

# Pandemic Preparedness Plan Exercise Program

## Immediate post exercise review (IPER) or "hot wash" guide.

### Introduction

This guide is designed to assist the designated controller/facilitator and the evaluator in the conduct of the immediate post exercise review (IPER) of the tabletop exercises contained in the Pandemic preparedness checklist exercise toolkit.

The identification of both positive and negative criticism provides a starting point for improving response capabilities. This is an opportunity for players to discuss their responses and their own perspectives on the activities and events.

### Review organization

The different groups of exercise participants all play an active role in exercise evaluation, with the exception of observers. The roles of the different participants are detailed below.

Controllers, Evaluators, Observers and Players. Controllers and Evaluators are Exercise Control Staff, Observers and Players are considered participants.

#### ***Exercise control staff***

Neither the controller nor the evaluator should comment on deficiencies in performance during the review. These findings should be documented in the review, but the IPER is specifically to get participant feedback.

**Controller** – The controller conducts the IPER in cooperation with the evaluator. The controller poses questions about the conduct and the outcome of the exercise (for examples see Annex 1-Sample Review Questions). The controller moderates the discussion while the evaluator takes notes. It is important that the controller emphasize that all constructive input from the participants is valid.

**Evaluator** – The evaluator takes notes during the IPER. Normally, the evaluator does not actively participate in the discussion during the IPER, but can pose comments and questions to the controller for discussion during the review. The evaluator will combine the notes from the IPER with notes taken during the execution of the exercise and write a post exercise review. This review should highlight what aspects of the exercise objectives were met adequately, and where performance fell short. This review should then form the basis of revisions of the pandemic plan and associated systems.

#### ***Exercise participants***

**Observers** - Observers may participate in the review. The input from observers can be valuable to the review process, as individuals not involved in the actual exercise play may have different views from the participants.

**Players** – The players are the most important participants in the review. What the players feel worked and did not work is critical to the process.

## Annex A- Sample Review Questions

The following questions can be used by the controller to facilitate the review. It is important the players feel free to report their impression of the exercise, so the controller should refrain from comment on the questions.

- How do you feel about how the exercise itself was run? (Facilities, scenario, etc.)
- What do you think were your strongest points during the exercise?
- What are the biggest opportunities for improvement?
- Are there any immediate way to address these opportunities?
- Is there some aspect of the exercise objectives where you performed better or worse than expected?