

Joint Information Center / System Management

"After Action Review" Checklist

This checklist is designed for managers to conduct a management review of JIC operations if an after action review is needed.¹

Location:

Date:

JIC Manager:

Lead PIO:

Reviewed By:

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
<u>QUALIFICATIONS & TRAINING</u>			
1.	JIC Manager meets national qualifications: a) As a qualified PIO II or greater b) Has management experience in JIC or call center c) If applicable, gained a satisfactory performance rating as a trainee		
2.	JIC team met qualifications: a) Accurately represented individual agency needs b) Agency adequate provided PIOs, PAOs or SMEs c) Followed JIS protocols		
<u>ADMINISTRATION</u>			
1.	Resource ordering, mobilization and arrival: a) Lead agency provided the appropriate initial request information b) Required resource information was provided for an efficient mobilization c) Travel requirements were accurate and provided in a timely manner d) All team members were mobilized at the same time		

¹ This form is modified from the NWCG "Fire Prevention Education Team Leader Guide"; PMS 474 : NFES 2979 - Aug 2007.

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	Description	Code	Remarks
	<ul style="list-style-type: none"> e) JIC staff were provided a proper orientation upon arrival f) An appropriate work site was provided g) A team agreement with appropriate objectives was discussed and amended as needed h) Individual roles and assignment(s) were clearly defined j) Finance codes were provided for all resources k) Appropriate supplies and equipment were on site and available l) Time recording and payroll support was provided m) Work schedules were clearly defined 		
2.	<p>Planning and preparedness:</p> <ul style="list-style-type: none"> a) Lead agency provided the required jurisdictional information to support objectives b) Operational information available and understood c) Assignment orientation was accurate and supported objectives d) Access to support staff was provided throughout assignment e) All cooperating and assisting agencies were aware of the JIC/JIS purpose and protocols. f) Additional team members, if needed, were ordered in a timely manner g) Team rotation was planned and implemented to support objectives h) Long range direction was provided by the lead agency 		
3.	<p>Resource ordering, mobilization and arrival:</p> <ul style="list-style-type: none"> a) JIC staff properly completed resource check in b) JIC staff understood the instructions and objectives as outlined in the defined JIS protocols c) Team gave input into the JIS protocols and objectives when necessary to resolve gaps 		

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4.	JIC staff preparedness: a) Staff were proactive / positive messaging b) Manager provided motivation and direction c) Staff met operational requirements d) Manager kept lead PIO/agency informed e) JIC staff interacted well with field PIOs f) Manager briefed agency efficiently and as needed		
<u>OPERATIONS</u>			
1.	JIC staff had appropriate transportation		
2.	JIC communication plan: a) was in place and active b) was supported by the lead agency c) was reviewed and approved by the lead PIO d) was provided to all cooperating agencies		
3.	JIC meetings: a) Were scheduled with agency approval b) Were attended by lead PIO c) Started and finished on time d) Field PIOs were included relevant meetings		
4.	JIC / JIS operational barriers: a) Barriers were identified and documented b) Lead agency was informed of all barriers that may impact the objectives c) Barriers were discussed at meetings d) Lead agency participated in eliminating barriers		
5.	Reporting standards: a) An accurate daily log is kept b) Key contact list in place and up to date c) Press releases were approved by lead agency d) Performance evaluations and trainee documentation was completed		

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e)	The appropriate existing materials were provided and used		
f)	Daily status reports were completed and submitted		
<u>ROTATION/DEMOBILIZATION</u>			
1.	Planning for demobilization and rotation was completed by the JIC manager and approved by lead PIO		
2.	JIC Manager had approved plan in place for: <ul style="list-style-type: none"> a) Ordering and replacing JIC staff b) Replacing staff with the appropriate skills to meet objectives c) Lead agency support for demobilization d) Rotated staff in the required timeframe 		
<u>PUBLIC INFORMATION OUTPUTS</u>			
1.	Administration of Messaging: <ul style="list-style-type: none"> a) Has the agency evaluated the adequacy of staffing to meet response/ recovery messaging objectives in the approved communication strategy? b) Did the lead agency have existing key messages or limitations? 		
2.	Operation Messaging: <ul style="list-style-type: none"> a) JIC or call center effective response to early warning system if deployed? b) Was the Ready-Set-Go criteria known by all JIC staff if implemented? c) Was a re-entry communication plan defined and implemented? d) Was messaging or other products prepared or updated for future operational periods? e) Was a public outreach or education component incorporated into the JIC operations? 		

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3.	Media support: a) Was the communication plan complete and approved within the 1 st operational period? b) Did lead agency have a PIO working regularly with all news media? c) Were news releases and photographs all matters of public interest? d) Were daily summaries per scheduled release e) Was virtual joint information system deployed? f) Was social media platforms properly monitored/managed?		