

HABs Post Emergency Event Review (H-PEER) Checklist

The HABs Post Emergency Event Review, or PEER, checklist is designed to guide an internal discussion among affected staff and programs (i.e., R10, HQ, and ORD) to evaluate key components of our internal HABs response plan and response efforts to HABs and cyanotoxins events in drinking and recreational waters. By conducting this post incident critique, we can evaluate the effectiveness of the response and identify areas that need improvement.

Discussion Categories:

1. Detection

- ☐ How promptly was the emergency detected?
- ☐ How can our detection process be improved? For example, are there any recommendations for additional instruments or procedures which might aid in earlier detection of the incident?

2. Assessment/Evaluation

- ☐ How well was the magnitude of the problem assessed correctly at the start?
- ☐ Was our information adequate to assess and evaluate the problem?
- ☐ How can our assessment/evaluation process be improved? For example, are there any recommendation for additional guides, aids, information or other items needed to assist more effective assessment and evaluation?

3. Mobilization

- ☐ How promptly did we mobilize?
- ☐ Were the steps taken to mobilize technical assistance for the emergency adequate?
- ☐ Was the appropriate amount of EPA resources mobilized?
- ☐ How can our mobilization process be improved?

4. Response Strategy and Pre-Planning

- ☐ Was the R10 Internal HABs Response Plan (RP) adequate in the response process?
- ☐ Was the RP flexible enough to cope with unexpected events?
- ☐ Were existing national guides and aids effective in the response process?
- ☐ Were roles and responsibilities adequately defined ahead of time?
- ☐ Was prior training or awareness activities adequate in preparing for the event?
- ☐ How can our response strategy and pre-planning process be improved? For example, are there any recommendations for changes to the RP, roles and responsibilities, training or other items?

5. Coordination Structure

- ☐ Was there adequate coordination during the incident?
- ☐ Was there adequate tracking of the incident?
- ☐ Were communications adequate (i.e., clear, consistent, inclusive)?
- ☐ Were the timing and length of briefings and updates adequate?
- ☐ Were roles and responsibilities appropriately performed among the involved programs or staff?
- ☐ How can our coordination process be improved? For example, additional procedures, identification of POCs, roles and responsibilities clarification, or other items?

6. Media/Public Relations

- ☐ Were communications clear and consistent with the media? With the public?
- ☐ Can communications be further streamlined via consolidated recommendations?
- ☐ What problems were encountered? What topics were difficult to communicate and why?
- ☐ Would it be useful to undertake a public information effort or additional materials development about particular HABs topics?
- ☐ How can our media/public relations process be improved?