

State of Alaska Division of Homeland Security and Emergency Management Exercise After-Action Report (AAR) / Improvement Plan Instructions

The following instructions describe how to complete the State of Alaska Exercise After Action Report / Improvement Plan report.

Reporting Requirements:

This report must be used for all-hazard exercises receiving funding from DHS&EM, such as those conducted to meet LEPC/Citizen Corp Program(CCP), State Homeland Security Program exercises (SHSP), Emergency Management Performance Grant (EMPG), Metropolitan Medical Response System (MMRS), tsunami exercises, earthquake exercises, terrorism related exercises, etc. The report may also be used for other types of events/exercises, including real world events such as disasters or response to suspicious activities. The completed After Action Report / Improvement Plan report must be submitted to DHS&EM no later than 60 days after the end of the exercise.

If your community is not receiving any DHS&EM funding and you participate in an exercise or an actual event we would greatly appreciate your time in filling out the applicable pages and faxing (1-907-428-7009) or e-mailing them to us. Your participation will help us capture the great things our Alaskan communities are doing in the areas of prevention, protection, response, and recovery. An example would be if your local responders, elected or appointed officials participate in an actual event or a DEC, DOT, Public Health, USCG or other agency sponsored exercise or event.

Administrative Handling Instructions for the After Action Report:

While most of the content found in your after action report is not sensitive or classified, some materials may necessitate restrictions on distribution. Exercise materials that are produced in accordance with HSEEP guidance and are deemed sensitive should be designated as ***For Official Use Only (FOUO)***. FOUO identifies unclassified information of a sensitive nature, not otherwise categorized by statute or regulations, of which the unauthorized disclosure could adversely impact a person's privacy or welfare, the conduct of Federal programs, or programs or operations essential to national interest.

Section 1: Please fill in the appropriate information provided in all sections. You may double click on the boxes to check them if you prefer. Please provide the number of participants and their disciplines for each participating organization/agency.

Section 2: Exercise Design Summary: Please provide a brief overview of the purpose of your exercise and list your overall goals and objectives. Exercises should be based on objectives the exercise participants need to accomplish to improve preparedness. Examples of an exercise objective:

1. *Assess the ability to effectively activate the EOC.*
2. *Assess the collective ability of the PIO to collect, analyze, prioritize, and disseminate accurate information on a timely basis.*
3. *Assess the ability of multiple agencies to coordinate during an event (flood, fire, etc.).*

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Section 3: Analysis of Core Capabilities Tested: Ratings for each capability area will be Performed without Challenges (P), Performed with Some Challenges (S), Performed with Major Challenges (M), or Unable to be Performed (U). You can also write “NOT OBSERVED” in the observations column if the capability or task was not evaluated or missed. Utilize the Exercise Evaluation Guides (EEG) to provide standardization and direction for evaluation of the capabilities you will be testing during the exercise. Provide a brief snapshot of what went right or what needs improvement. The Exercise Evaluation Guides can be found on-line at http://ready.alaska.gov/Preparedness/Exercise/EEG_Docs . A definition of each Core Capability is available at <https://www.fema.gov/core-capabilities>.

Principal Findings or Significant Observations: Principle findings are the most important issues discerned from a discussion based exercise. Significant observations are the most important observations recognized by one or more of the evaluators during an operation based exercise.

Improvement Plan: This is the means by which the lessons learned are turned into measurable steps that result in improved response capabilities. It will detail what action(s) will be taken to address each recommendation presented; who or what agency or agencies will be responsible for taking the action(s), and the timeline for completion.

Lessons Learned: This section includes knowledge gained from new ideas or experiences that provide valuable information – positive or negative – about how to approach a similar problem in the future. These lessons should be suitable to share with other jurisdictions across the state and the country.

Section 4: Conclusion

A brief conclusion should be provided that summarizes the exercise and includes an overview of the major strengths and primary areas for improvement identified by the evaluation team.

Local Official Signature & Title: The person responsible for the exercise (exercise director, exercise lead planner, grant project manager) please sign and date.

State Exercise Officer: The State Exercise Officer responsible for reviewing, documenting and processing the information in the AAR for DHS&EM administrative reporting please sign and date.