# 15-Minute IT Drill

This is an exercise.

You are the Supervisor or Charge Nurse of your Department in your facility.

The internet/intranet is down. You cannot get to any internal website.

## What would you do?

1. Who do you notify?
2. What departments are affected?
3. Do you have procedure paper manual copies? Where are they located?
4. Do you have manual processes in place to document critical information and usual charting? Do you have downtime forms developed?
5. Is your ability to give medication reliant on the intranet? If so, what is your back-up plan?
6. Does dietary have paper copies of the resident meal plans? If not, how will they assure that the proper meals are served?
7. Who enters the relevant resident information collected on the downtime forms back into the electronic medical record once the computers are functional again?
8. What are your greatest concerns?

Note: This could expand into a longer tabletop exercise, if desired.

## After action review (AAR) questions to ask:

These questions establish a common understanding of the real situation that occurred or for the exercise scenario presented. The facilitator should encourage and promote discussion around these questions. The differences should be explored:

1. What was supposed to happen?
2. What actually did happen?
3. Why were there differences?

These questions generate reflection about the successes and failures during the event or exercise:

1. What worked? (Identify 3 successes)
2. What didn’t work? (Identify 3 opportunities for improvement)
3. Why?

This question is intended to help identify specific actionable recommendations. The facilitator asks AAR participants for clear, achievable and future-oriented recommendations. Include the successes and improvements from above questions in your AAR:

1. What would you do differently next time?

\*\*\*\*See AAR Report template on next page\*\*\*\*

# After Action Report

Date:

Names of staff participating in this discussion:

STRENGTHS   
List strengths here.

AREAS OF IMPROVEMENT   
List Areas of Improvement here.

RECOMMENDATIONS  
List Recommendations here.

CONCLUSION AND NEXT STEPS  
Insert Conclusion here, who will address issues and what is the timeline for changes.