



2025-2026 CMS Exercise Series

Part 6 | After Action Meeting
Tuesday, February 10, 2026

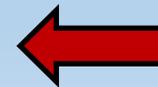
After Action Meeting

Welcome

- This meeting is being recorded.
- Please MUTE your audio when not addressing meeting participants.
- All participants should be logged in using a computer.
- If you have a question, please use the *Raise Hand* feature or submit it in the chat.
- Please take a moment in the chat to record your:
 - Name
 - Title
 - Organization

Exercise Series Calendar

- **Part 1 | Hazard Vulnerability Analysis (optional)**
Thursday, October 2nd at 10 am (virtual)
- **Part 2 | Initial Planning Meeting**
Tuesday, January 6th at 10 am (virtual)
- **Part 3 | Tabletop Exercises**
 - *Tuesday, January 13th at 1 pm (Roanoke)*
 - *Wednesday, January 14th at 1 pm (Roanoke)*
 - *Thursday, January 15th at 1 pm (Abingdon)*
- **Part 4 | Mid-Term Planning Meeting**
Tuesday, January 27th at 10 am (virtual)
- **Part 5 | Functional Exercise**
Tuesday, February 3rd at 10 am (virtual)
- **Part 6 | After Action Review**
Tuesday, February 10th at 10 am (virtual)



After Action Meeting

Series Review

- Theme: *Cascading Failures*
- Hazard Vulnerability Analysis (HVA)
- Tabletop Exercise
- VHASS Training
- Plan Reviews
- Functional Exercise
- Planning Meetings



After Action Processes

- **Hotwash**
 - This occurs immediately after the exercise and provides players an opportunity to discuss strengths and areas for improvement. Evaluators should also use this time to clarify player actions and decision-making processes. The Hotwash should be completed within 30 minutes.
- **After Action Meeting (AAM)**
 - This is held within 30 days of the exercise. This meeting is used to debrief the event and review/refine the draft After Action Report (AAR) and Improvement Plan (IP). The AAM should be interactive, giving attendees the opportunity to discuss and validate the observations and corrective actions outlined in the draft AAR/IP.
- **After Action Report (AAR)**
 - The AAR summarizes key evaluation information and focuses on analyzing core capabilities, including performance, strengths, and areas for improvement. It also includes essential exercise details such as the exercise name, type, dates, location, participating organizations, mission area(s), relevant threats or hazards, a brief scenario overview, and the exercise sponsor and point of contact.

Templates

- There are various templates and documents available to support these discussions (HSEEP, CMS, etc.)
- For this exercise series, we have created your AAR templates using the CMS standard template
- We have pre-filled a certain portion of the information about the exercise design and development
- For this exercise series, you will receive (2) After Action Report templates:
 1. Tabletop Exercise
 2. Functional Exercise
- You will be required to complete each document for your binder

Considerations

- Focus on issues that are critical to the success of the event, or that indicate emerging trends
- Observations should guide corrective action planning by directing time and resources toward the issues with the greatest impact on preparedness and can guide the development of the Improvement Plan
- If possible, include information on potential consequences, the likelihood of recurrence, or the expected outcome if no action is taken
- Provide leadership with an opportunity to offer feedback
- Reference exercise objectives to confirm whether they were achieved and highlight gaps tied directly to those objectives

AAR Template Review

Exercise Documents

- **SVHC Responsibility:**
 - TTX SitMan (*Available Now*)
 - FE ExPlan (*Available Now*)
 - FE VHASS Event Details/Logs (*Available Now*)
 - Face Sheet (*Available 02/20*)
 - AAR Templates (*Available 02/20*)
 - Attendance Logs (*Available 02/20*)
 - Memorandum of Understanding (*Available Now*)
 - email Alayna (ahubble@vhha.com) or Gregory (gskeens@vhha.com)
- **Facility Responsibility:**
 - Meeting Sign-In Sheets
 - Meeting/Exercise Notes
 - Completed AARs
 - EOP Plan/Policy Updates

Your Binder

- Face Sheet
- TTX Situation Manual
- TTX AAR
- TTX Participant List and Sign In Sheet
- FE Exercise Plan
- FE VHASS Event Details and Event Log
- FE Participation List and Sign In Sheet
- FE AAR
- Memorandum of Understanding

Next Steps

- Final documentation will be available on the CMS Exercise Series Website by February 20th
 - <https://svhc.vhass.org/member-resources/2025exerciseries/>
- Print and insert the applicable documents into your binder
- Include completed copies of your organization's AAR/IP Documents
 - Remember to complete the final documentation

Event Website

<https://svhc.vhass.org/member-resources/2025exerciseries/>

Questions?



Connect With Us

- Website: <https://svhc.vhass.org/member-resources/2025exerciseries/>
- Weekly Newsletter: <https://svhc.vhass.org/register/>
- VHASS: www.vhass.org
- RHCC Emergency Activation Number: **1-866-679-7422**

MARY KATHRYN ALLEY, REGIONAL HEALTHCARE COORDINATOR

☎ 540-541-0315 ✉ malley@vhha.com

ALAYNA HUBBLE
MVP COORDINATOR

(540) 676-5019

AHUBBLE@VHHA.COM

JEFF MCKINNEY
HOSPITAL READINESS
& RESPONSE
COORDINATOR

(540) 566-8032

JMCKINNEY@VHHA.COM

**GREGGORY
SKEENS**
MVP COORDINATOR

(540) 527-6734

GSKEENS@VHHA.COM

CONTACT US

RHCC ACTIVATION LINE: 1-866-679-7422

After Action Meeting