

Simulation exercises: template final report and action plan

No. 17

Example of an outline for a final exercise report

1. Introduction

- Background of the exercise (based on the needs analysis in the multi-year exercise plan)
- Exercise aim, objectives and themes, scope
- Exercise type, dates, venue, agenda
- Governance (planning group)
- Participants and observers
- Communication and media
- Resources
- Activities relating to the planning and conduct of the exercise.

2. Methodology

- The methodology of the exercise – including the scenario, Master Events List and injects
- The methodology of the exercise debriefing
- Identification of any exercise process constraints.

3. Results

- Exercise outcomes
- Feedback from participants and observers

4. Conclusions and recommendations (by objectives and theme)

- Strengths
- Weaknesses
- Recommendations for improvements

5. Conclusions and recommendations (on exercise design and conduct)

- Recommendations for future exercises

6. Action plan

- Action plan with responsibilities and deadlines assigned

7. Conclusions

- The value of the exercise
- Degree to which objectives have been met

Appendices

- Agenda
- List of participants
- Scenario and Master Events List
- Participants feedback
- Action plan
- Glossary

Template action plan

| Exercise Name/Disease Event & Dates | Objective | Theme | Observation | Recommendation | Corrective action description | Responsible Agency/ Division | Responsible person | Deadline* | Status** |
|-------------------------------------|---------------|------------------------|--|--|---|------------------------------|--------------------|--------------|-------------|
| Exercise Lockdown 4 April 2020 | Communication | Internal communication | The internal contact list was not up to date | Put arrangements in place to ensure that all contact lists are kept up to date | Draft procedure for updating and distributing contact lists, identify and train responsible person and monitor implementation | Agriculture | J. Bloggs | 30 June 2020 | In progress |
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*An alternative to a deadline could be start and finish date

**Examples of status:

- *Not started, in progress, completed*
- *RAG (red, orange, green) schedule: red (major delays e.g. > 30 days), amber (delayed e.g. up to 30 days), green (on target)*
- *RAG (red, orange, green) issues: red (serious issues, needs resolving), amber (some issues, being managed, needs monitoring), green (no issues)*