**After Action Report**/

**Improvement Plan** *(AAR/IP)*

<Insert Date of Report>

For Information, Contact:

**<INSERT ORGANIZATION NAME>**

**<Address>**

**<City, State Zip>**

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| **<Insert Facility Name>****<Insert Exercise Name>****After Action Report (AAR)/ Improvement Plan (IP)** |
| **Section 1: Exercise Overview** |
| **Client**: <Insert Facility Name>**Exercise Name**: <Insert Exercise Name>**Begin**: <Insert Date> **Time**: <Insert Time>**End**: <Insert Date> **Time**: <Insert Time> |  |
| **Program:**CDC/HHS Public Health Emergency Preparedness (PHEP) GrantCMS RequirementEmergency Management Performance Grant (EMPG) Hospital Preparedness Program (HPP)Local Emergency Planning CommitteeNone (Not required by a Grant or Program | **Type of Event**Actual/Real EventDrillFull-Scale Exercise (FSE) Functional/Command Post Seminar/Workshop Tabletop Exercise (TTX) | **Mission Focus of Exercise**Continuity Mitigate Prevent Protect Recover Respond |
| **Exercise Scenario: (**Mark appropriate blocks)**Natural Technological** | **Core Capability** |
| EarthquakeFloodLandslideSevere WeatherWildfire Winter Storm Other  | Communications (internet, cell tower)Contamination Dam Failure Disease OutbreakHazardous Materials Power Failure Structural IntegrityInformation Technological (IT) Other  | Bomb ThreatCybersecurityEvacuationHealth & Social Services Logistics & Supply Chain Mgt. Operational Communication Operational Coordination PlanningPublic Health, Healthcare, & EMS Workplace Violence/Active Shooter Other  |
| **Number of Participants and Agencies (be sure to include all governmental, tribal, and other private organizations)** |
| **Agency/Organization Name** | **Participant(s) Name** |
|  | <Enter Agency/Organization Name> |  |  | <Enter Participant(s) Name> |  |
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| **Section 2: Exercise Design Summary** |
| **Exercise Summary:** |
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| **Exercise Purpose:** | <Enter Exercise Purpose> |  |
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| **Goals & Objectives:** | <Enter Objective> |  |
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| 1. |
| 2. |
| 3. |
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|  | **Section 3: Analysis of Exercise Objectives and Core Capabilities:** |  |
|  | **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 (M): 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 (U): The targets and critical tasks associated with the core capability were not performed in manner that achieved the objective(s). |
| **1.**Rating: |
| • **Critical Task:** |
| o **Task Met**: Yes/No |
| o **Analysis**: [ Insert evaluation/analysis of why/why not the Critical Task was achieved. ] |
|  |
| • **Critical Task:** |

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| o **Task Met**: Yes/No |
| o **Analysis**: [ Insert evaluation/analysis of why/why not the Critical Task was achieved. ] |
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| • **Critical Task:** |
| o **Task Met**: Yes/No |
| o **Analysis**: [ Insert evaluation/analysis of why/why not the Critical Task was achieved. ] |
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| **2.**Rating: |
| • **Critical Task**: |
| o **Task Met**: Yes/No |
| o **Analysis**: [ Insert evaluation/analysis of why/why not the Critical Task was achieved. ] |
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| • **Critical Task**: |
| o **Task Met**: Yes/No |
| o **Analysis**: [ | Insert evaluation/analysis of why/why not the Critical Task was achieved. | ] |
|  |
| **3.**Rating: |
| • **Critical Task**: |
| o **Task Met**: Yes/No |
| o **Analysis**: [ Insert evaluation/analysis of why/why not the Critical Task was achieved. ] |
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| • **Critical Task**: |
| o **Task Met**: Yes/No |
| o **Analysis**: [ | Insert evaluation/analysis of why/why not the Critical Task was achieved. | ] |
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| **Section 4: Evaluator/Controller and/or Participant Feedback** (additional attachments as needed) |
| <Insert feedback from Hot wash, and evaluator, controller, and/or participant feedback> |
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| **Section 5: Overall Exercise Analysis** |
| Overall this event identified major strengths and areas of improvement needed for incidents involving .This exercise provided <Insert facility name> the ability to test their response to a realistic scenario of internal and external communications needs presented to us from a rapidly evolving incident identified as a Risk in the annual Hazard Analysis. |
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| **STRENGTHS:** |
| • [ | Insert any identified Strengths in bulleted list here (e.g. “Interagency Interoperability”) | ] |
| • [ | Insert any additional identified Strengths in bulleted list here] |  |
| **AREA(S) FOR IMPROVEMENT:** |
| • [ | Insert any identified Areas for Improvement in bulleted list here |  |
| • | Insert any additional identified Areas for Improvement in bulleted list here |  |
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| **Section 6: Improvement Plan** |
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| **Section 7:** | **LESSONS LEARNED** |  |
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| **Section 8: CONCLUSION** |
| The Exercise ( ) was designed to provide participants with an opportunity to assesscurrent capabilities to provide care for patients while performing the critical communication tasks required to respondto a realistic public health emergency resulting from severe weather. Through assessment of these capabilities, participants identified strengths and weaknesses in their plans, and future training needs. |
|  | **Date** |
|  |  |  |
|  | **Date** |