

# Policies

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**Westerly Public Schools**

**No. 2410**

**Emergency Preparedness After Action Review 1 of 1**

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## **Purpose**

In accordance with RIGL 16-21-24 (16)(b)(6) Westerly Public Schools realizes the importance of conducting after action reviews for all drills, exercises, and real life events in order to be better prepared in the future.

## **Definition**

An after action review is a structured review and de-briefing process for analyzing what happened, why it happened, and how it can be done more efficiently in the future.

Therefore the following policies shall be implemented:

1. The district safety officer will distribute the after action review form to all principals.
2. After action reports will be completed by the school principal or the principal's designee within fourteen (14) days after all drills, exercises, and real life events.
3. After action review reports shall be kept in a file by the school principal.
4. The district safety officer shall review these reports with the principal on at least a quarterly basis.
5. The district safety officer shall provide a copy of after action review reports to the Superintendent along with an executive summary of findings.
6. The Superintendent shall keep the reports in a secure master file.
7. The district safety officer shall then make recommendations for improvement if necessary.
8. The district safety officer, safety committee, and the school principal shall develop and implement the recommended improvement plan. In addition a timeline will accompany the improvement plan.

Adopted: June 18, 2014