

# [Title of Event, Incident, or Exercise]

# After Action Report

**[Department / Unit Name]**

**[Date of After Action Report]**

## Overview

|  |  |
| --- | --- |
| **[Incident/Exercise] Name** | [Insert incident or exercise name here] |
| **[Incident/Exercise] Dates** | [Insert date of incident or exercise here] |
| **Scope** | [Insert scope here]  [E.g., This exercise is a table-top exercise, planned for 2 hours on the Texas A&M University Campus. Exercise play is limited to roundtable discussion. THIS CAN BE DELETED] |
| **Objectives** | [Insert the objectives here]  [This row is to be used for an exercise AAR. It can be removed for an incident AAR.] |
| **Threat or Hazard** | [Insert the threat or hazard here]  [E.g., Active Shooter, COVID-19 Response] |
| **Scenario** | [Insert brief scenario here]  [E.g., A hostile patient that escalates into an active shooter situation.] |
| **Points of Contact** | [Insert point of contact for this report] |

## Overview

[Include a brief overview of the incident or exercise here. A list of the objectives will go here for an exercise]

## Major Strengths Demonstrated

* [Insert strength here]
* [Insert strength here]
* [Insert strength here]
* [Include as many strengths as necessary]

## Areas for Improvement

* [Insert improvement here]
* [Insert improvement here]
* [Insert improvement here]
* [Include as many improvements as necessary]

## Appendix A: Timeline of Events

| **Date and/or Time** | **Description of Actions** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Appendix B: Sign-in Sheet

[Insert a copy of the after action review sign-in sheet]

## Appendix C: Improvement Plan

| **#** | **Area of Improvement** | **Corrective Action** | **Responsible Party** | **Organizational POC** | **Target Start Date** | **Target Completion Date** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |