

Hotwash / Debrief Summary Report Template

This fillable table may be used to help emergency management organizations and communities organize hotwash and/or debrief discussions and record observations across all four phases of emergency management. The purpose of the reviews is to capture successes, challenges, and lessons learned.

A hotwash identifies immediate insights while reviewing all aspects of the emergency up to that point in the event, while a debrief reviews a particular part of the emergency, such as a key event, a decision made, or an action that was carried out. These reviews can be undertaken at any time during an emergency event.

For more information about hotwashes and debriefs, please visit the [after-action review page](#).

Note – There are no character lengths for responses in the fillable fields in the form below.

Instructions for table sections

Event Information section:

- **Number of Situation Reports** – note the number of related Situation Reports here and include the reports as attachments to this document.
- **Description of emergency event** – Include a timeline of key events, the nature of the emergency(ies), location(s), and any additional information as required context.

Successes, Challenges, and Lessons Learned Review (preparedness, response, and recovery) sections:

- For these **three sections (preparedness, response, and recovery)**, example questions/topics have been provided per section. These examples do not need to be used and can be changed to suit the needs of the community.
- When carrying out a review, keep in mind the **five standard questions**:
 - What was supposed to happen?
 - What actually happened? (What were the conditions, decisions, or actions surrounding the emergency?)
 - Why was there a difference between what was supposed to happen and what actually happened?
 - What went well, and why?
 - What can be improved, and how?

Analysis section:

- Provide an analysis of the feedback provided during the engagement sessions and/or surveys received. Highlight successes, challenges, and lessons learned, along with key observations/findings.

Improvement Plan and Next Steps section:

- Provide recommended actions or steps to be taken to address areas for improvement identified in the review.
- These actions/next steps can be related to mitigation measures as well.

Date completed:

Hotwash/Debrief Summary Report

Recorder Details		
Prepared by:		Prepared by position:
E-mail address:		Phone #:
Approval date:	Approved by:	Approved by position:
Event Information		
Incident / Event name:		Task number:
Number of Situation Reports:		
Event start date:		Event end date:
Emergency management partners involved:	1.	4.
	2.	5.
	3.	6.
Description of the emergency event:		

Successes, Challenges, and Lessons Learned

Preparedness

What were the successes, challenges, or lessons learned regarding preparedness measures and activities? Examples include:

- Key preparedness / readiness activities?
- The development of a response plan?
- Undertaking event-specific training or exercises prior to the event?
- The implementation of related mitigation measures prior to the event?

Answer:

Response

What were the successes, challenges, or lessons learned regarding response measures and activities? Examples include:

- Key response activities?
- The implementation of a response plan for the event?
- Providing situational awareness, alerting, and/or public communication regarding the hazard?
- The management of facilities and staffing throughout the course of the event?

Answer:

Recovery (optional section)

What were the successes, challenges, or lessons learned regarding recovery measures and activities? Examples include:

- Key recovery activities?
- The implementation of the business continuity plan?
- Return to operations?

Answer:

Analysis

Provide an analysis of the feedback received during engagement and/or through surveys, including any event documentation or event background materials.

Analysis should include highlighting successes, key observations or findings, and lessons learned. Enter your analysis here:

Key findings from analysis include:

1.

2.

3.

4.

5.

Date completed:

Improvement Plan and Next Steps

Provide recommended actions to address key findings/lessons learned from your analysis above. Recommended actions include:

1.

2.

3.

4.

5.

Provide what next steps are to be taken to fulfill the recommended actions, including deadlines and assignments. Next steps include:

1.

2.

3.

4.

5.

Additional Notes

This space is provided for any additional notes or comments: