As you already know, the FY 19 EMPG requirements have been changed for this EMPG year. A COVID-19 Final AAR is required to fulfill all of your FY 19 EMPG requirements for this EMPG year. Below are some guidelines to help in drafting your COVID-19 AAR:

- The start date for the AAR may be when your jurisdiction declared or when you started planning for the pandemic response. (Please make sure the date falls into the timeframe of the pandemic. March 13th and ongoing).
- The end date for the AAR may be any date into the pandemic, prior to the August 31, 2020 deadline, that you completed the evaluation of your identified core capabilities and objectives as applicable to your COVID-19 response.
- **August 31, 2020 is the FINAL day for the AAR to be submitted by jurisdictions to the Exercise Section on the COVID-19 response.** AARs received on or before this date will be reviewed by exercise for HSEEP compliance. If corrections are needed, the Exercise Branch will send a detailed email with the corrections that are required to be made.
- AARs sent in after the August 31, 2020 deadline will not be given credit.
- Please make sure the AAR is in the HSEEP format that the State of Arkansas has adopted.
  - All objectives must be SMART objectives.
    - Identify who should do what (Who is taking action), under what conditions (What action is taken and under what circumstances), according to which standards (How is completion of the actions being measured), and during what timeframe (Is it measured in the first hour, day, week, or duration of the incident).
  - All references may be a local plan, policy, SOP, etc., which was evaluated for each core capability listed. The same reference may be used on multiple core capabilities. For example, you used your County EOP as the response plan. During the response, it was discovered that you lacked a pandemic response plan. That discovery could be a corrective action used in your analysis and Improvement Plan.
  - Sign-in Sheets will not be required for this AAR due to the social distancing directive in place.
  - Please include in the AAR email submission all of the names of people in your jurisdiction that receive any EMPG funds for any part of their salary.
  - The following core capabilities easily fit pandemic response:
    - Public Health, Healthcare, & Emergency Medical Services
    - Situational Assessment
    - Operational Communications
    - Operational Coordination
    - Public Information & Warning
    - Logistics and Supply Chain Management
    - Critical Transportation
    - Supply Chain Integrity and Security

Please contact the Exercise Branch at exercise@adem.arkansas.gov with any questions you may have. We encourage you to submit your AAR as soon as possible to allow adequate time in developing your finalized AAR.