



Ref: FOI2022-036

[REDACTED]

28th November 2022

Dear [REDACTED]

Further to our email of 3rd November 2022 regarding your request for the following information:

Under the provisions of the Freedom of Information Act 2000, I am writing to request the most recent versions of any generic pro forma templates used for "hot" and "cold" debriefings after training or validation exercises, or other events requiring debriefing.

Please note that I am only requesting generic pro forma templates used for debriefing and not the contents of any debriefing, nor any other information that might prejudice defence, security or the prevention of crime.

Your request has been handled as a request for information under the Freedom of Information Act 2000 (the Act).

A search for the requested information within the Atomic Weapons Establishment (AWE) has now been completed, and we can confirm that information in scope of your request is held.

We are able to disclose the attached 3 documents:

- Debrief report EXERCISE (NEW)
- Debrief report REAL EVENT (NEW)
- Cold debrief form

Two of the documents have been redacted under sections 24(1) and 38(1) of the Act. These are qualified exemptions and subject to a Public Interest Test (PIT). We can confirm that a PIT has been conducted and, on balance, has fallen in favour of applying the exemptions. This is because the information provided in the template is explicit in nature, which could assist our adversaries and should be redacted from the documents to both maintain the Continuous at Sea Deterrent (CASD) and protect our employees and the local community.

Please remember to quote the reference number above in any future communications. If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you are unhappy with the way your request has been handled you have a right to request an internal review within 40 days of receiving this letter, by writing to information.requests@awe.co.uk or our postal address: Information Requests Team, AWE Aldermaston, Reading, RG7 4PR. If you are still unhappy after an internal review has been completed, under the provisions of Section 50 of the Freedom of Information Act 2000 you have the right to take your complaint to the Information Commissioner's Office. Please note the



Aldermaston ▪ Reading
Berkshire ▪ RG7 4PR

www.awe.co.uk

Commissioner will generally not consider a complaint until you have exhausted AWE's internal complaints process.

Yours sincerely,

AWE Information Requests Team



COLD DEBRIEF FORM

This debrief relates to the Silent Hours exercise conducted at XXX on theXXXX

Please use this form to provide your reflective comments which will help develop the final debrief report and document learning opportunities.

If you have any questions please contact a member of the Site Response Group.

* Required

1. Location during response *

- Entry Control Point
- Emergency Operations Control Centre
- Forward Control Point
- Other

2. If Other, please provide details of location *

3. Role during response *

- Facility Liaison Officer
- Emergency Co-Ordinator(A)
- Ops Support
- Emergency Manager
- AWE FRS
- MDP
- SME
- Security
- Duty Site Manager
- Health physics
- Medical
- Comms Team
- Utilities
- ZCO / AZCO
- Other

4. Please provide title of role

Review Response Effort and Identify learning

In this section you will have the opportunity to provide your reflective comments, specifically highlighting key learning opportunities and proposed actions to support improvement.

5. **JESIP PRINCIPLES - details of Learning Opportunity identified**

(Co-locate, Co-ordinate, communicate, shared situational awareness and Jointly understand risk)

6. **INTEROPERABILITY - details of Learning Opportunity identified**

(Interaction with other services)

7. **RESOURCES - details of Learning Opportunity identified**

(related to people and / or equipment)

8. **RESPONDER WELFARE - details of Learning Opportunity identified**

9. **POLICY or PROCEDURE - details of Learning**

Opportunity identified

(also related to emergency response plans at a local or corporate level)

10. **TRAINING REQUIREMENT - details of Learning**

Opportunity identified

(related to people and / or equipment)

11. **INDIVIDUAL LEARNING OPPORTUNITY**

(develop own understanding, attend training, increased coaching or mentoring, follow up activity to increase confidence in role / effectiveness in role)

Any information provided here will not be included in the main debrief report

12. **FURTHER DETAILS**

(Please use this section to add any information which you believe adds value to the RLI process but which could not be captured in the sections above)

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.



Exercise Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:



Exercise Debrief Report

Exercise Name:	
Exercise Location:	

Activity Format	
Tabletop Exercise	<input type="checkbox"/>
(EOCC/ ZCP/ECP) Command Post Exercise	<input type="checkbox"/>
Enhanced Command Post Exercise	<input type="checkbox"/>
Modular Field Training Exercise	<input type="checkbox"/>
Full Field Training Exercise	<input type="checkbox"/>
Demo	<input type="checkbox"/>

Exercise Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

Prepared by:	Approved by:
	Site Response Group
<i>signature</i>	<i>signature</i>
Date:	Date:

ISSUE/AMENDMENT RECORD

Issue No	Reason for Issue	Description of Amendment (Paragraph/Annex)	Amended By: Printed Name & Signature	Date

Exercise Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

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Exercise Template

Exercise Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

1. DEBRIEF OVERVIEW

The following report contains the assessed performance of a response to an exercise at [Facility / Location] on [date]. The assessment has been based upon the observations presented from across the response structure and identifies learning outcomes.

This document is intended to encourage all staff to look for opportunities to learn from experiences and self-develop.

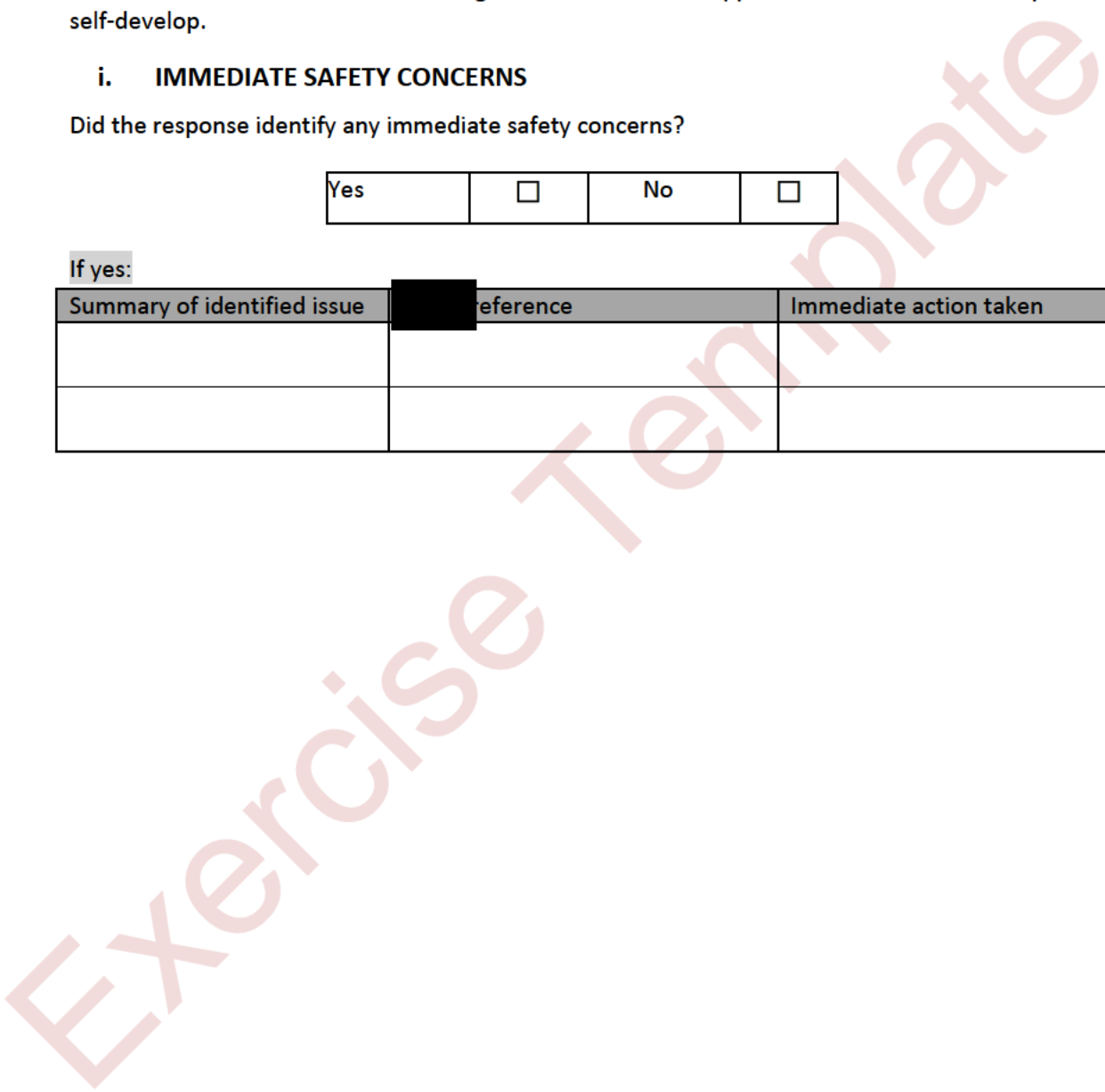
i. IMMEDIATE SAFETY CONCERNS

Did the response identify any immediate safety concerns?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes:

Summary of identified issue	Reference	Immediate action taken



Exercise Date:
 Issue Number:
 Location/ Facility:

Ref No:
 Date Issued:

ii. OBJECTIVE SUMMARY

Did the activity meet the exercise objective?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If No:

Objective not met	Action taken

iii. CAPABILITY SUMMARY

The exercise was assessed as: "▶ RED ◀ ▶ AMBER ◀ ▶ GREEN ◀" (delete as appropriate)

Based on a collective assessment of the following groups:

Emergency Response Group	Total Number		
	▶ RED ◀	▶ AMBER ◀	▶ GREEN ◀
Site Response Group			
Fire Rescue Service			
Ministry of Defense Police			
Health Physics			
Environmental			
Security			
Zonal / Facility			
Medical			

iv. ASSESSMENT MATRIX

The assessment has been based on the following matrix:

▶ GREEN ◀	Successful demonstration: No more than 2 'ambers' recorded <i>as a collective emergency response group</i> [REDACTED]
▶ AMBER ◀	Adequate demonstration: No more than 6 'ambers' recorded <i>as a collective emergency response group</i> [REDACTED]
▶ RED ◀	Requires Improvement: Immediate safety concern identified or More than 6 'ambers' recorded and / or one 'red' recorded <i>as a collective emergency response group</i> [REDACTED]

Exercise Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

All completed assessments are stored and tracked via the Capabilities Matrix held by the Site Response Group.

2. NOTIONAL ELEMENTS

Notional elements were present in the exercise outside of those noted in the Planning Manual.

1. Add details of additional simulated elements

3. TRANSITION TO RECOVERY PHASE

The response activity ceased at approximately xxxhrs, following agreement between xxxx and the xxxxxx based on the following:

1. XXX

4. DEBRIEF LOCATIONS

Players, Directing Staff and Observers held a hot debrief meeting at the following locations:

1. Add wash up location

Exercise play was analysed and discussed, with an opportunity to share best practice and identify learning.

OFFICIAL

Exercise Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

5. SUMMARY OF COMMENTS PROVIDED

No.	Observation	Identified by	Comments	Learning Outcome (Recommendation)
<i>Example</i>	<i>Difficulty contacting the correct people because the contact details were not available.</i>	<i>Site Response Group</i>	<i>Some contact information was out of date which resulted in difficulty contacting the right people.</i>	
<i>Example</i>	<i>Strong team performance across the control room, good flow of information into the room and management of actions</i>	<i>Emergency Manager</i>	<i>Recorded as good practice</i>	
A.				
B.				
C.				
D.				
E.				
F.				
G.				
H.				
I.				
J.				
K.				

OFFICIAL

Exercise Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

6. LEARNING OUTCOMES

No.	Description	Learning Outcome	Assigned lead	RLI database Number	
Example	<i>Difficulty contacting emergency responders from the control room</i>	<i>Review the contact information and provide a programme to check that information is maintained</i>	SRG	001	NA
1.					
2.					
3.					
4.					

Exercis

EVENT Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:



Debrief Report – REAL EVENT

Incident Location:	
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Incident Template

EVENT Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

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9. RESPONDERS8

Incident Template

EVENT Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

1. INCIDENT OVERVIEW

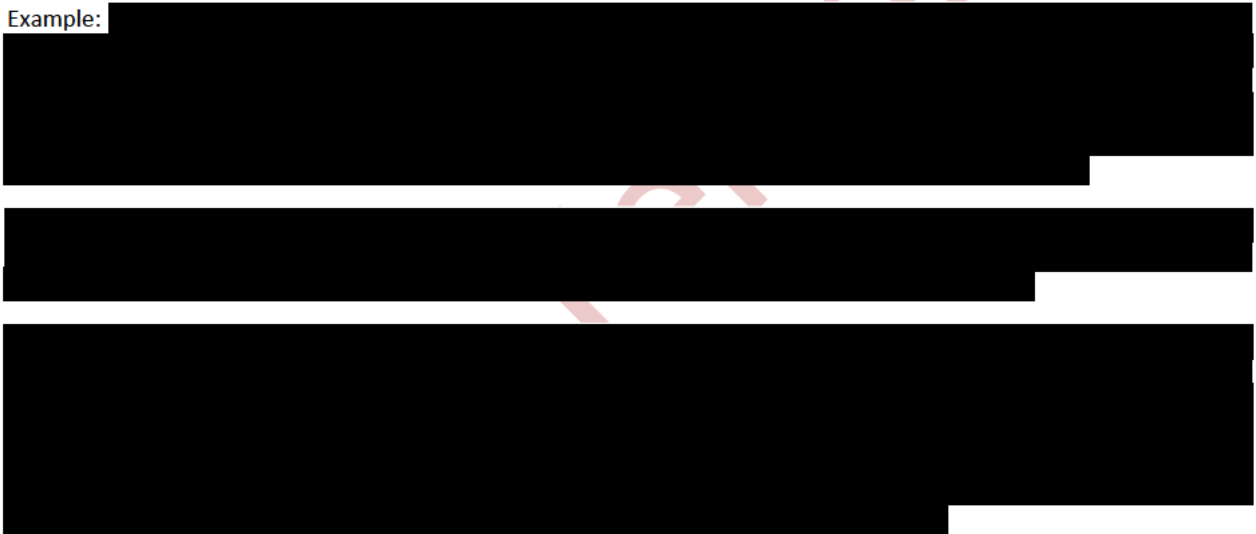
The following report contains the details of a response to a real event at (xxxx) on Click or tap to enter a date.

The report details observations presented from across the response structure and identifies learning outcomes.

This document is intended to encourage all staff to look for opportunities to learn from experiences and self-develop.

Provide scenario details

Example:



2. IMMEDIATE SAFETY CONCERNS

Did the response identify any immediate safety concerns?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes:

Summary of identified issue	reference	Immediate action taken

EVENT Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

3. TRANSITION TO RECOVERY PHASE

The response activity ceased at approximately xx hrs, following agreement between xxxx and the xxxx based on the following:

- xxx
- xxx

4. DEBRIEF LOCATIONS

Hot debrief/s meetings were held at the following locations:

1. xxxxx
2. xxxxx

Response activity was analysed and discussed, with an opportunity to share best practice and identify learning.

Incident Template

OFFICIAL

EVENT Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

5. SUMMARY OF COMMENTS PROVIDED

No.	Observation	Identified by	Comments	Learning Outcome (Recommendation)
A.				
B.				
C.				
D.				
E.				
F.				
G.				
H.				
I.				
J.				
K.				
L.				
M.				
N.				
O.				
P.				
Q.				
R.				
S.				
T.				
U.				
V.				
W.				
X.				
Y.				

6. LEARNING OUTCOMES

OFFICIAL

OFFICIAL

EVENT Date:
Issue Number:
Location/ Facility:

Ref No:
Date Issued:

No.	Description	Learning Outcome	Assigned lead	RLI database Number	I-Trac
1.					
2.					
3.					
4.					
5.					

Incident

OFFICIAL

