



Emergency Response Tabletop Exercise: After-Action Report

Identifying Vulnerabilities and Charting
Next Steps

EAB Tabletop Exercise After-Action Report: Summary

4 Where did you identify need for greater collaboration across departments?

5 What roles/responsibilities should be shifted from one department or individual to another, in order to avoid taxing department staffing and resources?

EAB Tabletop After-Action Report: Action Planning

Vulnerability Analysis

Instructions: Based on your answers to the previous questions, as well as your group discussion and notes, fill out the below chart highlighting the existing vulnerabilities, gaps, or shortcomings in your institution's emergency response, and the action steps you will take to remedy them.

Description of the Vulnerability	Actions or Investments Needed to Address	Priority ¹ (1 = most urgent, 2 = important, 3 = not urgent)	Individual/ Department Assigned to:	Due Date	Status

1) Higher priority deficiencies could be those that most impact our educational and research missions, most endanger the health and safety of our community, or most violate regulations and laws. Lower priority deficiencies would be those that merely seek to confirm to best practices or industry standards or that would enhance the quality of the response.

EAB Tabletop After-Action Report: Action Planning

Final Considerations

Pulling up as a group, what are the **one to three next steps** that the team is committed to doing in follow-up to today's exercise:

1

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