

After Action Report (AAR)

SAMPLE AAR

Faber College Tabletop Exercise

November 9, 2022

This After-Action Report (AAR) will describe emergency response procedures and practices as demonstrated by participants in a tabletop exercise. In attendance was Faber College and Public Safety Emergency Response leadership.

Executive Summary

On November 9, 2022, Faber College conducted a tabletop exercise (TTX) focused on a power outage caused by a transformer failure.

Representatives from Faber College and City of Faber Police, Fire, and Emergency Medical Service (Public Safety) discussed their current planning for response procedures to such an emergency event. Twelve participants attended the tabletop exercise that focused on:

- Power failure response preparedness.
- Emergency notification and communication.
- Implementation of the emergency response
- Protection of students, employees, guests, and contractors.

There were three outcomes from the exercise:

1. Understanding the Faber College procedures for managing the response to a power failure occurring during a normal operations time.
2. Understanding the Faber College chain of command.
3. Understanding the procedures for internal and external communications directed at maintaining the safety and security of students and staff.

The purpose of this After-Action Report (AAR) is to summarize high-level observations, practices and procedures, and recommendations for improvement.

Exercise Overview

Exercise Date	November 9, 2022
Exercise Name	Faber College power failure
Scope of Exercise	The exercise was designed to test the response to a power failure occurring during a regular operations day.
Exercise Focus	Crisis response and management, and internal and external crisis communications.
Tested Competencies	<ul style="list-style-type: none">• Crisis response procedures executed in a power failure.• Internal and external communication.• Image and reputation management.• Coordination with Public Safety

Objectives	<ol style="list-style-type: none"> 1. Understand the Faber College Emergency Response actions in a crisis with large crowd exposure. 2. Understanding Faber College Incident Command and Control in a crisis. 3. Modify and refine the emergency response procedures. 4. Identify the interaction between of Faber College crisis response leadership and Public Safety agencies.
Threats/Hazards	Power failure impact on operations safety and security.
Sponsor	Faber College Security Department
Participating Organizations	Faber College Emergency Response Leadership, City of Faber Faber Public Safety agencies.
Exercise Facilitation	Name, Title, and Organization
Exercise Participants	Names, Titles, Organizations

Identification Of Actions to Meet Objectives

OBJECTIVE	TTX Actions
Understand the Faber College Emergency Response Plans	<ul style="list-style-type: none"> • Power failure emergency response plans, procedures and strategies shared and discussed.
Clarify Incident Command and Control	<ul style="list-style-type: none"> • Operational coordination between Faber College leadership and Public Safety agencies. • Lines of authority and responsibility discussed. • Roles and responsibilities of Public Safety agencies discussed.
Develop and refine the Faber College emergency response	<ul style="list-style-type: none"> • Operational coordination between Faber College and Public Safety agencies. • Integration of leadership of Faber College and Public Safety Agencies.
Identify the role of the EOC	<ul style="list-style-type: none"> • Discussed EOC emergency operations procedures for crisis response.
Discuss emergency communications procedures	<ul style="list-style-type: none"> • Messaging to students, staff, visitors, and contractors discussed and analyzed.
Develop an understanding of the roles and responsibilities within the Public Information/Media Relations process	<ul style="list-style-type: none"> • Listed the objectives for Faber College Public Relations and Media Relations. • Pre-planned and pre-scripted emergency messaging for students and staff. • Pre-planned and pre-scripted emergency messaging for media.

Recommendations For Action

RECOMMENDATIONS	RESPONSIBLE PERSON/ORGANIZATION
Document emergency message scripts and ensure the Faber College leadership understands messages that are available.	Media relations
Develop a Crisis Communication emergency “to do” list.	Media relations
Hold at least two annual Tabletop Exercises with key stakeholders represented. Use the annual Threat Assessment to identify the most high-risk threats as the crisis scenarios.	Faber College leadership
Work with each department to ensure all employees are properly listed in case a mass communication/emergency notification is needed.	Faber College leadership
Pre-script emergency notification messages to students and/or staff for use as needed.	Media Relations
Document a methodology for assisting ADA students and staff in a crisis.	Faber College leadership
Hold department staff trainings to discuss each employee’s role in an emergency.	Department Leaders
Identify a person or group responsible for monitoring and managing social media messaging in a crisis.	Media Relations