


**Facilities Management  
 After-Action Report Standard Operating Procedures**

SOP #:	EHS-013	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
Approval:		Date: 03/11/19

**1. PURPOSE**

The campus of Colorado State University-Pueblo is located in the northeast portion of the City of Pueblo and incorporates many varied activities. CSU-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. In an effort to keep all campus stakeholders safe, After-Action Reports will be completed to guide improvements to campus safety and inform campus leaders of the incident and related actions.

**2. RESPONSIBILITIES**

2.A. Environmental Health and Safety (EHS) will be responsible for:

- 2.A.1. Maintaining records of all After-Action Reports.
- 2.A.2. Confirming report accuracy and following up with Campus Departments as necessary.
- 2.A.3. Developing accountability system for report recommendations and required repairs.

2.B. All Facilities Management staff will be responsible for:

- 2.B.1. Ensuring an After-Action Report is started and turned into EHS whenever present for a Significant Event.
- 2.B.2. Completing After-Action Recommendations as needed to prevent future incidents and create a safer environment for our campus.

### 3. DEFINITIONS

3.A. SIGNIFICANT EVENT – for purposes of this SOP, refers to an event, either planned or unplanned (or incident), which requires the response of an extraordinary amount of resources such as Facilities Management, EHS, CSUP Sheriff’s Office, and Pueblo Fire Department.

### 4. PROCEDURES

4.A. The After-Action report contains several sections that contain the following information:

4.A.1. Date

4.A.1.a. The date the After-Action Report was started.

4.A.2. Activity of Scenario

4.A.2.a. The type of significant event for report classification purposes.

4.A.3. Incident Overview

4.A.3.a. A brief description of the incident and involved personnel.

4.A.3.b. Additional documents will be attached as needed, such as Sheriff reports and related emails.

4.A.4. Incident Date

4.A.4.a. The date and time of the significant event.

4.A.5. Who was notified

4.A.5.a. Which campus departments and personnel were notified during the event.

4.A.6. Initial Response Operations

4.A.6.a. What actions were taken during the significant event.

4.A.7. Post Incident Assessment

4.A.7.a. Observations related to causes of event and what lead up to event.

4.A.8. After-Action Recommendations

4.A.8.a. Recommendations for future prevention and responses to similar future events. This section may also include required repairs.

4.B. All After-Action Reports will be kept both digitally and hard copy in the EHS office for reference.