**(Insert Name) POD**

**POD Full Scale Exercise**

**(Insert Date of Exercise)**

**After Action Report/Improvement Plan**

**(Insert Date of Report)**

****

**South Dakota**

**Administrative Information**

1. The title of this document is (Insert Name) POD Full Scale Exercise AAR.
2. There is no classification for this document and is considered an “Open” document.
3. Points of Contact:

(Insert Name) POD Planner (Complete information below)

Name

Title
Street Address
City, State ZIP
(office)

e-mail

(Insert Name) POD Contact (Complete information below)

Name
Title
Street Address
City, State ZIP
(office)
e-mail

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Executive Summary

The (Insert Name) POD Full Scale Exercise conducted on (Insert Date) was developed to raise awareness of the POD Plan, assist in identifying gaps in the planning process and identify needs for additional planning, training, and organization, and to familiarize the POD Key Positions with what it will take to actually establish and operate the POD. The exercise planning was conducted by POD personnel in conjunction with the South Dakota Department of Health. The Target Capabilities identified for this exercise are listed below:

* Mass Prophylaxis
* Communications
* On-Site Incident Management

Based upon these Target Capabilities, the following objectives were developed for the Exercise:

1. Ascertain if training and planning/procedures accomplished and or created at this time adequately address the needs and processes of establishing, activating, and operating the POD.
2. Ascertain if training and planning/procedures accomplished and or created at this time adequately addresses the needs and processes of communications.
3. Ascertain if training and planning/procedures accomplished and or created at this time adequately addresses the needs and processes of onsite incident management.

The purpose of this report is to analyze exercise results, identify strengths to be maintained and built upon, identify potential areas for further improvement, and support development of additional subjects to be included in the planning process.

**Major Strengths**

The major strengths identified during this exercise are as follows:

* (List Three Bulleted items identified as the major strengths exhibited during the exercise. Get this information from both the comments forms as well as the evaluator notes.)
*

**Primary Areas for Improvement**

Throughout the exercise, the following opportunities for improvement in the activation of the POD were identified. The primary areas for improvement, including recommendations, are as follows:

* (List Three Bulleted items identified as the major strengths exhibited during the exercise. Get this information from both the comments forms as well as the evaluator notes.))
*

Although there were many other subjects brought to the surface that need additional attention in the planning process, these were the three main areas that are in need of refinement and continued work. The participation of the participants and their interaction was crucial to the successful outcome of the exercise itself.

Section 1: Exercise Overview

Exercise Details

**Exercise Name**

(Insert Name) POD Full Scale Exercise

**Type of Exercise**

Full Scale Exercise

**Exercise Start Date**

(Insert Date)

**Exercise End Date**

(Insert Date)

**Duration**

(Insert how long the exercise is planned to last, for example: 3 hrs)

**Location**

(Insert where the exercise is being conducted, for example: Mitchell, SD)

**Sponsor**

(Insert Name) POD

**Program**

SNS Program

**Mission**

Common, Respond

**Capabilities**

Mass Prophylaxis

Communications

On-Site Incident Management

**Scenario Type**

POD (Point of Dispensing) Activation and Operation

Exercise Planning Team Leadership

Exercise planning was conducted by the South Dakota POD planner and the POD leadership.

Participating Organizations

* South Dakota Department of Health
* (Insert Name) POD Leadership
* (Any other Agencies or Organizations you choose to list)

**Number of Participants**

* Players –(Insert Number – this refers to the number of staff working in the POD)
* Evaluators – (Insert Number – this refers to the number of evaluators)
* Participants – (Insert number – this refers to the number of people you served in the POD)

Section 2: Exercise Design Summary

Exercise Purpose and Design

This POD (Point of Dispensing) Full Scale Exercise was designed to “test” the “plan” and raise awareness of the plan to be utilized during POD activation and operations.

This exercise serves to identify where plans may need to be refined or modified, and thus lead to a strengthening preparedness. It will focus on the policies, processes, procedures, planning, and resources of POD Activation and Operations as well as the working relationships and communications both internally and externally of the POD.

***Goal***

To determine whether current ***Plan***(s) created and ***Training*** accomplished to this point adequately addresses anticipated challenges faced by the community and POD Staffing as a result of a POD Activation and Operations, and identify those gaps in both planning and coordination that remain.

Exercise Objectives, Capabilities, and Activities

Capabilities-based planning allows for exercise planning teams to develop exercise objectives and observe exercise outcomes through a framework of specific action items that were derived from the Target Capabilities List (TCL). The capabilities listed below form the foundation for the organization of all objectives and observations in this exercise. Additionally, each capability is linked to several corresponding activities and tasks to provide additional detail.

Based upon the identified exercise objectives below, the exercise planning has decided to demonstrate the following capabilities during this exercise:

* **Objective 1:** Ascertain if training and planning/procedures accomplished and or created at this time adequately addresses the needs and processes of establishing, activating, and operating the POD.
	+ - **MASS PROPHYLAXIS:** Activate Mass Prophylaxis **-** 2.2, 2.3, 2.4, 2.5, 3.1, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 5.4, 5.6, 6.1, 6.2, 7.1, 7.3
* **Objective 2:** Ascertain if training and planning/procedures accomplished and or created at this time adequately addresses the needs and processes of communications.
	+ - **COMMUNICATIONS:** Provide EOC Communications Support – 2.1, 2.3, 2.5, 2.6, 2.8, 2.10
* **Objective 3:** Ascertain if training and planning/procedures accomplished and or created at this time adequately addresses the needs and processes of onsite incident management.
	+ - **ONSITE INCIDENT MANAGEMENT:** Establish Full On-Site Incident Command – 2.1, 2.5
		- **ONSITE INCIDENT MANAGEMENT:** Resource Management – 3.1, 3.2
		- **ONSITE INCIDENT MANAGEMENT:** Develop Incident Action Plan – 4.1, 4.2
		- **ONSITE INCIDENT MANAGEMENT:** Execute Plan – 5.1

Scenario Summary

The Scenario utilized for this exercise is an activation of the POD.

An outbreak of a disease has been detected in South Dakota. Mass inoculations are necessary to protect the population of the State of South Dakota. The SNS (Strategic National Stockpile) has been activated and shipments to the state are underway.

The POD has been activated and instructed to be fully operational and prepared to open their doors to begin POD activities on (Insert Date of Exercise) at (Insert start time).

Section 3: Analysis of Capabilities

This section of the report reviews the performance of the exercised capabilities, activities, and tasks. In this section, observations are organized by capability and associated activities. The capabilities linked to the exercise objectives of this POD Exercise are listed below, followed by corresponding activities. Each activity is followed by related observations, analysis, and recommendations.

**Target Capability:** Mass Prophylaxis

Capability Description:

Mass Prophylaxis is the capability to protect the health of the population through administration of critical interventions (e.g., antibiotics, vaccinations, antivirals) to prevent the development of disease among those who are exposed or potentially exposed to public health threats. This capability includes the provision of appropriate follow-up and monitoring of adverse events, as well as risk communication messages to address the concerns of the public.

Capability Outcome:

Appropriate drug prophylaxis and vaccination strategies are implemented in a timely manner upon the onset of an event to prevent the development of disease in exposed individuals. Public information strategies include recommendations on specific actions individuals can take to protect their family, friends, and themselves.

**Observation:** (Insert a narrative description of what was observed by the evaluator. 1 paragraph in length.)

**Analysis:** (Insert a narrative description of your analysis of why what was observed above happened. For example: not enough supplies, inadequate training, no clear line of supervision, etc. 1 paragraph in length)

**Recommendations:** (Insert a narrative description of your recommendations of how to fix or solve the issue described in the Observation and Analysis. 1 paragraph in length. Solutions could include staffing, supplies, training, exercising, or equipment.)

**Target Capability:** Communications

Capability Description:

Communications is the fundamental capability within disciplines and jurisdictions that practitioners need to perform the most routine and basic elements of their job functions. Agencies must be operable, meaning they possess sufficient wireless communications capabilities to meet their daily internal and emergency communication requirements before they focus on interoperability.

Communications interoperability is the ability of public safety agencies (e.g. police, fire, emergency medical services (EMS)) and service agencies (e.g. public works, transportation, hospitals) to talk within and across agencies and jurisdictions using various authorized communications systems to exchange voice, data, and/or video with one another on demand or in real time. It is essential that public safety has the intra-agency operability it needs, and that it builds its systems toward interoperability.

Capability Outcome:

A continuous flow of critical information is maintained as needed among multi-jurisdictional and multi-disciplinary emergency responders, command posts, agencies, and governmental officials for the duration of the emergency response operation in compliance with National Incident Management System (NIMS). To accomplish this, the jurisdiction has a continuity of operations plan for public safety communications to include the consideration of critical components, networks, support systems, personnel, and an appropriate level of redundant communications systems in the event of an emergency.

**Observation:** (Insert a narrative description of what was observed by the evaluator. 1 paragraph in length.)

**Analysis:** (Insert a narrative description of your analysis of why what was observed above happened. For example: not enough supplies, inadequate training, no clear line of supervision, etc. 1 paragraph in length)

**Recommendations:** (Insert a narrative description of your recommendations of how to fix or solve the issue described in the Observation and Analysis. 1 paragraph in length. Solutions could included staffing, supplies, training, exercising, or equipment.)

**Target Capability:** On-Site Incident Management

Capability Description:

Onsite incident management is the capability to effectively direct and control incident management activities by using the Incident Command System (ICS) consistent with the National Incident Management System (NIMS).

Capability Outcome:

The incident is managed safely, effectively and efficiently through the integration of facilities, resources (personnel, equipment, supplies, and communications) and procedures using a common organizational structure that is ICS.

**Observation:** (Insert a narrative description of what was observed by the evaluator. 1 paragraph in length.)

**Analysis:** (Insert a narrative description of your analysis of why what was observed above happened. For example: not enough supplies, inadequate training, no clear line of supervision, etc. 1 paragraph in length)

**Recommendations:** (Insert a narrative description of your recommendations of how to fix or solve the issue described in the Observation and Analysis. 1 paragraph in length. Solutions could included staffing, supplies, training, exercising, or equipment.)

Section 4: Conclusion

Significant work has taken place in this POD to prepare the community and jurisdiction for POD Activation and Operation. Stakeholders have been brought to the table and “planning” has taken place. This effort should continue even after the Plan is reviewed to make sure further planning and revisions are completed.

As a result of the exercise, areas of refinement, areas that need completion, and additional planning areas may have been identified.

Continual planning, training, and exercising will ensure prepared staff and communities for actual activations of their POD.

A possible definition of a successful Exercise might include terms such as participation, engagement, thoughtful discussion, awareness of issues and challenges, and a learning process. All of these terms could be utilized to describe portions or all of the exercise conducted.

Now the real work begins, many areas have been identified through this vehicle and now the challenge lies in refining and completing those items identified.

Appendix A: Improvement Plan

This IP has been developed specifically for the (Insert Name) POD as a result of this Exercise. These recommendations draw on the After Action Report and the evaluator comments.

| **Capability** | **Recommendation** | **Capability Element** | **Primary Responsible Agency** | **Start Date** | **Completion Date** |
| --- | --- | --- | --- | --- | --- |
| Mass Prophylaxis | (Insert your recommendations from this capability from Section 3 – Analysis) | (Choose any or all of the following: Planning, Training, Exercising,Staffing,Supplies/Equipment) | (Identify who will be responsible to fix: POD Planner/ Planning Committee, etc.) | (Insert Date of Report) | (Insert Date expected to complete work) |
| Communications | (Insert your recommendations from this capability from Section 3 – Analysis) | (Choose any or all of the following: Planning, Training, Exercising,Staffing,Supplies/Equipment) | (Identify who will be responsible to fix: POD Planner/ Planning Committee, etc.) | (Insert Date of Report) | (Insert Date expected to complete work) |
| On-Site Incident Management | (Insert your recommendations from this capability from Section 3 – Analysis) | (Choose any or all of the following: Planning, Training, Exercising,Staffing,Supplies/Equipment) | (Identify who will be responsible to fix: POD Planner/ Planning Committee, etc.) | (Insert Date of Report) | (Insert Date expected to complete work) |

Appendix B: Comments Summary

Participant Comments (General Comments)

1. Based on the exercise today and the tasks identified, list the top 3 strengths of your plan or jurisdiction.
* (Insert Comments from AAR Feedback Form)
*
1. Based on the exercise today and the tasks identified, list the top 3 areas that need improvement in your plan or jurisdictional response.
* (Insert Comments from AAR Feedback Form)
*
1. Identify the corrective actions that should be taken to address the issues identified above. For each corrective action, indicate if it is high, medium, or low priority.
* (Insert Comments from AAR Feedback Form)
*
1. Describe the corrective actions that relate to your area of responsibility. Who should be assigned responsibility for each corrective action?
* (Insert Comments from AAR Feedback Form)
*
1. List the applicable equipment, training, policies, plans, and procedures that should be reviewed, revised, or developed. Indicate the priority level for each.
* (Insert Comments from AAR Feedback Form)
*

Exercise Design and Conduct: Assessment

Tabulation Data taken from Assessment Form: Table C1.

**Part II – Exercise Design and Conduct: Assessment**

Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements provided below, with **1** indicating **strong disagreement** with the statement and **5** indicating **strong agreement.**

**Table C.1:** *Participant Assessment*

| **Assessment Factor** | **Strongly** **Disagree** | **Strongly Agree** |
| --- | --- | --- |
| a. | The exercise was well structured and organized. | 1 | 2 | 3 | 4 | 5 |
| b. | The exercise scenario was plausible and realistic. | 1 | 2 | 3 | 4 | 5 |
| c. | The facilitator/controller(s) was knowledgeable about the area of play and kept the exercise on target.  | 1 | 2 | 3 | 4 | 5 |
| d. | The exercise documentation provided to assist in preparing for and participating in the exercise was useful. | 1 | 2 | 3 | 4 | 5 |
| e. | Participation in the exercise was appropriate for someone in my position. | 1 | 2 | 3 | 4 | 5 |
| f. | The participants included the right people in terms of level and mix of disciplines. | 1 | 2 | 3 | 4 | 5 |
| g. | This exercise allowed my agency/jurisdiction to practice and improve priority capabilities. | 1 | 2 | 3 | 4 | 5 |
| h. | After this exercise, I believe my agency/jurisdiction is better prepared to deal successfully with the scenario that was exercised. | 1 | 2 | 3 | 4 | 5 |

Exercise Design and Conduct: Results

(Insert Excel Spreadsheet information here, copy and paste)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student #** | **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** |  | **Student Average** |
| 1 | 4 | 4 | 4 | 5 | 5 | 3 | 4 | 4 |   | 4.125 |
| 2 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |   | 4.875 |
| 3 | 4 | 4 | 5 | 3 | 3 | 4 | 3 | 3 |   | 3.625 |
| 4 | 3 | 3 | 3 | 2 | 2 | 3 | 3 | 2 |   | 2.625 |
| 5 | 3 | 4 | 4 | 3 | 4 | 1 | 3 | 3 |   | 3.125 |
| 6 | 4 | 4 | 5 | 3 | 4 | 3 | 4 | 5 |   | 4 |
| 7 | 5 | 4 | 4 | 3 | 5 | 4 | 3 | 4 |   | 4 |
| 8 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |   | 4 |
| 9 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |   | 5 |
| 10 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |   | 4 |
| 11 |   |   |   |   |   |   |   |   |   | 0 |
| 12 |   |   |   |   |   |   |   |   |   | 0 |
| 13 |   |   |   |   |   |   |   |   |   | 0 |
| 14 |   |   |   |   |   |   |   |   |   | 0 |
| 15 |   |   |   |   |   |   |   |   |   | 0 |
|   |   |   |   |   |   |   |   |   |   | 0 |
| **Averages** |   |   |   |   |   |   |   |   |   |   |
|  | 4.00000 | 4.10000 | 4.30000 | 3.70000 | 4.10000 | 3.60000 | 3.80000 | 3.90000 |   | 3.93750 |

**General Comments**

(Insert any general comments from the Comments Form)