**Appendix 5: Exercise Hotwash Template**

1. Brief recap of the exercise
2. Round Robin to All Participants:
   1. One strength
   2. One Area for Improvement
   3. One Suggestion
3. Closing remarks
   1. Collect Participant Feedback Forms
   2. Collect Evaluator notes
   3. Date for Draft After Action Report

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| **Exercise Hotwash:** The exercise hotwash should be conducted immediately after the exercise. This should be a quick debrief of the exercise to gather initial feedback from all participants. The most common method is a Round Robin – ask each person to report one strength, one area for improvement, and one suggestion. If there are participants in different locations, consider a conference call to gather input. Assign a scribe to take notes. The hotwash should be no more than 30 minutes.  End the exercise and the hotwash with any closing remarks about next steps or additional thoughts. And always end with a “thank you” to all participants. |