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After Action Review and Services

# Joint Subcommittee to Study Pandemic Response and Preparedness

January 9, 2024

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# Agenda

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- Introductions
- Subcommittee Engagement
- Timeline
- Questions

# Introductions

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Vice President, Preparedness, Resiliency  
and Emergency Management (PREM)

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# Subcommittee Engagement

# Subcommittee Engagement

Ensuring a streamlined and collaborative AAR development process involves adhering to key principles:

## Defined Roles and Responsibilities

- Identify a project sponsor
- Define a project management team
- Identify stakeholders



## Routine Updates

- Weekly check-ins and projects updates
- Bi-weekly meetings
- Monthly progress reporting



## Clear Communication

- Identify team goals and expectations
- Conduct stakeholder interviews
- Provide opportunities for feedback



## Inclusive Decision-Making

- Working feedback sessions
- Phased editing
- Conduct after-action meeting

# Subcommittee Members

Subcommittee members will align with their appropriate subcommittee as follows:

Subcommittees		
Government and Regulatory Systems	Health Care Systems and Emergency Management	Education
<ul style="list-style-type: none"> <li>• Senator Surovell</li> <li>• Delegate Ware</li> <li>• Delegate Webert</li> <li>• Delores Oates (local elected official representing a rural locality)</li> <li>• Martha Mugler (local elected official representing an urban locality)</li> <li>• Keith Stephens (a private businessman)</li> <li>• Executive Secretary of the Supreme Court of Virginia*</li> <li>• Secretary of Finance*</li> <li>• Secretary of Commerce and Trade*</li> </ul>	<ul style="list-style-type: none"> <li>• Senator Favola</li> <li>• Delegate Orrock</li> <li>• Delegate Byron</li> <li>• S. Chris Jones (owner of a local pharmacy)</li> <li>• Jennifer W. Siciliano (representing public hospital or health care system)</li> <li>• Dr. Jordan Asher (representing private hospital or health care system)</li> <li>• Secretary of Health and Human Resources*</li> <li>• Secretary of Public Safety and Homeland Security*</li> </ul>	<ul style="list-style-type: none"> <li>• Senator Mason</li> <li>• Senator Suetterlein</li> <li>• Delegate Freitas</li> <li>• Delegate Filler-Corn</li> <li>• Katelyn Deel (representing K-12 public education system)</li> <li>• Brian Yates (representing four-year institution of higher education)</li> <li>• Secretary of Education*</li> </ul> <p><i>*Or designee</i></p>

# Subcommittee Scope

Subcommittee scope will cover preidentified topics\* as follows:

*\*as outlined in Senate Joint Resolution No. 10*

Subcommittees		
Government and Regulatory Systems	Health Care Systems and Emergency Management	Education
<ul style="list-style-type: none"> <li>• Scope of the Governor's powers in long-term states of emergency and the feasibility of legislative oversight of such powers.</li> <li>• The adequacy, resilience, and performance of:               <ul style="list-style-type: none"> <li>▪ The General Assembly and local governments;</li> <li>▪ The judicial system and the need to develop future emergency plans to facilitate better responsiveness;</li> <li>▪ The Virginia Freedom of Information Act, homeowners' association, and corporate meeting rules and the need to develop future emergency plans to facilitate better responsiveness;</li> <li>▪ The business regulatory system and the need to develop future emergency plans to facilitate better responsiveness.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The adequacy, resilience, and performance of public and private health care systems, pharmacies, hospitals, independent providers, health system providers, federally qualified health centers, urgent care centers, long-term care agencies and organizations, and congregate care facilities (and sub parts).</li> <li>• The adequacy, resilience, and performance of the emergency management and public health care systems (and sub parts).               <ul style="list-style-type: none"> <li>▪ <b><i>The performance of local health districts and the feasibility of allowing for local decision-making during pandemics, in contrast to delivery of routine services.</i></b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The adequacy, resilience, and performance of the K-12 and higher education systems and the need to develop future emergency plans to facilitate better responsiveness.</li> </ul>

# Subcommittee Focus Areas

Focus areas will allow our team to take a deeper dive into critical areas and will align with committees as follows:



Business Continuity & Continuity of Operations



Communications



Planning and Operations



Financial Management



Technology

Subcommittees		
Government and Regulatory Systems	Health Care Systems and Emergency Management	Education
<ul style="list-style-type: none"> <li>Judicial</li> <li>Public-Private Partnerships</li> <li>State-Local Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Hospitals Incident Management</li> <li>Logistics</li> <li>Public Health / Local Health Districts</li> <li>Public-Private Partnerships</li> <li>Rural community engagement</li> <li>State-Local Coordination</li> <li>Volunteer and Donation Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Logistics</li> </ul>

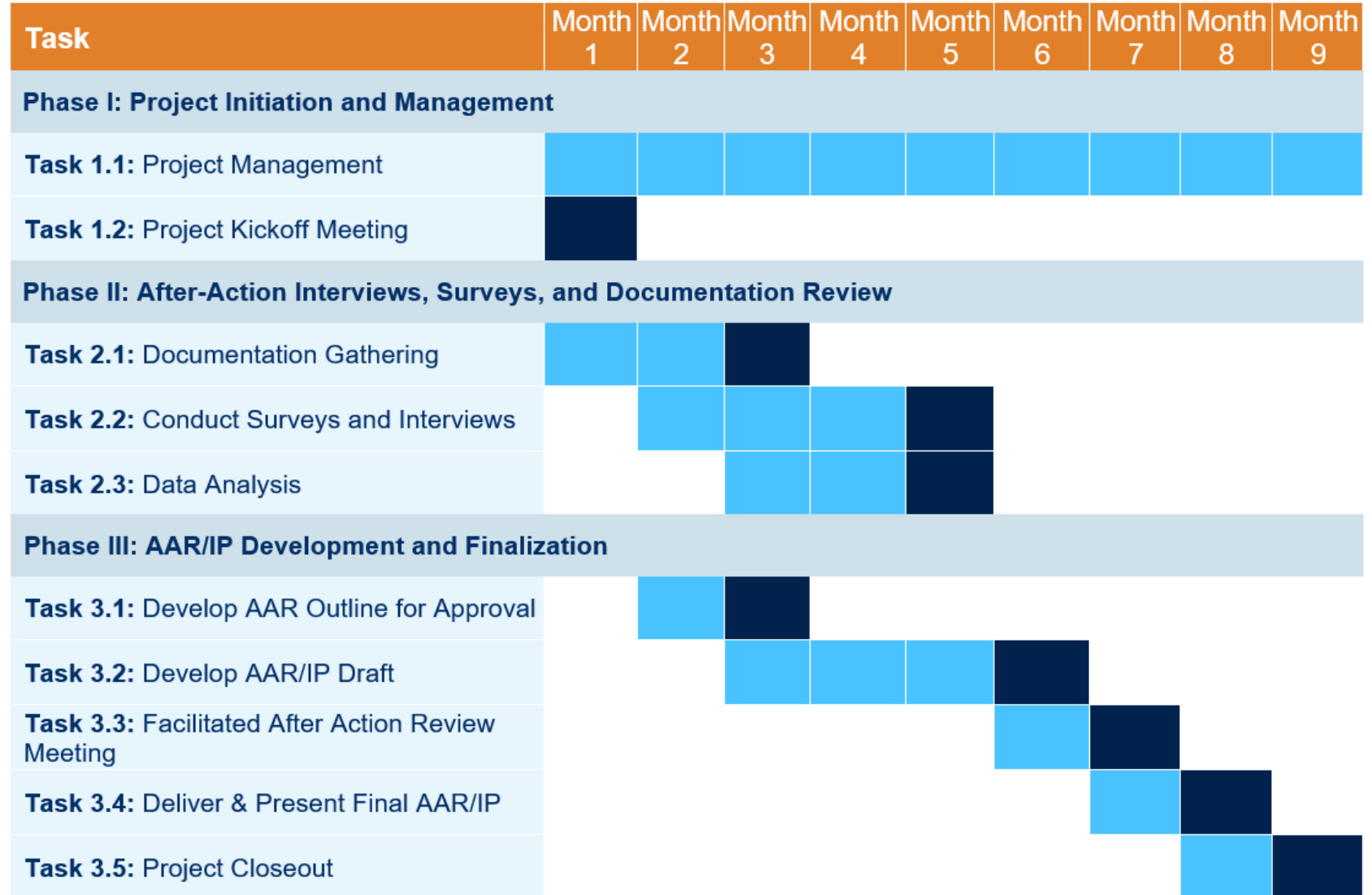


# Timeframe and Execution

# Project Timeline (9 months)



- **Phase 1** – January 2024\*
- **Phase 2** – Jan 2024 - May 2024
- **Phase 3** – Feb 2024 - Sept 2024



\* Adjust according to project start date



Estimated task performance period



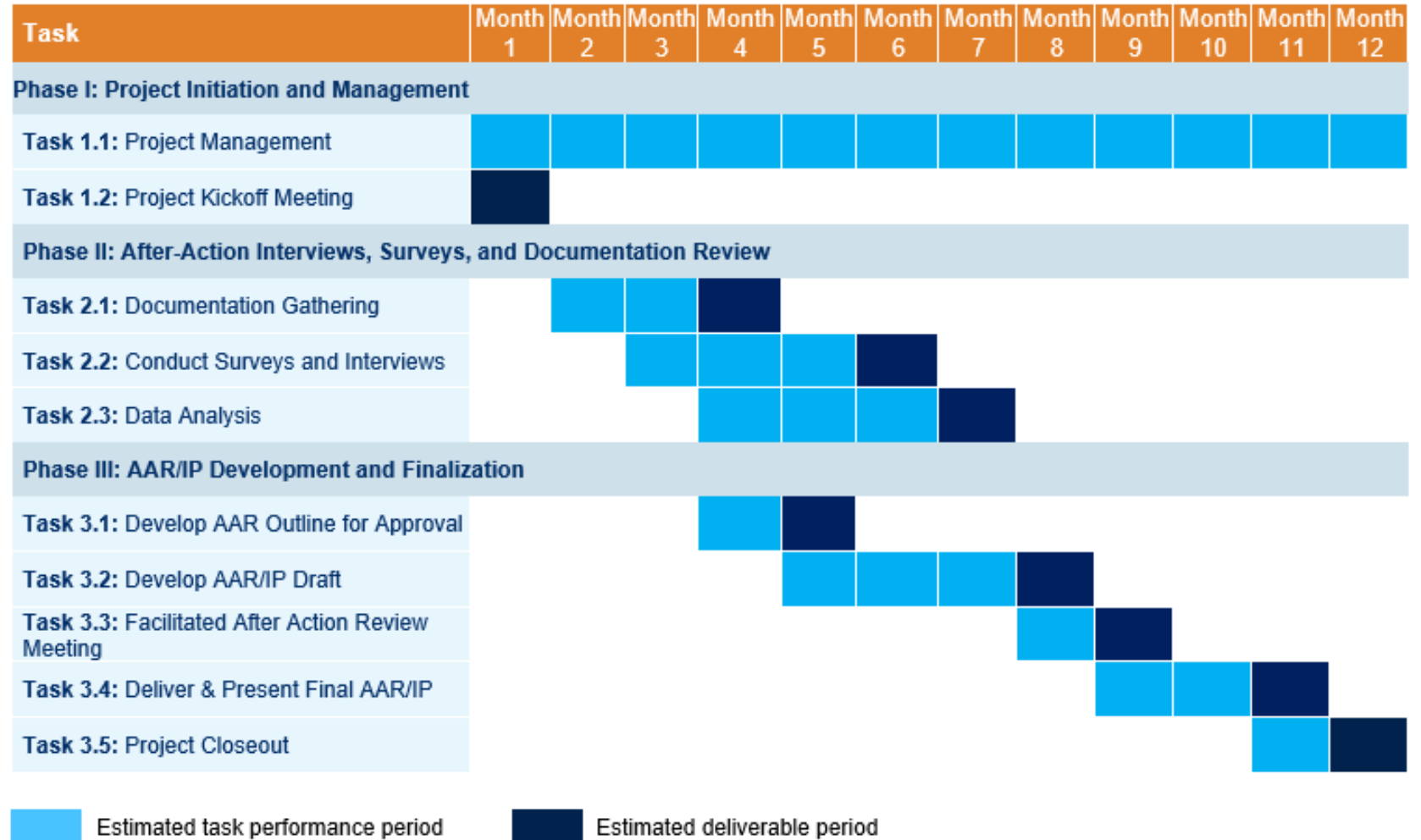
Estimated deliverable period

# Project Timeline (12 months\*)



- **Phase 1** – January 2024
- **Phase 2** – Feb 2024 - July 2024
- **Phase 3** – April 2024 - Dec 2024

\* Should an extension be granted until the end of 2024



# Phase I: Project Initiation and Management

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- Establishment of Project Management Team (PMT)
- Conduct Project Kickoff Meeting
- Bi-Weekly Meetings and Monthly Progress Reports
- Quality Assurance and Quality Control (QA/QC) and issue resolution

## Benefit to Joint Subcommittee

- Our project kickoff and project administration approach ensures that we all start with **the same vision** in mind and **work collectively** towards that vision throughout the project.
- The management process is crafted to keep the Joint Subcommittee involved and informed **while being conscious of schedules.**
- AAR products will be informed by Tidal Basin's **combined practitioner experience** and **best practices gleaned from work throughout the country.**

## Phase II: Interviews, Surveys, and Documentation Review

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- Collect and analyze data across highly specialized stakeholder groups
- Develop and deploy a survey tool
- Interview key personnel to compile and validate a convergent set of observations, decision points, actions taken, perceptions, expectations, and timeline of actions

## Benefit to Joint Subcommittee

- Our data call process ensures that the After Action Review (AAR) is well-informed by gathering pertinent information from policies, plans, procedures, and various sources. We will specifically tailor deliverables to meet the unique needs of **the Virginia Joint Subcommittee** by drawing insights from existing plans, previous AARs/IPs, and other relevant sources.
- Guided by the Areas of Focus, we will use the categories as our **'north star'** for both survey and interview question development.

## Phase III: AAR/IP Development and Finalization

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- Develop an initial draft AAR using industry standards
- Categorize issues raised and identify priority issues discussed
- Provide actionable recommendations to enhance future support, catalog unaddressed issues for consideration, and identify items for incorporation into future events
- Conduct program assessments for improving overall emergency management functions
- Present outcomes to the Joint Subcommittee and desired stakeholders

## Benefit to Joint Subcommittee

- A comprehensive analysis and prioritization of issues **provides the group with valuable insights**, enabling informed decision-making.
- Actionable recommendations and program assessments contribute to **improvements in future support and overall emergency management functions**.
- Navigating the process fosters a culture of continuous learning and adaptability, **ensuring the Commonwealth of Virginia remains proactive and well-prepared**.

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# Questions?

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