

33. Analysis and reporting

33.1 Undertaking post exercise analysis is a key requirement under any exercising regime and if not implemented appropriately can often result in lost learning and improvement opportunities for the organisation. The post exercise analysis report **should** document the exercise materials used and participant feedback gained. All exercise reports **should**:

- contain a clear indication of what and how the exercise aims were achieved or not
- clearly identify any lessons that need to be considered by the organisation
- propose a time based work programme for the implementation of lessons throughout the organisation
- identify who will monitor and or sign off lessons once fully implemented
- suggest any clear improvements or considerations to be noted for future exercises listed in the organisations exercising schedule

33.2 The prescribed approach identified in figure 34.2 drawn from “Emergency Preparedness” identifies the need for:

- Debriefing after exercising
- The initiation of Post Exercise Analysis
- The generation of a “Lessons Learned” Report
- The undertaking of plan auditing
- The delivery of final Post Exercise Report
- The Implementation and monitoring of changes
- Plan review

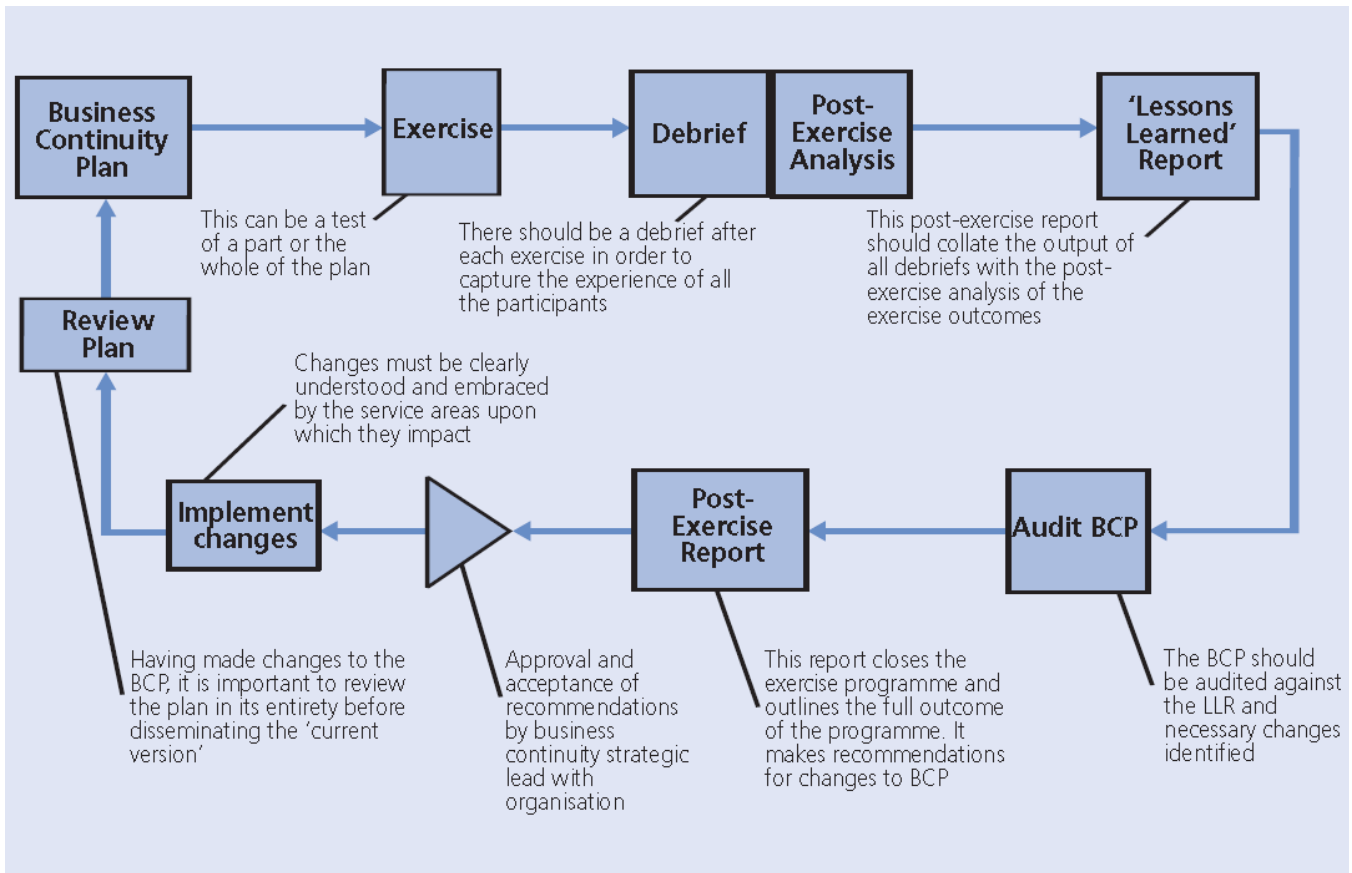


Figure 33.2 showing all the formative stages involved in BCM exercising as outlined in “Emergency Preparedness” Guidance for the Civil Contingencies Act 2004