# Appendix 4D – After Action Review Debrief Form

Heatwave Functional Exercise

## Exercise [Name] – Debrief

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

### Review Exercise Aim and Objectives

To test the real-time response of the LEMC/REMC to a simulated heatwave emergency, in order to evaluate the committee's readiness, preparedness, and capability to manage the hazard effectively.

[Insert additional or alternate aim as required]

### Objectives

1. Ensure that the LEMC/REMC has procedures in place for managing heatwaves.
2. Evaluate the adaptability and flexibility of LEMC/REMC team members in responding to challenging or unexpected developments during the exercise.
3. Verify that the structure of any activated organisation (e.g., EOC) aligns with procedures and is logical, clearly structured, and communicated to all involved.
4. Evaluate participants' knowledge and awareness of emergency management, hazard specific and EOC procedures.
5. Assess participants' knowledge, skills, and abilities in operating within an EOC.
6. Evaluate the effectiveness of decisions and actions in response to challenging and complex scenarios.
7. Assess the suitability and adequacy of facilities, venues, and resources available during the exercise.
8. Identify knowledge, skill, and capability gaps among LEMC/REMC members and develop action plans to address these gaps.
9. Test interagency communication and coordination during the response.

## 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?