

This publication is part of the *xTREME toolkit* (eXtreme events Toolkit for Rural Emergency Management Enhancement) which is available online [www.resilientresearch.ca](http://www.resilientresearch.ca) as part of a project titled “Ontario Rural Municipal Emergency Management and Critical Infrastructure: Enhancing Planning and Preparedness Capacities for Climate Change Resilience”

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# Exercise Name

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After-Action Report/Corrective Action Plan

Name and Logo of Municipality

[Date]

## EXERCISE OVERVIEW

<b>Exercise Name</b>	Insert the formal name of exercise, which should match the name in the document header
<b>Exercise Dates</b>	Indicate the start and end dates of the exercise
<b>Scope</b>	This is a Table Top Exercise planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters].
<b>Mission Area(s)</b>	Prevention, Mitigation, Preparedness, Response, and/or Recovery
<b>Objectives</b>	List exercise objectives
<b>Threat or Hazard</b>	List the threat or hazard
<b>Scenario</b>	Brief overview of the exercise scenario, including scenario impacts (2-3 sentences)
<b>Participating Organizations</b>	Insert a brief summary of the total number of participants and participation level (municipal, provincial, NGO/CBO, private sector). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.
<b>Point of Contact</b>	Insert the name, title, municipality address, phone number, and email address of the primary exercise POC/ Exercise Director/Facilitator

## Objective 1

### Strengths

**Strength 1:** Observation statement

**Strength 2:** Observation statement

**Strength 3:** Observation statement

### Areas for Improvement

**Area for Improvement 1:** Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Corrective Action Plan.

**Reference:** List any relevant plans, policies, procedures, regulations, or laws.

**Analysis:** Provide a root cause analysis or summary of why the full capability level was not achieved.

**Area for Improvement 2:** Observation statement

**Reference:** List any relevant plans, policies, procedures, regulations, or laws.

**Analysis:** Provide a root cause analysis or summary of why the full capability level was not achieved.

## Objective 2

### Strengths

**Strength 1:** Observation statement

**Strength 2:** Observation statement

**Strength 3:** Observation statement

### Areas for Improvement

**Area for Improvement 1:** Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.

**Reference:** List any relevant plans, policies, procedures, regulations, or laws.

**Analysis:** Provide a root cause analysis or summary of why the full capability level was not achieved.

**Area for Improvement 2:** Observation statement

**Reference:** List any relevant plans, policies, procedures, regulations, or laws.

**Analysis:** Provide a root cause analysis or summary of why the full capability level was not achieved.

### Objective 3

#### Strengths

**Strength 1:** Observation statement

**Strength 2:** Observation statement

**Strength 3:** Observation statement

#### Areas for Improvement

**Area for Improvement 1:** Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Corrective Action Plan.

**Reference:** List any relevant plans, policies, procedures, regulations, or laws.

**Analysis:** Provide a root cause analysis or summary of why the full capability level was not achieved.

**Area for Improvement 2:** Observation statement

**Reference:** List any relevant plans, policies, procedures, regulations, or laws.

**Analysis:** Provide a root cause analysis or summary of why the full capability level was not achieved.

## APPENDIX A: CORRECTIVE ACTION PLAN

This Corrective Action Plan has been developed specifically for the Municipality of \_\_\_\_\_ as a result of Exercise Name conducted on date of exercise.

Objective/ Area for Improvement	Issue	Corrective Action	Primary Responsible Agency	POC Champion and Phone	Target Completion Date
1.					
2.					
3.					
4.					
5.					

## APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations	
<b>Municipality</b>	
<b>Province</b>	
<b>NGO/CBO</b>	
<b>Private Sector</b>	