

[Title of Event]

[Date of Event]

After Action Report/Improvement Plan

# [Incident/Exercise] Overview

|  |  |
| --- | --- |
| **[Incident/Exercise] Name** |  |
| **[Incident/Exercise] Dates** |  |
| **[Incident/Exercise]****Scope** |  |
| **[Incident/Exercise]****Threat or Hazard** |  |

**INTRODUCTION**

*[Include a brief synopsis of incident/exercise and sequence of events here]*

### STRENGTHS

1. [Strength 1]
2. [Strength 2, etc]

### AREAS OF IMPROVEMENT

### [Improvement 1]

1. [Improvement 2, etc]

**APPENDIX A – IMPROVEMENT MATRIX**

|  |
| --- |
| **Improvement Plan** |
| **#** | **Area of Improvement/Category** | **Corrective Action** | **Responsible Party**  | **Status** | **Estimated Completion Date** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **#** | **Area of Improvement/Category** | **Corrective Action** | **Responsible Party** | **Status** | **Estimated Completion Date** |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

**APPENDIX B – AFTER ACTION REPORT PARTICIPATING DEPARTMENTS**

[If other departments or buildings were involved during this incident and completing the AAR, list them here]