**2023-2024 (PHEP BP5)**

**Immunization Program**

**Full-scale Exercise**

**After Action Report/Improvement Plan**

Wisconsin Department of Health Services

F-01781 (08/2023)

**Administrative Handling Instructions**

1. The title of this document is the: 2023-2024 Immunization Program Full-scale Exercise After-Action Report/Improvement Plan (AAR/IP).
2. The information gathered in this AAR/IP is classified as For Official Use Only (FOUO) and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval is prohibited.
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**Primary Point of Contact**

Name

Title

Agency

Street Address

City       State    Zip Code

Office Phone

Cell Phone

Email Address

**Secondary Point of Contact**

Name

Title

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Street Address

City       State    Zip Code

Office Phone

Cell Phone

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**NOTE:**

**Important update for Public Health Emergency Preparedness (PHEP) Budget Period 5 (BP5) (7/1/2023 – 6/30/2024)**

Provide the number of doses ordered and the number of doses administered in the vaccine table section(s) below.

The 2023-2024 campaign (and supporting DHS exercise templates) incorporates multiple reporting periods with **influenza** vaccine or vaccines. 2023-2024 may include 1-2 dispensing campaign phases over multiple 30-day reporting periods. The most relevant activity should be captured and integrated into this 2023-2024 (PHEP BP5) Immunization Program Full-scale Exercise After-Action Report/Improvement Plan (AAR/IP).

For mass clinic exercises you are exempt from collecting and documenting VFC eligibility. You are required to collect and document all other required information such as: manufacturer, lot #, expiration date, site name and address of vaccine clinic, name, and title of vaccinator.

The following criterion applies to the *initial* dispensing event only!

Executive Summary

Include an overview of the event and include any major issues encountered and responded to as a result of this INITIAL vaccine distribution exercise.

(THIS SHOULD BE WRITTEN AS IF IT IS THE ONLY PART OF THE DOCUMENT THAT WILL BE READ).

1. **Major Strengths**

The major strengths identified during this vaccination campaign are as follows:

1. List and describe major strength #1

1. List and describe major strength #2

1. List and describe major strength #3

1. **Primary Areas for Improvement**

Throughout the exercised timeframe, several opportunities for improvement were captured by the to improve its ability to respond to an incident. Primary recommendations are as follows:

1. List and describe major area for improvement #1

1. List and describe major area for improvement #2

1. List and describe major area for improvement #3

End this section by providing an overall summary of the successes and improvement areas associated with the vaccine distribution full-scale exercise.

The following criterion, if needed, applies to the *second* dispensing event only!

Executive Summary #2

INCLUDE AN OVERVIEW OF THE EVENT AND INCLUDE ANY MAJOR ISSUES ENCOUNTERED AND RESPONDED TO AS A RESULT OF THIS 2ND DOSE VACCINE DISTRIBUTION EXERCISE.

(THIS SHOULD BE WRITTEN AS IF IT IS THE ONLY PART OF THE DOCUMENT THAT WILL BE READ).

1. **Major Strengths**

The major strengths identified during this vaccination campaign are as follows:

1. List and describe major strength #1

1. List and describe major strength #2

1. List and describe major strength #3

1. **Primary Areas for Improvement**

Throughout the exercised timeframe, several opportunities for improvement were captured by the to improve its ability to respond to an incident. Primary recommendations are as follows:

1. List and describe major area for improvement #1

1. List and describe major area for improvement #2

1. List and describe major area for improvement #3

End this section by providing an overall summary of the successes and improvement areas associated with the vaccine distribution full-scale exercise.

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| **Vaccine** | **TOTAL doses ordered** | **Total doses administered – Event 1** | **Total doses administered – Event 2** | **Total doses administered** |
| POD location(s): | POD location(s): |  |
| Date range: | Date range: |
| **Influenza** |       |  |  |  |
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Section 1: Event Overview

1. **Event 1 Details**
2. **Event Name:** 2023-2024 (PHEP BP5) Immunization Program Full-scale Exercise
3. **Type of Event:** Vaccine Distribution
4. **Event 1 Start Date:**
5. **Event 1 End Date:**
6. **Duration:** All vaccine dispensing and reporting activity to be done by 120 days after the final event or by 4/30/2024 whichever comes first.
7. **Location(s):**      . Provide all applicable information regarding the specific location(s) of the event
i.e., Point of Dispensing (POD) Locations used as part of this exercise.
8. **Capabilities:** For the purposes of this vaccine distribution exercise, there are certain capability sections to include.

**Check which CDC Public Health Emergency Preparedness and Response Capabilities were included as part of the overall event.**

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| **Public Health Preparedness Capabilities** |
| **[ ]**  | **Community Preparedness** | **[ ]**  | **Information Sharing** | **[ ]**  | **Nonpharmaceutical Interventions** |
| **[ ]**  | **Community Recovery** | **[ ]**  | **Mass Care** | **[ ]**  | **Public Health Laboratory Testing** |
| **[ ]**  | **Emergency Operations Coordination** | **[ ]**  | **Medical Countermeasure Dispensing and Administration** | **[ ]**  | **Public Health Surveillance and Epidemiological Investigation** |
| **[ ]**  | **Emergency Public Information and Warning** | **[ ]**  | **Medical Materiel Management and Distribution** | **[ ]**  | **Responder Safety and Health** |
| **[ ]**  | **Fatality Management** | **[ ]**  | **Medical Surge** | **[ ]**  | **Volunteer Management** |

**8. Exercise Scenario:** A novel strain of “X” is circulating and has a high morbidity and mortality in younger populations. CDC has recommended that all school age children be vaccinated. (“X” depends on vaccine being dispensed as part of the 2023-2024 campaign).

**9. Vaccine Exercise Objectives:** For the purposes of the vaccine distribution exercise(s), DPH provided three (3) goals that served as the foundation for the full-scale exercise event. Select which vaccine(s) where dispensed, **per event**, and which objectives served as the foundations for **each** exercise campaign.

|  |
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| **EVENT 1 - Start date:**   **End date:**   |
| **2023-2024 Immunization Program Full-scale Exercise“Event 1”** |
| **Goal 1: Coordinate the setup and distribution of vaccine to** **different schools utilizing applicable mass clinic plans within a 30-day (or other pre-identified) timeframe.** |
| **Check which objectives will be included as part of the event** |
| **[ ]**  | Identify resources needed for school-based mass clinic operations |
| **[ ]**  | Coordinate activities with appropriate school district staff and their partners |
| **[ ]**  | Maintain cold-chain of vaccine during transport to, from and at dispensing locations |
| **[ ]**  | Coordinate with families to vaccinate children not present the date of the school-based clinic |
|  |
| **Goal 2: Disseminate public information regarding the vaccination clinic specifics and measure response** |
| **Check which objectives will be included as part of the event** |
| **[ ]**  | Develop and distribute vaccination clinic information intended for parent notification |
| **[ ]**  | Establish system to track vaccine doses received and administered |
| **[ ]**  | Determine       vaccinated in a certain amount of time (e.g., 30-day exercise period) |
| **[ ]**  | Establish varied notification to determine most effective way to communicate clinic operations |
|  |
| **Goal 3: Setup, manage and coordinate the distribution of vaccine to school-age children at Local Public Health Agency (LPHA)** |
| **Check which objectives will be included as part of the event** |
| **[ ]**  | Vaccinate and monitor the health of those vaccinated (e.g., for influenza) |
| **[ ]**  | Identify those vaccinated and still became ill (e.g., follow-up calls, forms, etc.) |
| **[ ]**  | Measure school absenteeism after vaccination  |
| **Other objectives to be exercised as part of this distribution event include:** |
| **[ ]**  | Track vaccine being administered in multiple locations |
| **[ ]**  | Enter vaccine doses administered into the Wisconsin Immunization Registry (WIR) from remote clinic locations |
| **[ ]**  | Provide vaccinations at **all** schools within the 30-day timeframe (per pre-identified POD list) |
| **[ ]**  | Coordinate the local transfer of medical logistics (vaccine) from one LPHA to another and documented the transfer in the WIR |

Analysis of Capabilities

Provide the exercise objectives, aligned capabilities, and performance ratings for each capability as observed during the exercise and determined by the evaluation team.

| **Objective** | **Capability** | **Performed without Challenges (P)** | **Performed with Some Challenges (S)** | **Performed with Major Challenges (M)** | **Unable to be Performed (U)** |
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Ratings Definitions:

Performed without Challenges (P): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.

Performed with Some Challenges (S): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.

Performed with Major Challenges (M): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.

Unable to be Performed (U): The targets and critical tasks associated with the capability were not performed in a manner that achieved the objective(s).

The following sections provide an overview of the performance related to each exercise objective and associated capability, highlighting strengths and areas for improvement.

Event Overview

1. **Event 2 Details**
2. **Event Name:** 2023-2024 (PHEP BP5) Immunization Program Full-scale Exercise
3. **Type of Event:** Vaccine Distribution
4. **Event 2 Start Date:**
5. **Event 2 End Date:**
6. **Duration:** All vaccine dispensing and reporting activity to be done by 120 days after the final event or by 4/30/2024 whichever comes first.
7. **Location(s):**      . Provide all applicable information regarding the specific location(s) of the event
i.e., Point of Dispensing (POD) Locations used as part of this exercise.
8. **Capabilities:** For the purposes of this vaccine distribution exercise, there are certain capability sections to include.

**Check which CDC Public Health Emergency Preparedness and Response Capabilities were included as part of the overall event.**

|  |
| --- |
| **Public Health Preparedness Capabilities** |
| **[ ]**  | **Community Preparedness** | **[ ]**  | **Information Sharing** | **[ ]**  | **Nonpharmaceutical Interventions** |
| **[ ]**  | **Community Recovery** | **[ ]**  | **Mass Care** | **[ ]**  | **Public Health Laboratory Testing** |
| **[ ]**  | **Emergency Operations Coordination** | **[ ]**  | **Medical Countermeasure Dispensing and Administration** | **[ ]**  | **Public Health Surveillance and Epidemiological Investigation** |
| **[ ]**  | **Emergency Public Information and Warning** | **[ ]**  | **Medical Materiel Management and Distribution** | **[ ]**  | **Responder Safety and Health** |
| **[ ]**  | **Fatality Management** | **[ ]**  | **Medical Surge** | **[ ]**  | **Volunteer Management** |

**8. Exercise Scenario:** A novel strain of “X” is circulating and has a high morbidity and mortality in younger populations. CDC has recommended that all school age children be vaccinated. (“X” depends on vaccine being dispensed as part of the 2023-2024 campaign).

**9. Vaccine Exercise Objectives:** For the purposes of the vaccine distribution exercise(s), DPH provided three (3) goals that served as the foundation for the full-scale exercise event. Select which vaccine(s) where dispensed, **per event**, and which objectives served as the foundations for **each** exercise campaign.

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| **EVENT 2 – Start date:**   **End date:**   |

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| **2023-2024 Immunization Program Full-scale Exercise“Event 2”** |
| **Goal 1: Coordinate the setup and distribution of vaccine to** **different schools utilizing applicable mass clinic plans within a 30-day (or other pre-identified) timeframe.** |
| **Check which objectives will be included as part of the event** |
| **[ ]**  | Identify resources needed for school-based mass clinic operations |
| **[ ]**  | Coordinate activities with appropriate school district staff and their partners |
| **[ ]**  | Maintain cold-chain of vaccine during transport to, from and at dispensing locations |
| **[ ]**  | Coordinate with families to vaccinate children not present the date of the school-based clinic |
|  |
| **Goal 2: Disseminate public information regarding the vaccination clinic specifics and measure response** |
| **Check which objectives will be included as part of the event** |
| **[ ]**  | Develop and distribute vaccination clinic information intended for parent notification |
| **[ ]**  | Establish system to track vaccine doses received and administered |
| **[ ]**  | Determine       vaccinated in a certain amount of time (e.g., 30-day exercise period) |
| **[ ]**  | Establish varied notification to determine most effective way to communicate clinic operations |
|  |
| **Goal 3: Setup, manage and coordinate the distribution of vaccine to school-age children at****Local Public Health Agency (LPHA)** |
| **Check which objectives will be included as part of the event** |
| **[ ]**  | Vaccinate and monitor the health of those vaccinated (e.g., for influenza) |
| **[ ]**  | Identify those vaccinated and still became ill (e.g., follow-up calls, forms, etc.) |
| **[ ]**  | Measure school absenteeism after vaccination  |
| **Other objectives to be exercised as part of this distribution event include:** |
| **[ ]**  | Track vaccine being administered in multiple locations |
| **[ ]**  | Enter vaccine doses administered into the Wisconsin Immunization Registry (WIR) from remote clinic locations |
| **[ ]**  | Provide vaccinations at **all** schools within the 30-day timeframe (per pre-identified POD list) |
| **[ ]**  | Coordinate the local transfer of medical logistics (vaccine) from one LPHA to another and documented the transfer in the WIR |

Analysis of Capabilities

Provide the exercise objectives, aligned capabilities, and performance ratings for each capability as observed during the exercise and determined by the evaluation team.

| **Objective** | **Capability** | **Performed without Challenges (P)** | **Performed with Some Challenges (S)** | **Performed with Major Challenges (M)** | **Unable to be Performed (U)** |
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Ratings Definitions:

Performed without Challenges (P): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.

Performed with Some Challenges (S): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.

Performed with Major Challenges (M): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.

Unable to be Performed (U): The targets and critical tasks associated with the capability were not performed in a manner that achieved the objective(s).

The following sections provide an overview of the performance related to each exercise objective and associated capability, highlighting strengths and areas for improvement.

**Significant Events Log**

Provide information on any significant events that occurred during the 2023-2024 Immunization Program (PHEP BP5) Full-scale Exercise (FE). This may include dates tied to press releases or other public information events, timelines for dispensing at locations, requests from partners, etc. It may be helpful to refer to previous Incident Action Plans and mass clinic plans in completing this log.

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| **Date** | **Event/Action** |
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Section 2: Improvement Plan (IP)

In Section 2, the Improvement Plan addresses the areas identified for improvement from the Strengths and Areas for Improvement as referenced earlier in the report. Each capability has enough space for five improvement processes. LPHAs are not required to identify five improvement processes but expanding on the areas of improvement captured above is certainly recommended. Again, LPHAs should refer to their mass clinic operations plans as they go through the improvement plan, below, making sure to highlight areas within the plan that need to be improved.

| **Capability** | **Observation Title** | **Issue/Area for Improvement** | **Corrective Action** | **Capability Element** | **Primary Responsible Organization** | **Organization POC (Title is preferable)** | **StartDate** | **Completion Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Emergency Public Information and Warning** | Insert Observation  | Insert Area for Improvement  | Insert Corrective Action  | You can choose from the following capability elements: **Planning, Organization, Personnel, Equipment, Training, or Process** | LPHA | Health Officer | 10/1/2023 | 3/1/2024 |
| 2       |       |       |       |       |       |       |       |
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Section 3: Conclusion

This section is a conclusion for the entire document and provides an overall summary of the dispensing of vaccine to school age children during the 2023-2024 campaign. LPHAs should address this section using a very high-level approach. This section should contain no more than 3 paragraphs. It should include the overall outcome of the full-scale exercise and include major lessons learned, major recommendations, and a summary of how the corrective actions will enhance overall agency response. Corrective actions can include plans update or revision, policy and procedure development, additional equipment or resources, and training.

Section 4: Exercise Participants

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| **Participating Organizations** |
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