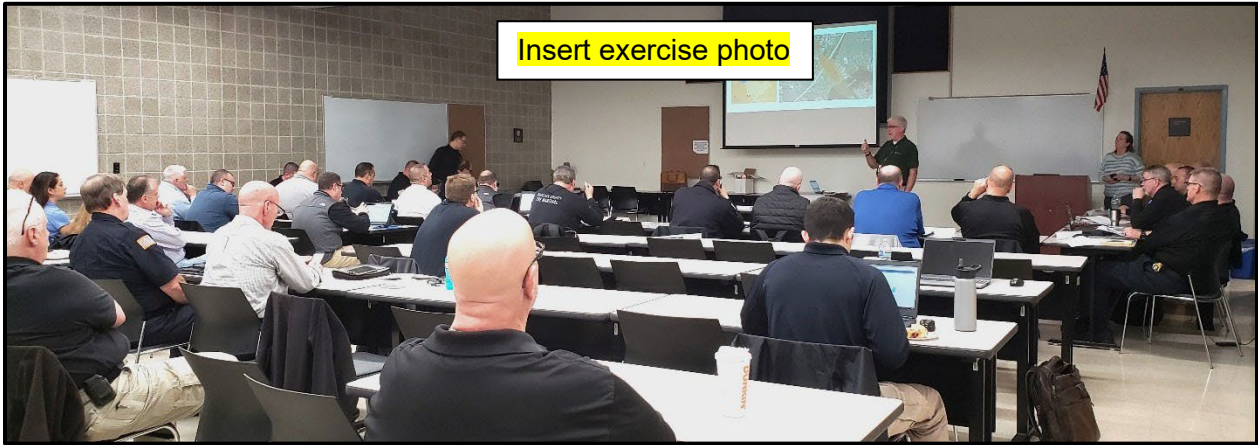


Exercise Name



Location

Tabletop Exercise
After-Action Report/Improvement Plan

Date



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.

PREFACE

This After-Action Report (AAR)/Improvement Plan (IP) provides an overview of the Exercise Name Tabletop Exercise (TTX) and serves as a compendium of the exercise evaluation and subsequent improvement planning.

The template for this AAR/IP was produced with the help, advice, and assistance of emergency preparedness partners of the United States Environmental Protection Agency (U.S. EPA), the State of New Jersey, and Name of County. The purpose of this AAR/IP is to document effectiveness and overall exercise performance. As such, this report is tangible evidence of the local, State, and Federal partnership to improve safety and preparedness in our communities. It serves as a compendium of lessons learned, outlines recommended corrective actions and provides the basis for planning future exercises. This and subsequent AARs will contribute to improving response, responder training, exercises, equipment prioritization, plan effectiveness, and overall preparedness. Exercises serve as "final accountability" of collective preparedness. Exercise evaluation, such as this report, documents readiness and recommends plans for improvement.

ADMINISTRATIVE HANDLING INSTRUCTIONS

1. The title of this document is *Exercise Name – After-Action Report / Improvement Plan*
2. The information gathered in this After-Action Report / Improvement Plan (AAR/IP) should be handled as “For Official Use Only” not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with established security directives. Reproduction of this document, in whole or in part, without prior approval from the exercise planning team.
3. At a minimum, the attached materials will be disseminated only on a need-to-know basis and when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.
4. For more information, please consult the following points of contact (POCs):

Exercise Planning Team (EPT) Point of Contact:

Exercise Support:

Exercise Overview

Exercise Name	
Exercise Date	
Scope & Purpose	The Purpose of this in-person Tabletop Exercise (TTX) was to test the adequacy and accuracy of the Middlesex County Emergency Planning District Local Emergency Planning Committee (LEPC) Off-Site Emergency Response Plan (ERP), to ensure there are adequate procedures in place for notification of, response to, issuance of protective measure for, and recovery from a hazardous materials release within the meaning of the U.S. Environmental Protection Agency (U.S. EPA) Emergency Planning and Community Right-To-Know Act (EPCRA) and that given a plausible release scenario, an EPCRA facility and emergency management and response agencies within the Emergency Planning District are adequately informed and prepared to implement these provisions.
Mission Areas	Protection, Mitigation, and Response
Core Capabilities	<ul style="list-style-type: none">• Public Information and Warning• Environmental Response/Health and Safety• Situational Assessment• Community Resilience
Objectives	<ol style="list-style-type: none">1. Test the County Off-Site Emergency Response Plan (ERP) provisions for internal notification of a chemical air release incident from an Emergency Planning and Community Right-to-Know (EPCRA)-regulated facility.2. Test the ERP provisions for assessment, internal communication, coordination, and decision-making regarding public protection (shelter in place, evacuation, or notification only) in response to a chemical air release.3. Test the ERP provisions for notifying the public in response to a chemical air release.4. Evaluate procedures for documenting chemical release incidents and determining the effectiveness of agencies' ability to share results; evaluate the incident response and share the results with stakeholders and the public.
Hazard	Release of name of material , a hazardous material.

Scenario

Sponsor

Sponsoring Agencies

Supporting Agencies

Participating Organizations

- See Appendix B

Point of Contact

Analysis of Core Capabilities

Aligning exercise objectives with the Federal Emergency Management Agency (FEMA) Core Capabilities provides a consistent framework for evaluation that transcends individual exercises to support preparedness. Table 1 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.

Table 1. Summary of Core Capability Performance

Objective	Core Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
Test the County Off-Site ERP provisions for internal notification of a chemical air release incident from an EPCRA-regulated facility.	Public Information and Warning				
Test the ERP provisions for assessment, internal communication, coordination, and decision-making regarding public protection (shelter in place, evacuation, or notification only) in response to a chemical air release.	Situational Awareness				
	Environmental Response/ Health and Safety				
Test the ERP provisions for notifying the public in response to a chemical air release.	Public Information and Warning				

Objective	Core Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
Evaluate procedures for documenting chemical release incidents and determining the effectiveness of agencies' ability to share results; evaluate the incident response and share the results with stakeholders and the public.	Community Resilience				

Ratings Definitions:

Performed without Challenges (P): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) 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 (S): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) 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 (M): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), 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 (U): The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).

The following sections provide an overview of the performance related to each exercise objective and associated core capability, highlighting strengths and areas for improvement.

ANALYSIS OF OBJECTIVES/CAPABILITIES

This section of the AAR/IP reviews the performance of the exercised objectives. In this section, observations are organized by objective. A complete review of each objective is listed below.

Objective 1: Test the County Off-Site ERP provisions for internal notification of a chemical air release incident from an EPCRA- regulated facility.

- **Federal Emergency Management Agency (FEMA) Core Capability, Public Information and Warning:** 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 and, as appropriate, the actions being taken, and the assistance being made available.
- **EPA's Emergency Preparedness and Community Right to Know Act (EPCRA) Requirements:** Provide reliable, effective, and timely notifications to the public that a release has occurred.

Module 1: Facility Notifications

The strengths and areas for improvement aligned with this objective are described in this section.

Strengths

The partial capability level is supported by the following strengths:

Strength 1

Strength 2

Strength 3

Strength 4

Strength 5

Strength 6

Module 2: Local Agency Notifications

Strength 7

Strength 8

Strength 9

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1:

Area for Improvement 2:

Area for Improvement 3:

Objective 2: Test the ERP provisions for assessment, internal communication, coordination, and decision-making regarding public protection (shelter in place, evacuation, or notification only) in response to a chemical air release.

- **FEMA Core Capability, Situational Assessment:** 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.
- **FEMA Core Capability, Environmental Response/Health and Safety:** Ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
- **EPA's EPCRA Requirements:** Establish methods and procedures for local emergency and medical personnel to respond to an extremely hazardous substance (EHS) release.

The strengths and areas for improvement aligned with this objective are described in this section.

Strengths

The partial capability level can be attributed to the following strengths:

Strength 1

Strength 2

Strength 3

Strength 4

Strength 5

Area for Improvement 1:

Area for Improvement 2:

Objective 3: Test the ERP provisions for notifying the public in response to a chemical air release.

- **FEMA Core Capability, Public Information and Warning:** 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 and, as appropriate, the actions being taken, and the assistance being made available.
- **EPA’s EPCRA Requirements:** Provide reliable, effective, and timely notifications to the public that a release has occurred.

The strengths and areas for improvement aligned with this objective are described in this section.

Strengths

The partial capability level can be attributed to the following strengths:

Strength 1

Strength 2

Strength 3

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1:

Area for Improvement 2:

Area for Improvement 3:

Objective 4: Evaluate procedures for documenting chemical release incidents and determining the effectiveness of agencies' ability to share results; evaluate the incident response and share the results with stakeholders and the public.

- **FEMA Core Capability, Community Resilience:** Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

The strengths and areas for improvement aligned with this objective are described in this section.

Strengths

The partial capability level can be attributed to the following strengths:

Strength 1

Strength 2

Strength 3

Strength 4

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1:

Area for Improvement 2:

Area for Improvement 3:

Additional Information

Although they do not tie directly to the capabilities that were evaluated during this exercise, the following comments/observations made during the exercise highlight some additional opportunities for Middlesex County to improve its preparedness planning and mitigation activities.

Comment 1

Analysis:

Comment 2

Analysis:

Comment 3

Analysis:

Appendix A: Improvement Plan

The IP identifies potential actions that could be taken to address each recommendation presented in the AAR, who or what agency will be responsible for taking the action, and the timeline for completion. Note that the participating agencies will need to complete this matrix.

Core Capability	Area for Improvement	Corrective Action	Primary Responsible Organization	Organization POC	Start Date	Completion Date

After-Action Report/Improvement Plan
Name of County Tabletop Exercise, 2024

Core Capability	Area for Improvement	Corrective Action	Primary Responsible Organization	Organization POC	Start Date	Completion Date

After-Action Report/Improvement Plan
Name of County Tabletop Exercise, 2024

Core Capability	Area for Improvement	Corrective Action	Primary Responsible Organization	Organization POC	Start Date	Completion Date

After-Action Report/Improvement Plan
Name of County Tabletop Exercise, 2024

Core Capability	Area for Improvement	Corrective Action	Primary Responsible Organization	Organization POC	Start Date	Completion Date

Appendix B: Exercise Participants

Local Agencies and Organizations

-

State Agencies

-

Federal Agencies

-

Appendix C: Acronyms

Acronym	Description
AAR	After Action Report
CAD	Computer-Aided Dispatch
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
EAP	Emergency Action Plan
EHS	Extremely Hazardous Substance
EMD	Emergency Medical Dispatch
EMS	Emergency Medical Services
EPCRA	Emergency Planning and Community Right-to-Know
EPT	Exercise Planning Team
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
HAZMAT	Hazardous Material
IP	Improvement Plan
ISO	International Standards Organization
LEPC	Local Emergency Planning Committee
NJDEP	New Jersey Department of Environmental Protection
NJOEM	New Jersey Office of Emergency Management
NJSERC	New Jersey State Emergency Response Commission
NRC	National Response Center
OEM	Office of Emergency Management
PSAP	Public Safety Answering Point
RQ	Reportable Quantity
SDS	Safety Data Sheet
SERC	State Emergency Response Commission
SME	Subject Matter Expert
U.S. EPA	United States Environmental Protection Agency