



EMERGENCY SERVICES SECTOR-SPECIFIC TABLETOP EXERCISE AFTER ACTION REPORT/ IMPROVEMENT PLAN TEMPLATE



AFTER ACTION REPORT/IMPROVEMENT PLAN

This 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.

EMERGENCY SERVICES SECTOR-SPECIFIC TABLETOP EXERCISE OVERVIEW

Exercise Start Date/Time:

Exercise End Date/Time:

This exercise is planned for a duration of:

The location at which this exercise will be conducted is:

Exercise parameters include:

Mission Area(s):

Prevention

Protection

Response

Recovery

Core Capabilities:

Planning

Intelligence and Information Sharing

Risk Management for Protection Programs and Activities

Public Information and Warning

Objectives:

Assess information sharing capabilities with the public, sector partners, and federal, state, local, tribal, and territorial government departments and agencies in accordance with applicable plans and procedures.

Review intelligence and information sharing and dissemination processes in relation to a credible threat to domestic critical infrastructure.

Discuss private sector stakeholders' emergency preparedness plans and response procedures to a threat-initiated incident and the coordination activities under National Incident Management System (NIMS) with federal, state, local, tribal, and territorial agencies.

Threat or Hazard:

Cyber

Vehicle-Borne Improvised explosive Device (VBIED)

Scenario:

Following a threat buildup concerning the hacking of utility control facilities and communications infrastructure, a VBIED is detonated in a populated restaurant district while the city is in a power outage and communications infrastructure is compromised or disabled

Sponsor Organization Name:

Participating Organizations:

Point of Contact:

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 below 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.

Performance Ratings Definitions for the table below:

- **Performed without Challenges (Performed):** The core capability was completed in a manner that achieved the objective 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 (Some Challenges):** The core capability was completed in a manner that achieved the objective 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 (Major Challenges):** The core capability was completed in a manner that achieved the objective, 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 (Unable):** The core capability was not performed in a manner that achieved the objective.



Exercise Objective: Assess information sharing capabilities with the public, sector partners, and federal, state, local, tribal, and territorial government departments and agencies in accordance with applicable plans and procedures.

Core Capability: Planning; Intelligence and Information Sharing; Public Information and Warning

Performed Some Challenges Major Challenges Unable

Exercise Objective: Review intelligence and information sharing and dissemination processes in relation to a credible threat to domestic critical infrastructure.

Core Capability: Public Information and Warning; Intelligence and Information Sharing

Performed Some Challenges Major Challenges Unable

Exercise Objective: Discuss private sector stakeholders' emergency preparedness plans and response procedures to a threat-initiated incident and the coordination activities under National Incident Management System (NIMS) with local, State, and Federal agencies.

Core Capability: Planning; Risk Management for Protection Programs and Activities

Performed Some Challenges Major Challenges Unable

Exercise Objective: [insert as needed]

Core Capability: [insert as needed]

Performed Some Challenges Major Challenges Unable



PERFORMANCE OVERVIEW

The following provides an overview of the performance related to each exercise objective and associated core capability, highlighting strengths and areas for improvement. For each item below:

- For 'Exercise Objective', enter the objective of the exercise. (Use additional sheets as needed.)
- For 'Strengths', enter the identified strengths which enabled the full or partial capability level to be achieved.
- For 'Areas for Improvement', enter an observation statement which should clearly state the issue or gap preventing full capability completion. (It should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.
- For 'Reference' under each Area for Improvement, list task name and relevant plans, policies, procedures, laws, and/or regulations that apply. Include one to two sentences describing their relation to the task. If no references apply to the observation, indicate 'Not Applicable'.
- For 'Analysis', include a description of the behavior or actions at the core of the observation, as well as a brief description of what was discussed and the implications/consequence(s) noted. If a strength was identified, include any relevant innovative approaches discussed by the exercise participants. The analysis section should be the most detailed section of an Observation.



Exercise Objective 1:

Core Capability 1.1:

Strengths

Strength 1.1.1:

Strength 1.1.2:

Strength 1.1.3:

Areas for Improvement

Area for Improvement 1.1.1:

Reference 1.1.1.1:

Reference 1.1.1.2:

Analysis 1.1.1.1:

Area for Improvement 1.1.2:

Reference 1.1.2.1:

Reference 1.1.2.2:

Analysis 1.1.2.1:

Core Capability 1.2:

Strengths

Strength 1.2.1:

Strength 1.2.2:

Strength 1.2.3:

Areas for Improvement

Area for Improvement 1.2.1:

Reference 1.2.1.1:

Reference 1.2.1.2:

Analysis 1.2.1.1:

Area for Improvement 1.2.2:

Reference 1.2.2.1:

Reference 1.2.2.2:

Analysis 1.2.2.1:

Exercise Objective 2:

Core Capability 2.1:

Strengths

Strength 2.1.1:

Strength 2.1.2:

Strength 2.1.3:

Areas for Improvement

Area for Improvement 2.1.1:

Reference 2.1.1.1:

Reference 2.1.1.2:

Analysis 2.1.1.1:

Area for Improvement 2.1.2:

Reference 2.1.2.1:

Reference 2.1.2.2:

Analysis 2.1.2.1:

Core Capability 2.2:

Strengths

Strength 2.2.1:

Strength 2.2.2:

Strength 2.2.3:

Areas for Improvement

Area for Improvement 2.2.1:

Reference 2.2.1.1:

Reference 2.2.1.2:

Analysis 2.2.1.1:

Area for Improvement 2.2.2:

Reference 2.2.2.1:

Reference 2.2.2.2:

Analysis 2.2.2.1:



APPENDIX A: IMPROVEMENT PLAN

This Improvement Plan has been developed specifically as a result of the Emergency Services Sector Tabletop Exercise.

Organization Name:

Exercise Date(s):

Core Capability:

Area for Improvement:

Corrective Action:

Capability Element:

Planning

Organization

Equipment

Training

Exercise

Primary Responsible Organization:

Organization POC:

Start Date:

End Date:



APPENDIX B: EXERCISE PARTICIPANTS

	Organization Name	Federal/State/Local/ Tribal/Territorial/Private
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

