# CDC’s Division of STD Prevention

# Antibiotic-Resistant Gonorrhea Tabletop Exercise

## After Action Report / Improvement Plan

## [insert date of exercise]

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This page is intentional blank

## Handling Instructions

1. The title of this document is “Antibiotic-Resistant Gonorrhea Tabletop Exercise After-Action Report/Improvement Plan (AAR/IP).”
2. The AAR/IP is ***For Internal and Official Use Only*** by the [insert agency], and should be handled as sensitive information, not to be disclosed to unauthorized persons. The document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives.

This AAR/IP is subject to the Freedom of Information Act (FOIA). If this AAR/IP is requested under FOIA, the document will be reviewed in accordance with FOIA and its implementing regulations; portions not permitted to be withheld under an applicable exemption will be released. Consistent with Department of Homeland Security guidance, the format of this document complies with the Homeland Security Exercise and Evaluation Program (HSEEP) AAR/IP template in style and language.

1. The [insert responsible team] Team will monitor and track completion of identified corrective actions (Improvement Plan tasks) to improve [insert agency] future response capabilities.
2. Points of Contact:

|  |  |  |
| --- | --- | --- |
| Exercise Director | Incident Manager | Exercise Evaluation Team Lead |
| [Name] |  |  |
| [Position] |  |  |
| [Department] |  |  |
| [Agency] |  |  |
| [Address] |  |  |
| [Phone Number] |  |  |
| [Email] |  |  |
|  |  |  |
|  |  |  |

## Table of Contents

[Handling Instructions 1](#_Toc70336012)

[Table of Contents 2](#_Toc70336013)

[Exercise Overview 3](#_Toc70336014)

[Analysis of Observations 5](#_Toc70336020)

[Interagency Observations 7](#_Toc70336021)

[Conclusion 8](#_Toc70336022)

## Exercise Overview

### Introduction

The [insert agency] conducted an Antibiotic-Resistant Gonorrhea (ARGC) Tabletop Exercise (TTX) on [insert date] to enhance local, state, and federal preparedness for an outbreak of ARGC in the United States. The [insert duration]-hour exercise was conducted in the [insert facility name] Facility, [insert facility address].

The purpose of this AAR/IP is to improve [insert agency] performance and to better prepare for and respond to future public health outbreaks. The AAR/IP documents observations and provides feedback to participants regarding [insert agency] public health preparedness and response performance, processes, and procedures. An electronic copy of the of the AAR/IP can be found at [insert link].

### Objectives

* [insert objective 1]
* [insert objective 2]
* [insert objective 3]
* [insert objective 4]

### Participants

Training Audience. The training audience consisted of members from [insert agency(ies)].

Exercise Directors:

* Director: [insert name of director, position, and agency]
* Deputy Director: [insert name of director, position, and agency]

Planning Team/Exercise Control Group (ECG). The ECG consisted of representatives from [insert agency(ies)].

Observers. [insert agency(ies)] provided observers.

Evaluators. [insert agency(ies)] provided evaluators.

Total: [insert number] participants

### Design and Scope

The TTX consisted of one day-long emergency response to a local outbreak of antibiotic-resistant gonorrhea in [insert location]. The facilitated TTX was conducted in a no-fault, discussion-based learning environment and executed in three modules: 1) Preparedness, 2) Response, and 3) Recovery. During the exercise, participants from [insert agency(ies)] discussed known gaps and identified other gaps and issues in the jurisdictional outbreak response plan, and preparedness and response capabilities. The focus of the exercise was the response outbreak plan, priority of functions, processes, and procedures.

For each module, the facilitator presented an ARGC outbreak scenario to the [insert agency(ies)] separated groups of participants and gave the groups time to develop responses to discussion questions and probes. During report-back periods, group spokespersons presented verbal responses to all participants and subject matter experts (SMEs) provided comments. Discussions included identification and confirmation of completion of those activities prior to an outbreak, execution of those activities upon notification or when an outbreak occurs, and sustained response and recovery activities.

### Sequence of Events.

* Welcome/Introductions and Opening Comments
* Background and Stage-setting
* Module 1, Preparedness: Discussion of Topics and Questions
* Module 2, Respond: Discussion of Topics and Questions
* Module 3, Recovery: Discussion of Topics and Questions
* Hot Wash and Participant Feedback

## Analysis of Observations

The ARGC TTX had [insert number of objectives] overarching response objectives developed over the course of multiple planning meetings and senior leader engagements. These objectives and related observations are highlighted below.

[Notes: 1) This template uses 4 objectives and total of 10 observations; 2) an objective might have 1-n observations; 3) an observation might have 1-n recommendations; and 4) best to limit recommendations to 1 deliverable]

**Objective 1:** [insert objective 1]

Observation 1: Strength: [insert description of strength]

Observation 2: Area for Improvement: [insert description of area for improvement]

Recommendation/Task 1 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

**Objective 2:** [insert objective 2]

Observation 3: Strength: [insert description of strength]

Observation 4: Area for Improvement: [insert description of area for improvement]

Recommendation/Task 1 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

Recommendation/Task 2 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

Recommendation/Task 3 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

**Objective 3:** [insert objective 3]

Observation 5: Strength: [insert description of strength]

Observation 6: Strength: [insert description of strength]

Observation 7: Area for Improvement: [insert description of area for improvement]

Recommendation/Task 1 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

Recommendation/Task 2 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

**Objective 4:** [insert objective 4]

Observation 8: Area for Improvement: [insert description of area for improvement]

Recommendation/Task 1 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

## Interagency Observations

This section is intended to highlight observations for leadership consideration that arose during the TTX that cannot be resolved by [insert agency] alone and require interagency coordination to fully address.

**Objective 1:** [insert objective 1]

Observation 9: Area for Improvement: [insert description of area for improvement]

Recommendation/Task 1 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): insert core capability(ies)]

**Objective 4:** [insert objective 4]

Observation 10: Area for Improvement: [insert description of area for improvement]

Recommendation/Task 1 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

Recommendation/Task 2 ([insert tracking number]): [insert recommendation/task]

Deliverable 1: [insert deliverable 1]

Lead Department: [insert lead department]

Supporting Department(s): [insert supporting department(s)]

Core Capability(ies): [insert core capability(ies)]

## Conclusion

The Antibiotic-Resistant Gonorrhea Tabletop Exercise enhanced local, state, and federal preparedness for an outbreak of ARGC in the United States. The exercise also highlighted the continuing and growing partnerships among federal, state, and local jurisdictions; federal agencies; and other public health partners. The TTX successfully met [insert agency] exercise goals and objectives.