*Instructions-Remove This Page before Submission*

The purpose of this AAR is to document activities surrounding your communicable disease tabletop exercise, to identify areas for improvement, support development of corrective actions, and identify areas of strength to be maintained and built upon. Use this form to collect the observations, analysis, and recommendations from your drill to formulate an improvement plan.

**Directions:**

1. Enter Tabletop Overview Information
   1. Tabletop Name- Enter name of the Tabletop Exercise
   2. References - Enter reference materials used during exercise (EOP, plans, HAN, manuals and etc.)
      1. Exercise *at a minimum* the risk communications plan/protocol, the laboratory sample transport plan, and the communicable disease response plan
   3. Participants - Enter exercise participants including their organization if different from your own
   4. Program Manager - Enter the exercise program manager’s name
   5. Description of Exercise - Describe the exercise to include any local objectives as well as enforcement of public health communicable disease rules and activation of emergency plans/protocols
2. Enter Improvement Plan Information
   1. Strength or Improvement
      1. Select the appropriate choice
   2. Observation
      1. Enter what was observed to lead to the finding
   3. Corrective Action
      1. Enter the actions that will be completed to correct the finding
      2. If a Strength, enter the actions that will sustain your strengths
   4. Job Info / Progress
      1. POC
         1. Enter the POC that is tasked with the corrective action
      2. Status
         1. Select the appropriate choice
            1. Not Started
            2. In-Work
            3. On Hold
            4. Completed
      3. Notes
         1. Enter any notes pertaining to assignment, status and any other relevant information
3. Submit form to your supervisor for approval.
4. Provide a final copy to CDEpi and PHEP by submitting this completed report through the 2018-2019 3rd quarter PHEP deliverables progress report *along with your signed Communicable Disease Response Plan Checklist.*
5. Answer the questions provided in the E7 section of the progress report.
6. To complete your PHEP Laboratory L1 Deliverable, identify gaps (with corrective actions) and strengths in your laboratory sample transport plan in this AAR.
7. To complete your Risk Communications RC 2 deliverable, write a media release related to the chosen scenario using your communications plan, and assess the public information component in this AAR. Upload the media release to your progress report.

**Exercise Name:** Click here to enter text. **AAR Author:** Click here to enter text.

**References:** Click here to enter text. **AAR Completion Date:** Click here to enter text.

**Participants:** Click here to enter text. **Date Submitted to PM:** Click here to enter text.

**Program Manager (PM):** Click here to enter text. **PM Approval Date:** Click here to enter text.

**Description of Event:** Click here to enter text.

**Improvement Plan**

| **Strength or Improvement** | **Observation** | **Corrective Action** | **Job Info / Progress** | | |
| --- | --- | --- | --- | --- | --- |
| **POC** | **Status** | **Notes** |
| Choose an item. |  |  | [Enter POC Name] | Choose an item. |  |
| Choose an item. |  |  | [Enter POC Name] | Choose an item. |  |
| Choose an item. |  |  | [Enter POC Name] | Choose an item. |  |
| Choose an item. |  |  | [Enter POC Name] | Choose an item. |  |
| Choose an item. |  |  | [Enter POC Name] | Choose an item. |  |