

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, U.S.C.G. 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.).*

CORE CAPABILITES

During the transition from the former 37 *Target Capabilities List (TCL)*, released in September 2007, to the new 31 *Core Capabilities* outlined in the first edition of the *National Preparedness Goal*, (Sept 2011) a mapping was performed such that each target capability was mapped to *one* core capability. You will note that not all core capabilities have a target capability associated with them. Furthermore, some core capabilities have more than one target capability associated

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with them. Please see our website at <http://ready.alaska.gov/exercise/index.htm> for an in-depth explanation and cross walk of the old target capabilities to the new Core Capabilities.

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://www.ak-prepared.com/homelandsecurity/exercise/EEGsForms.htm> . A definition of each Core capability is provided in Attachment 1.

Discussions or Observations and Recommendations: Discussions or observations should be broken down functionally (e.g., law enforcement, incident command). There should be a corresponding recommendation included that helps identify lessons learned from the exercise.

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.

DHS&EM Exercise Officer: The Exercise officer responsible for reviewing, documenting and processing the information in the after action report for DHS&EM administrative reporting please sign and date.

31 Core Capabilities Descriptions

PLANNING

- **Mission Areas:** All
- **Description:** Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

PUBLIC INFORMATION AND WARNING

- **Mission Areas:** All
- **Description:** Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

OPERATIONAL COORDINATION

- **Mission Areas:** All
- **Description:** Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

FORENSICS AND ATTRIBUTION

- **Mission Area:** Prevention
- **Description:** Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

INTELLIGENCE AND INFORMATION SHARING

- **Mission Areas:** Prevention, Protection
- **Description:** Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by Federal, state, local, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among Federal, state, local, or private sector entities, as appropriate.

INTERDICTION AND DISRUPTION

- **Mission Areas:** Prevention, Protection
- **Description:** Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

SCREENING, SEARCH, AND DETECTION

- **Mission Areas:** Prevention, Protection
- **Description:** Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, sensor technologies, or physical investigation and intelligence.

ACCESS CONTROL AND IDENTITY VERIFICATION

- **Mission Area:** Protection
- **Description:** Apply a broad range of physical, technological, and cyber measures to control admittance to critical locations and systems, limiting access to authorized individuals to carry out legitimate activities.

Core Capability Definitions

CYBERSECURITY

- **Mission Area:** Protection
- **Description:** Protect against damage to, the unauthorized use of, and/or the exploitation of (and, if needed, the restoration of) electronic communications systems and services (and the information contained therein)

PHYSICAL PROTECTIVE MEASURES

- **Mission Area:** Protection
- **Description:** Reduce or mitigate risks, including actions targeted at threats, vulnerabilities, and/or consequences, by controlling movement and protecting borders, critical infrastructure, and the homeland.

RISK MANAGEMENT FOR PROTECTION PROGRAMS AND ACTIVITIES

- **Mission Area:** Protection
- **Description:** Identify, assess, and prioritize risks to inform Protection activities and investments.

SUPPLY CHAIN INTEGRITY AND SECURITY

- **Mission Area:** Protection
- **Description:** Strengthen the security and resilience of the supply chain.

COMMUNITY RESILIENCE

- **Mission Area:** Mitigation
- **Description:** Lead the integrated effort to recognize, understand, communicate, plan, and address risks so that the community can develop a set of actions to accomplish Mitigation and improve resilience.

LONG-TERM VULNERABILITY REDUCTION

- **Mission Area:** Mitigation
- **Description:** Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused incidents by lessening the likelihood, severity, and duration of the adverse consequences related to these incidents.

RISK AND DISASTER RESILIENCE ASSESSMENT

- **Mission Area:** Mitigation
- **Description:** Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

THREATS AND HAZARD IDENTIFICATION

- **Mission Area:** Mitigation
- **Description:** Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

CRITICAL TRANSPORTATION

- **Mission Area:** Response
- **Description:** Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

Core Capability Definitions

ENVIRONMENTAL RESPONSE/HEALTH AND SAFETY

- **Mission Area:** Response
- **Description:** Ensure the availability of guidance and resources to address all hazards including hazardous materials, acts of terrorism, and natural disasters in support of the responder operations and the affected communities.

FATALITY MANAGEMENT SERVICES

- **Mission Area:** Response
- **Description:** Provide fatality management services, including body recovery and victim identification, working with state and local authorities to provide temporary mortuary solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.

INFRASTRUCTURE SYSTEMS

- **Mission Area:** Response, Recovery
- **Description:** Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

MASS CARE SERVICES

- **Mission Area:** Response
- **Description:** Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who have the most need, as well as support for reunifying families.

MASS SEARCH AND RESCUE OPERATIONS

- **Mission Area:** Response
- **Description:** Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

ON-SCENE SECURITY AND PROTECTION

- **Mission Area:** Response
- **Description:** Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for all traditional and atypical response personnel engaged in lifesaving and life-sustaining operations.

OPERATIONAL COMMUNICATIONS

- **Mission Area:** Response
- **Description:** Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces

PUBLIC AND PRIVATE SERVICES AND RESOURCES

- **Mission Area:** Response
- **Description:** Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and fire and other first response services.

PUBLIC HEALTH AND MEDICAL SERVICES

- **Mission Area:** Response
- **Description:** Provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health and medical support and products to all people in need within the affected area.

Core Capability Definitions

SITUATIONAL ASSESSMENT

- **Mission Area:** Response
- **Description:** Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

ECONOMIC RECOVERY

- **Mission Area:** Recovery
- **Description:** Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.

HEALTH AND SOCIAL SERVICES

- **Mission Area:** Recovery
- **Description:** Restore and improve health and social services networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

HOUSING

- **Mission Area:** Recovery
- **Description:** Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

NATURAL AND CULTURAL RESOURCES

- **Mission Area:** Recovery
- **Description:** Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with appropriate environmental and historical preservation laws and executive orders.