# Appendix 4D – After Action Review Debrief Form

Heatwave Discussion Exercise

## Exercise [Name] – Debrief

Conduct a debriefing with exercise participants and stakeholders. Record key notes below for referencing in your evaluation report.

### Review Aim and Objectives

To evaluate LEMC/REMC arrangements for responding to a heatwave within the local area, in order to assess the effectiveness, readiness, and suitability of LEMC/REMC and Emergency Operations Centre (EOC) response and recovery plans.

[Insert additional or alternate aim as required]

### Objectives

1. Ensure LEMC / REMC and EOC procedures are established for effective heatwave response.
2. Assess the scope and effectiveness of heatwave procedures to handle diverse scenarios.
3. Confirm that all relevant stakeholders are familiar with the heatwave response procedures.
4. Identify gaps or weaknesses in LEMC / REMC and EOC procedures for heatwave scenarios.
5. Verify alignment of LEMC / REMC and EOC procedures with the updated NSW State Heatwave Sub Plan.
6. Identify training, skills, or capability gaps among LEMC / REMC and EOC members.
7. Identify resource and logistical gaps within LEMC / REMC for heatwave response readiness.

## Debrief Questions

1. Did the exercise achieve its aim and objectives?
2. What worked well?

Discuss both the operational activities and running of exercise.

1. What would you do differently if this occurred?
2. What would improve future exercises?