

AFTER ACTION REPORT

DRAFT

**COVID-19 2019/2020 Response
MONTH XX, XXXX
CITY, USA**

CONDUCTED BY:

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Executive Summary

Disaster Preparedness involves a cycle of planning, capability development, training, exercising, evaluation, and improvement. Successful exercises lead to an ongoing program of process improvements. This report is intended to assist the *Facility Name Here* in striving for preparedness excellence by: Identifying strengths to be maintained and built upon; identifying potential areas for further improvement; and recommending follow-up actions.

The suggested actions in this report should be viewed as recommendations only. In some cases The organization may determine that the benefits of implementation are insufficient to outweigh the costs. In other cases, the organization may identify alternate solutions that are more effective or efficient. The organization's exercise planning team should review the recommendations and determine the most appropriate action and the resources needed (time, staff, funds, material) for implementation.

Strengths

Key strengths identified during this response include:

- List strengths of the response, as identified in the After Action Conference
- xxx
- As many as needed

Issues for consideration

Participants identified broad categories and numerous tasks that need to be completed in order to improve the Organization's Pandemic Response. In order of priority, they include (an expanded discussion can be found at the end of this document):

1. Action 1
2. Action 2
3. Action 3
4. Action 4
5. Action 5
6. As many as needed

Facility Name Here

COVID-19 2019/2020 Response

After Action Conference

AFTER ACTION REPORT

Introduction

Description of your COVID-19 Response here

Response Overview

Response Date: Month day, year

Facility:

Program: Public Health Emergency Preparedness (PHEP) funds

Focus: Planning and Response

Classification: Unclassified but confidential

Scenario: Pandemic

Participants:

Health Department

Your facility

EMS

Number of Participants

- Players: xx
- Facilitators and Evaluators: xx
- Observers: xx

Scope

Describe your Community COVID Outbreak here

Goals & Objectives

1. By the end of the Tabletop, participants will have clarified critical functions of the organization.

2. By the end to the Tabletop, participants will have identified the critical personnel of the organization and their role(s) in continuity of operations.
3. By the end of the Tabletop, participants will have identified the critical material and systems of the organization.
4. By the end of the Tabletop, participants will have determined how their Department can improve their pandemic response plans.

Scenario Overview

DESCRIBE THE US AND YOUR COMMUNITY COVID SCENARIO HERE. BE SURE TO INCLUDE COMMUNITY OUTBREAK NUMBERS, HOSPITAL CAPACITIES AND TIMELINE OF EVENTS.

Analysis and Improvement Recommendations

Issue 1: xxx

Description of Issue 1.

Issue 2: xxx

Description of Issue 2.

Issue 3: xxx

Description of Issue 3.

Issue 4: xxx

Description of Issue 4.

Issue 5: xxx

Description of Issue 5.

Issue 6: xxx

Description of Issue 6.

Improvement Plan Matrix

Capability	Recommendation	Corrective Action Description	Capability Element	Primary Responsible Agency	Agency POC	Start Date	Completion Date
1. xxx	1.1 xxx	1.1.1 xxx	Planning Operations Equipment Training Or Exercise	xxx	xxx	xxx	xxx
		1.1.2 xxx	xxx	xxx	xxx	xxx	xxx
2. xxx	2.1 xxx	2.1.1 xxx	xxx	xxx	xxx	xxx	xxx
		2.1.2 xxx	xxx	xxx	xxx	xxx	xxx
	2.2 xxx	2.2.1 xxx	xxx	xxx	xxx	xxx	xxx
		2.2.2 xxx	xxx	xxx	xxx	xxx	xxx
	2.3 xxx	2.3.1 xxx	xxx	xxx	xxx	xxx	xxx

3. xxx	3.1 xxx	3.1.1 xxx	xxx	xxx	xxx	xxx	xxx
	3.2 xxx	3.2.1 xxx	xxx	xxx	xxx	xxx	xxx

Next Steps

Your Facility Name has taken strides in preparing to maintain operations during a severe pandemic. The Department has developed Continuity of Operations Plans and Pandemic Plans for themselves, and are familiar with available Pandemic/COOP plans for their city and county. This type of effort speaks well of the coordination, collaboration and forward thinking of the Department. The process of executing this exercise demonstrates a culture of support for planning, training and exercising.

Correspondence about the contents of this After Action Report should be directed to:

Exercise Director:

Name: First Last, Credentials

Title: Title

Agency

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