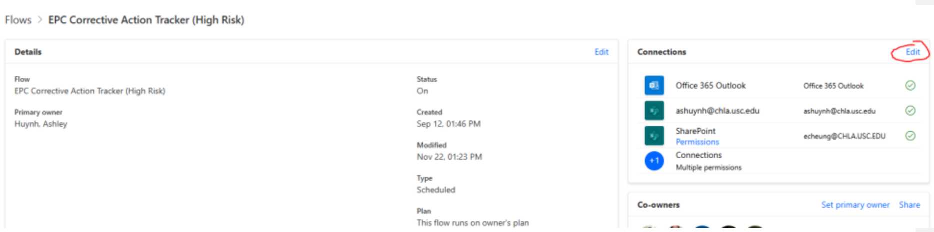
10. **Click "Save" in the upper right corner.**



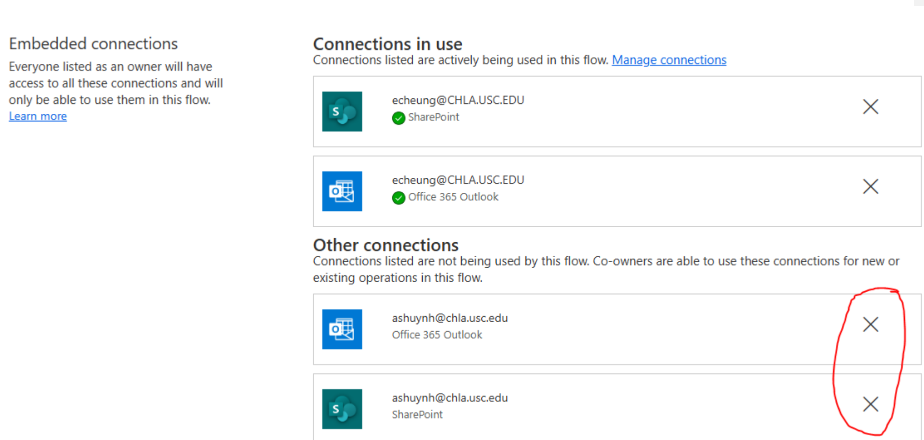
11. **Once saved successfully, click Back**

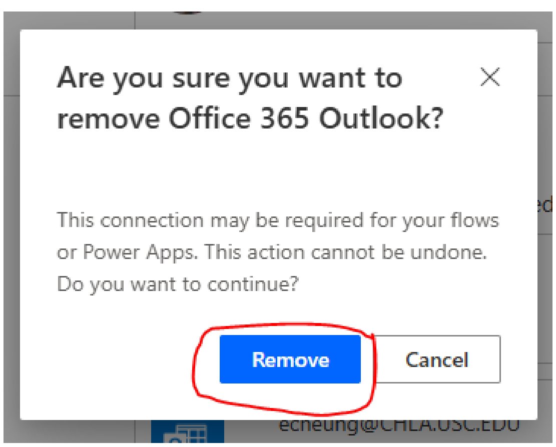


12. Click "Edit" to remove extra connections.

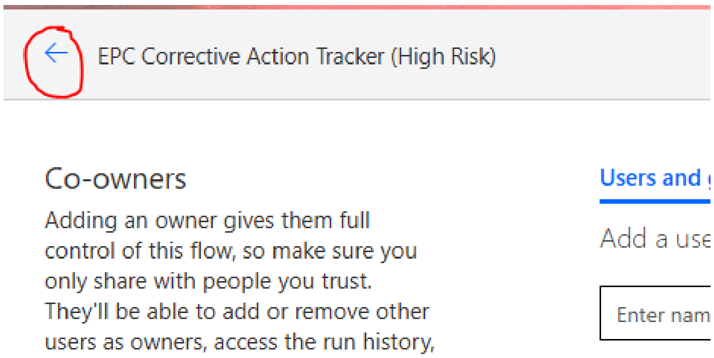


13. Scroll down and remove "Other Connections"

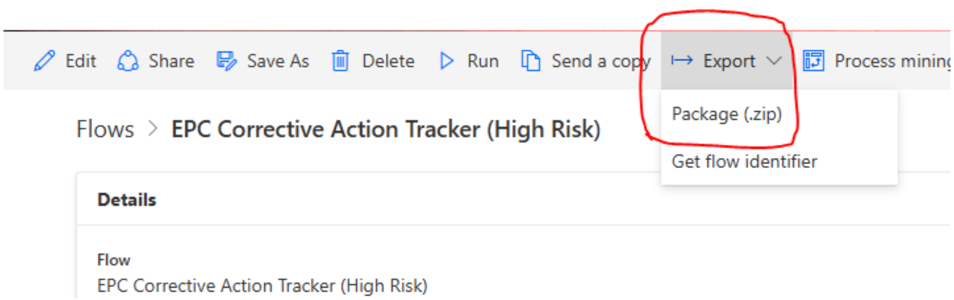




14. Click on the arrow to return to the previous page

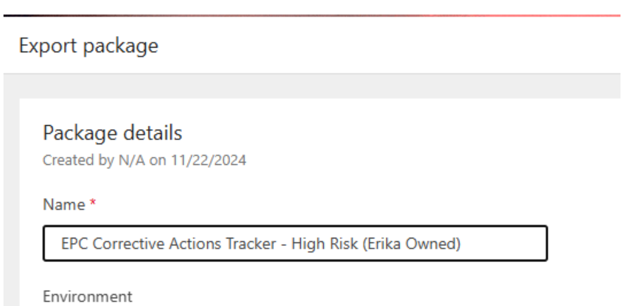


15. Export the "Package (.zip)

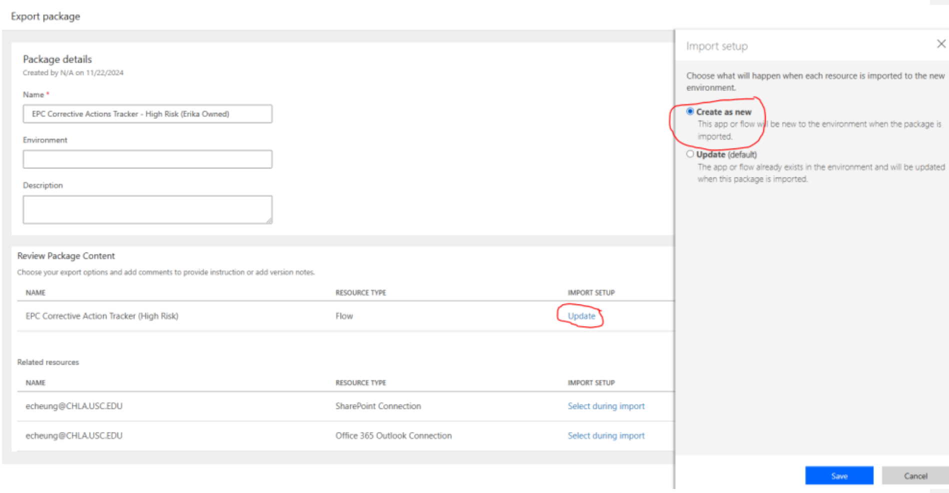


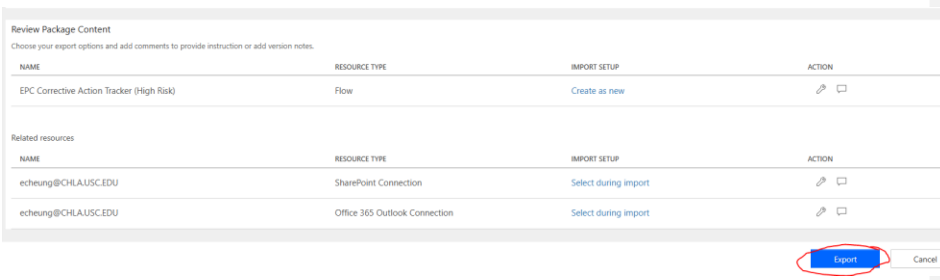
16. Enter name for new flow

a. Recommended Name – same as existing name and only change the (Person Owned)

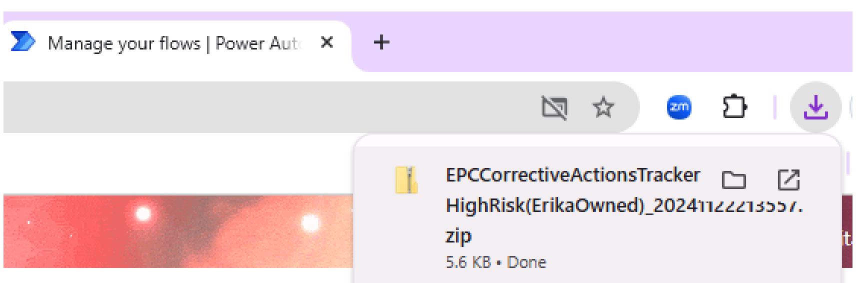


17. Click on "Update" and select "Create as new." Then click "Save" and "Export"

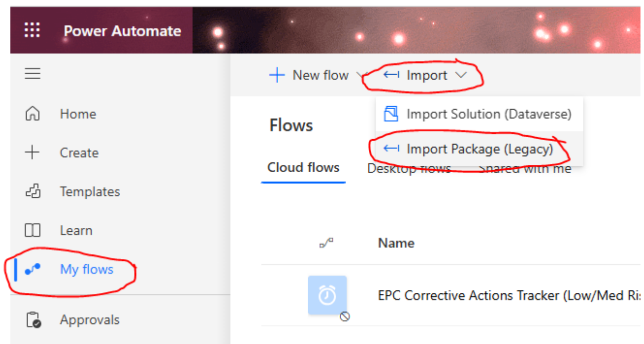




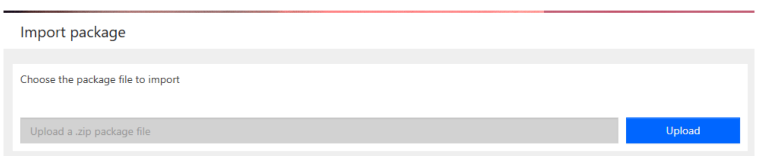
18. File should automatically download.



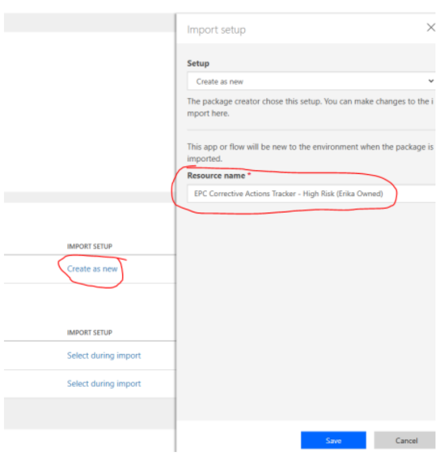
19. Click on "My flows" and then "Import" to the Cloud Flows section.



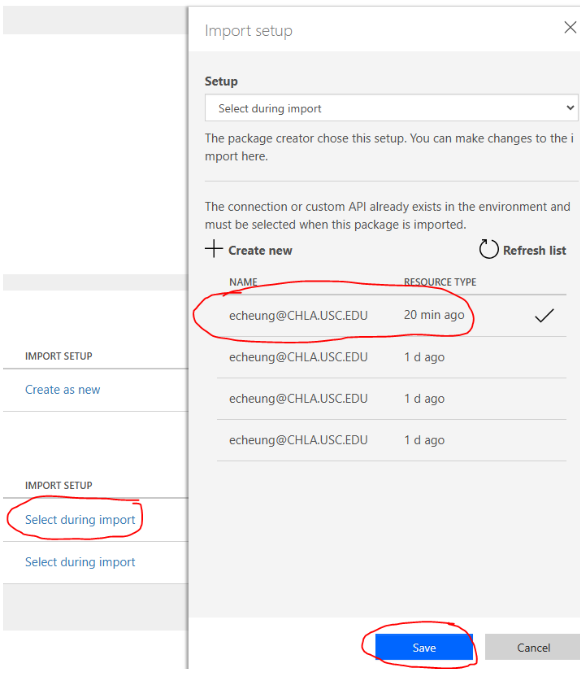
20. Click "Upload" and select newly downloaded zip folder (click on file and then Open).
   a. NOTE: file name will match the name you entered in Step 16



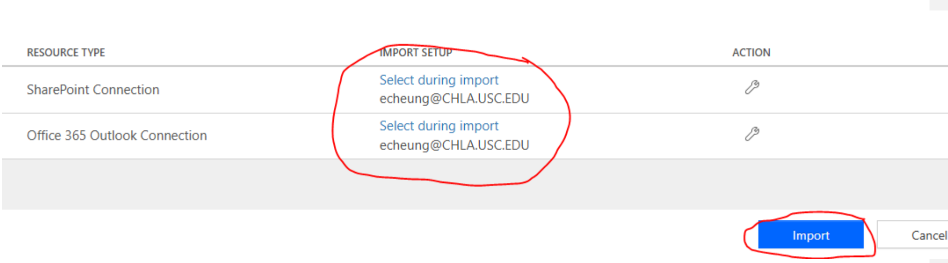
21. Do not navigate away while package is uploading. Once complete, you will need re-type the new file name. Click on "Create as new" and update the "Resource Name" (as that will default back to the original file name).



22. You will also need to select the connections by clicking "Select during Import" and then on the existing connection and then "Save"

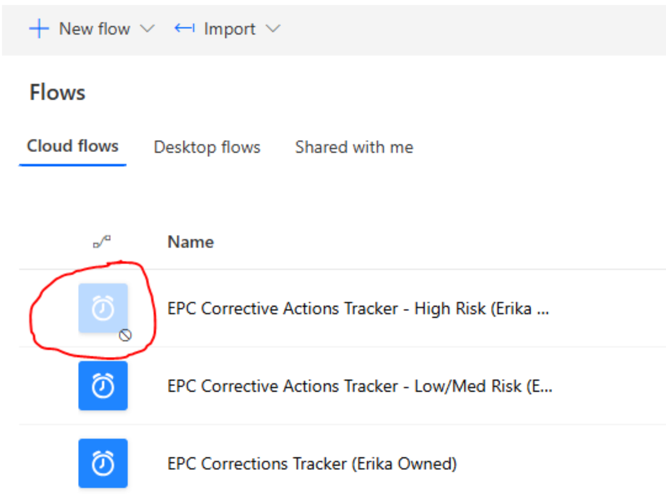


23. Repeat for second "Select during Import" so both fields are populated with your email address and then click "Import"

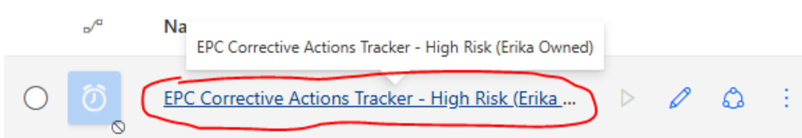


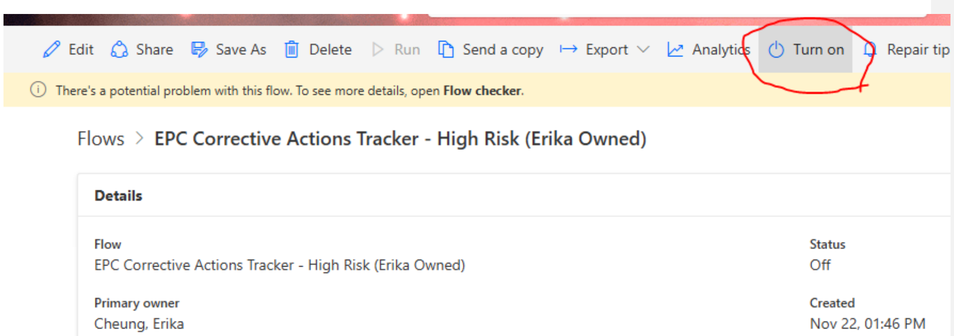
24. Once complete, the flow will show up under "My flows" in the "Cloud flows" tab.

25. If a flow appears like this (see circle icon below), it is turned off.

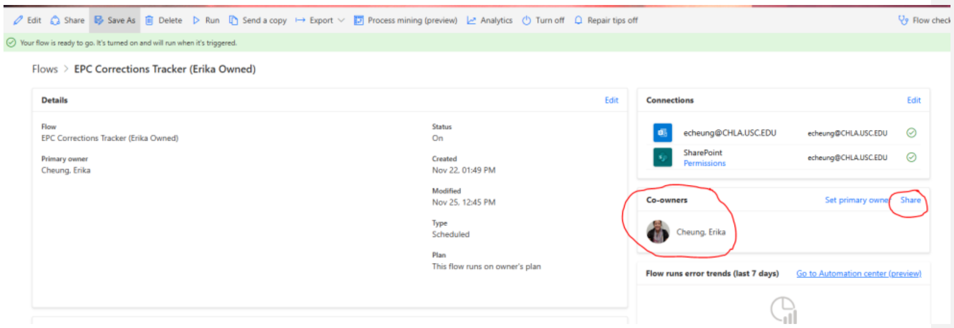


26. To turn on, click on the Flow Name to open the details and then click on "Turn On".

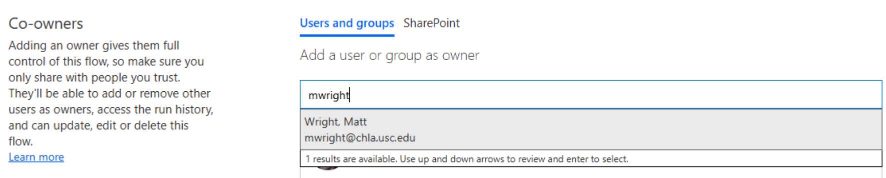




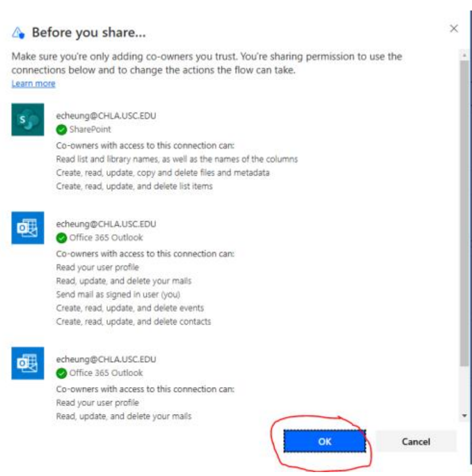
27. To add co-owners to the flow, go to the flow details page and click on "Share."



28. Type a name into the "Enter names, emails, or user groups" field.



29. Select "OK."



30. Once shared, flows will migrate over to the "Shared with me" tab of "My flows".

Troubleshooting PowerAutomate Flows

1. If flow fails, manage your connections.

2. Remove duplicate connections for the connection type that failed.
    a. If none, then just reauthenticate the connection that has a Red X icon and says "Reconnect".

3. Once reconnected, go to the flow that failed by clicking on the specific date/time and click resubmit (to re-run the flow for that date).