# After Action Report Guide

An After Action Report (AAR) gathers information about your organization's response to what happened during a Tabletop Exercise or a disaster. It also evaluates staff performance and the overall effectiveness of your Disaster Staffing Plan.

> An AAR should be written by the Emergency Preparedness Coordinator and Incident **Commander** after every Tabletop Exercise or disaster.

These questions and items should be included in the AAR. Customize the report to the needs and experiences of your organization.

### 1. Summary

- » Name of the organization.
- » Name of author of the report.
- » Date of Tabletop Exercise or disaster.
- » Location of Tabletop Exercise or disaster.
- » Participants:
  - » How many staff members took part?
  - » What are their usual roles within the organization?
  - » Which roles did they fill during the Tabletop Exercise or disaster?
- » What did you hope to accomplish and learn?
- » Did you accomplish what you wanted to? If not, why?

# 2. Planning Phase Overview

- » Has your organization experienced an emergency before?
- » Did your organization have an emergency plan? If so, describe it.
- » Why did your organization decide to take on this work?
- » When did your Planning Phase begin?
- » Did staff customize their *Job Action Sheets* during the Planning Phase?
- » Did staff adequately prepare checklists, worksheets and other materials during the Planning Phase?



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### 3. Evaluation and Next Steps

If you prepare the *AAR* after a Tabletop Exercise, compile results from the *Tabletop Evaluation Form* to complete this section.

- **»** What were the strongest parts of the Tabletop Exercise or disaster response?
- **»** What were the weakest?
- » What do you hope to improve on?
- **»** How effective were the *Job Actions Sheets*?
- » How effective were the checklists, worksheets and other materials?
- **»** How will you improve and update your current *Disaster Staffing Plan* based on the results of the Tabletop Exercise or disaster? (See Appendix A).



# **Appendix A:** Improvement Plan

A detailed Improvement Plan will document planning gaps or challenges in preparedness which come to light during Tabletop Exercises or disasters. This information is also gathered in *After Action Reports* and *Tabletop Evaluations*. Here is a checklist to include in your *Improvement Plan*. Customize this plan to the needs of your organization.

## **Specific Gaps and Challenges**

- » Describe the details of the challenge.
- » Which role or roles are involved?
- » Which operational period or periods are involved?
- » Additional information.

#### **Recommended Solutions**

- » List and describe potential solutions.
- » What changes need to be made to the overall plan?
- » What changes need to be made to specific operational periods?
- » Which role or roles are involved?

#### **Corrective Actions**

- **»** What actions should each role take to fulfill the recommendations?
- » Who will follow up on this?

### Follow-Up

- » Draw up a timeline to complete corrective actions.
- » Draw up a timeline and methods to communicate solutions to senior leadership.
- » Draw up a timeline and methods to communicate solutions for each role's shortcomings.
- » Plan to test corrective actions during additional Tabletop Exercises.

