Appendix 7

Exercise Report

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Exercise [name] – Report

This template is designed to be tailored based on analysis of the exercise feedback sheets and post-exercise debrief with the writing group. Suggested wording is in black, which you may choose to use or amend. Delete or update guidance text in purple once complete.

# Executive summary

Exercise NAME was held at VENUE on DATE. The exercise aim was to FROM CONCEPT. It’s objectives were:

1. From concept document
2. Etc.

Analyse the feedback and summarise key findings.

The exercise MET (or otherwise) its objectives.

Overall, participants reported that the exercise WAS RELEVANT and a GOOD use of their time. The MAJORITY agreed or strongly agreed that the exercise increased their knowledge and understanding of spontaneous volunteering in emergencies, with X% agreeing or strongly agreeing that they felt more confident in their role during an emergency.

Highlight any important themes from the free text boxes in the feedback sheets, exercise hot debrief and/or post-exercise writing group debrief.

## Recommendations

The following recommendations are based on the exercise observations and feedback

1. The LEMC does something
2. The AGENCY does something
3. Etc.

# Introduction

Spontaneous volunteering is likely to arise during and following an emergency, often at a time when the formal emergency management structures are stretched and have little capacity to engage emergent groups or individual offers of help. The *National Action Plan for the Attraction, Support and Retention of Emergency Management Volunteers* (2009) states as one of its priorities the importance of **harnessing the willingness and resources of spontaneous volunteers**(action 9).

**Spontaneous volunteers** are individuals or groups of people who offer their assistance during and/or after an emergency and who are generally unaffiliated with any part of the existing official emergency management response and recovery system.

As part of its role in planning for emergencies, the NAME Local Emergency Management Committee developed and delivered exercise NAME at VENUE on DATE to address issues around spontaneous volunteering in the local context.

## Aim

The aim of exercise NAME is COPY FROM CONCEPT

## Objectives

The exercise objectives were to: COPY FROM CONCEPT

## Audience

Exercise NAME was attended by (the attendance list is in Annex A).

## Scope

COPY FROM CONCEPT.

# Exercise overview

Exercise NAME was a discussion exercise to explore issues of spontaneous volunteering, validating elements of the local emergency plan and engage with stakeholders. It was built around a HAZARD scenario, with a specific focus on exploring how to engage and coordinate spontaneous volunteers before, during and after an emergency impact.

Participants were able to explore issues in depth and workshop responses to plausible situations. The exercise covered different time periods, from warning through response into recovery.

Add anything noteworthy about the approach or scenario coming out of feedback or debriefs.

## Exercise writing

The exercise writing group met XX times to prepare the scenario and supporting documents.

Outline any noteworthy constraints or opportunities for improvement for future exercises.

## Exercise logistics

The exercise venue was APPROPRIATE, with adequate parking.

Outline any noteworthy constraints or opportunities for improvement for future exercises.

# Observations

Outline issues raised during discussions, based on notes taken during the exercise, feedback sheets and debriefs.

Observations are usually linked to one or more implications that logically link to one or more actions – either to sustain, improve or fix. Detailed advice is in the [AIDR Lessons Management Handbook](https://knowledge.aidr.org.au/resources/lessons-management-handbook/).

# Analysis

Hold a debrief with the exercise planning team and facilitators as soon as possible after the exercise to collect observations and thoughts. The exercise planning team should convene when participant feedback is available to analyse the exercise, incorporating participant feedback, debrief observations and any other feedback or reflections from the day.

The report should address the objectives:

* Were the objectives achieved?
* Do current plans, policies and procedures support effective engagement with spontaneous volunteers?
* What areas require further planning?
* What strengths were identified?
* How might identified resource issues be resolved?
* What could be done differently?

The report should provide actionable opportunities for improvement and recommendations.

# Annexes—planning and facilitation resources

## A—Participant list

Include the participant list

## B—Qualitative data

If resources permit, it is useful to transcribe participants’ comments from the feedback sheets.

## C—Quantitative data

If resources permit, it is useful to transcribe participants’ numerical responses into the excel table and produce a graphical summary. Simply replace the purple numbers. The table will update the total responses, percentages and graph automatically.