

## TASK 18: PREPARE EXERCISE REPORT

### Description

Following the exercise, the RAC Chair prepares a draft exercise report, based on materials developed and collected by the evaluators during the exercise and input from the post-exercise participants' and public meetings. The draft exercise report is submitted to FEMA Headquarters, the State, and RAC for review and comment. A final exercise report addressing these comments is prepared and provided to the State, RAC, NRC Headquarters, and licensee.

### Milestone

Within 60 days of the exercise date, the RAC Chair submits a draft exercise report to FEMA Headquarters for review and comment. Within 100 days of the exercise, FEMA Headquarters provides comments on the draft report to the FEMA Region. Within 120 days of the exercise, the draft report is submitted by the FEMA Region to the State and RAC for review and comment. Within 150 days of the exercise, comments are received by the Region on the draft report. Within 170 days of the exercise date, the Region forwards the final report to FEMA Headquarters. Within 190 days of the exercise date, the final exercise report is provided to the State, NRC, RAC, and licensee.

### References

SERF Instruction Manual (Issuance date to be determined)

### Products

Final exercise report.

### Guidance

The process of preparing an exercise report begins with the submission of a draft report to FEMA Headquarters from the RAC Chair 60 days after the exercise and ends with transmittal of the final exercise report to the State, NRC, RAC and licensee 190 days after the exercise. The exercise report represents a detailed account of the exercise and its evaluation. It includes a detailed description of the exercise findings. In addition to the Deficiencies and ARCA's identified in the summary exercise report, the final exercise report also identifies and describes **Areas Recommended for Improvement (ARFI)**. An ARFI is defined as an aspect of emergency preparedness that could be improved. While FEMA encourages ORO's to address concerns related to identified ARFIs, they do not need to be corrected to secure or maintain FEMA 44 CFR Part 350 approval.

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The SERF Instruction Manual will provide detailed guidance (and in some instances boilerplate narrative) to FEMA Regions on the content and format of exercise reports. Until the issuance of the Instruction Manual, Regions should rely on their current reporting format for final exercise reports. Summary exercise reports should be prepared according to the guidelines outlined in Task 17 of this Manual.

Final exercise reports should contain information on the following aspects of the exercise and its evaluation.

- o site information, including exercise and **350** history and status
- o exercise date
- o participating ORO's
- o Federal evaluation team, size and Agency representation
- o exercise scenario
- o exercise objectives
- o extent-of-play agreements
- o outstanding ARCAs
- o six-year objective status
- o identified exercise issues and recommended corrective actions
- o status of (120-day) required remedial actions (if available).

This information is presented as guidance only, and should not be interpreted as an outline or table of contents for exercise reports.