

[Insert Name of Disease] Self-Administered Tabletop Exercise

After-Action Report/Improvement Plan

Date

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.

# Exercise Overview

|  |  |
| --- | --- |
| **Exercise Name** | [Insert Name of Disease] Self-Administered Tabletop Exercise |
| **Type of Exercise** | Tabletop Exercise |
| **Exercise Dates** | [Indicate the start and end dates of the exercise] |
| **Location** | [Insert all applicable location information, such as city, State, Region, country, or military installation] |
| **Participating Organizations** | [Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.] |
| **Mission Area(s)** | Response |
| **Core Capabilities** | [List the core capabilities exercised] |
| **Threat or Hazard** | [List the threat or hazard (e.g. natural/ hurricane, technological/radiological release)] |
| **Scenario** | [Insert a brief summary of the exercise scenario, highlighting impacts or outcomes (2-3 sentences) |
| **Sponsor** | [Insert the name of the sponsoring agency, as well as any grant programs being utilized, if applicable] |
| **Point of Contact** | [Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)] |

# Exercise Design Summary

Exercise Purpose and Design

This exercise will provide participants with an opportunity to evaluate current response concepts, plans, and capabilities for a response to an infectious disease in [NAME OF COUNTY OR CITY], Virginia. The goal is for participants to validate coordination and communications capabilities for an infectious disease incident, verify policies and procedures for responding to infectious disease outbreaks, and to identify the overall strengths and weaknesses of emergency plans. This will be done through an open discussion between local, state and private sector partners.

It was agreed by the planning committee that the best means to this end was to conduct a tabletop exercise in response to an [TYPE OF INFECTIOUS DISEASE] incident. Exercise Directors were able to select from one of five infectious diseases scenarios. Each scenario presents similar issues that health officials will need to work through.

The scenario can be adjusted for difficulty by changing certain scenario elements such as number of persons affected or by incorporating elements into the document that are in the gray “Instructor Notes” box throughout the SitMan. These scenarios should be adjusted to fit the needs of your locality and can be dialed up or down as needed.

Exercise Objectives, Capabilities, and Activities

The U.S. Department of Homeland Security (DHS) has adopted capabilities-based planning and exercises as a means of achieving the National Preparedness Goal (NPG). Resource allocation will be linked to capabilities that are most urgently needed for a wide range of assigned missions and tasks.

The Infectious Disease Exercise was designed as a discussion-based exercise. The exercise objectives selected by the exercise planning team addressed the following NPG Response Mission Core Capabilities:

[LIST THE CORE CAPABILITIES EXERCISED AND INCLUDE DEFINITION OF EACH CAPABILITY]

Each capability is broken down into groups of activities, which are further broken down into tasks. Exercise objectives were linked to the appropriate activities. For exercise evaluation purposes, evaluators focused on participant actions at the activity and task level that facilitate appropriate response and recovery operations. Successful completion of the majority of tasks demonstrated completion of the activity, and successful completion of the activities demonstrated the extent to which an agency is able to demonstrate a capability.

Objectives

**Exercise Objectives**

* **Objective 1** - Discuss procedures, capabilities and readiness of the whole community and recognize and respond to presentations by potential infectious disease patients.
* **Objective 2** - Review and discuss plans, capabilities, and authorities for responding to a high-risk infectious disease for emergency.
* **Objective 3** - Examine and demonstrate public notification procedures.
* **Objective 4** – Examine and demonstrate public notification and information sharing procedures to address messaging and coordination with stakeholders.

Scenario Summary

[INCLUDE COPY OF SCENARIO SYNOPSIS HERE]

# Analysis of Core Capabilities

Aligning exercise objectives and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. The following table includes the exercise objectives, aligned core capabilities, and performance ratings for each core capability as observed during the exercise and determined by the evaluation team.

| Objective | Core Capability | Performed without Challenges (P) | Performed with Some Challenges (S) | Performed with Major Challenges (M) | Unable to be Performed (U) |
| --- | --- | --- | --- | --- | --- |
| **Objective 1:** Discuss procedures, capabilities and readiness of the whole community and recognize and respond to presentations by potential infectious disease patients. | [Core capability] |  |  |  |  |
| **Objective 2:** Review and discuss plans, capabilities, and authorities for responding to a high-risk infectious disease for emergency. | [Core capability] |  |  |  |  |
| **Objective 3:** Examine and demonstrate public notification procedures. | [Core capability] |  |  |  |  |
| **Objective 4:** Examine and demonstrate public notification and information sharing procedures to address messaging and coordination with stakeholders. | [Core capability] |  |  |  |  |
| **Ratings Definitions:**   * Performed without Challenges (P): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. * Performed with Some Challenges (S): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified. * Performed with Major Challenges: The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws. * Unable to be Performed: The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s). | | | | | |

Table 1. Summary of Core Capability Performance

The following sections provide an overview of the performance related to each exercise objective and associated core capability, highlighting strengths and areas for improvement.

## [Objective 1]

*This section should include all the objectives that have been established for the exercise. If using all four Objectives, there should be a section for each objective, with corresponding Core Capabilities being addressed for each objective.* The strengths and areas for improvement for each core capability aligned to this objective are described below.

## [Core Capability 1]

### Strengths

The [full or partial] capability level can be attributed to the following strengths:

Strength 1: [Observation statement]

Strength 2: [Observation statement]

Strength 3: [Observation statement]

### Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List any relevant plans, policies, procedures, regulations, or laws]

Analysis: [Provide a root cause analysis or summary of why the full capability level was not achieved.]

Area for Improvement 2: [Observation statement]

Reference: [List any relevant plans, policies, procedures, regulations, or laws]

Analysis: [Provide a root cause analysis or summary of why the full capability level was not achieved.]

## [Core Capability 2]

### Strengths

The [full or partial] capability level can be attributed to the following strengths:

Strength 1: [Observation statement]

Strength 2: [Observation statement]

Strength 3: [Observation statement]

### Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List any relevant plans, policies, procedures, regulations, or laws]

Analysis: [Provide a root cause analysis or summary of why the full capability level was not achieved.]

# Appendix A: Improvement Plan

This IP has been developed specifically for [Organization or Jurisdiction] as a result of [Exercise Name] conducted on [date of exercise].

| **Core Capability** | **Issue/Area for Improvement** | **Corrective Action** | **Capability Element** | **Primary Responsible Organization** | **Organization POC** | **Start Date** | **Completion Date** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [Core Capability 1: Capability Name] | 1. Area for Improvement | Corrective Action 1 |  |  |  |  |  |
| Corrective Action 2 |  |  |  |  |  |
| Corrective Action 3 |  |  |  |  |  |
| 2. Area for Improvement | Corrective Action 1 |  |  |  |  |  |
| Corrective Action 2 |  |  |  |  |  |

# Appendix B: Participant Feedback Form Synopsis

## Part I: Recommendations and Corrective Actions

1. What is your assessment of the exercise design and conduct?

Strongly Agree Strongly Disagree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assessment Factor | **5** | **4** | **3** | **2** | **1** |
| Pre-exercise briefings were informative and provided the necessary information for my role in the exercise **Factor** | % | % | % | % | % |
| The exercise scenario was plausible and realistic. | % | % | % | % | % |
| Exercise participants included the right people in terms of level and mix of disciplines. | % | % | % | % | % |
| Participants were actively involved in the exercise. | % | % | % | % | % |
| Exercise participation was appropriate for someone in my field with my level of experience/training. | % | % | % | % | % |
| The exercise increased my understanding about and familiarity with the capabilities and resources of other participating organizations. | % | % | % | % | % |
| The exercise provided the opportunity to address significant decisions in support of critical mission areas. | % | % | % | % | % |
| After this exercise, I am better prepared to deal with the capabilities and hazards addressed. | % | % | % | % | % |

1. Based on your experience at the tabletop, list the top three strengths (things that went well) and top 3 weaknesses (areas that need improvement) for your organization.

|  |  |  |
| --- | --- | --- |
| **Strengths** | | |
|  |  |  |
| **Weaknesses** | | |
|  |  |  |

1. What specific training opportunities helped you (or could have helped you) prepare for this exercise?

| **Training** | **Completed Prior to Exercise? (Y/N)** |
| --- | --- |
|  |  |
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1. Which exercise materials were most useful? Please identify any additional materials or resources that would be useful.
2. Recommendations on how this exercise or future exercises could be improved or enhanced.

# Appendix C: Exercise Participants

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| --- |
| Participating Organizations |
| **Federal** |
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| **State** |
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| **[Jurisdiction A]** |
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|  |
| **[Jurisdiction B]** |
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|  |

# Appendix D: Acronyms

| **Acronym** | **Term** |
| --- | --- |
| AAM | After Action Meeting |
| AAR | After Action Report |
| DHS | U.S. Department of Homeland Security |
| EEGs | Exercise Evaluation Guides |
| EMS | Emergency Medical Services |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| NPG | National Preparedness Goal |
| POC | Point of Contact |
| SME | Subject Matter Expert |
| TTX | Tabletop Exercise |