[*Exercise Title*]

After-Action Report and Improvement Plan (AAR-IP)

[*Date*]

[*Organization Logo*]

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related framework and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.

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# Exercise Overview

|  |  |
| --- | --- |
| **Exercise Name** |  |
| **Exercise Dates** |  |
| **Exercise Location** |  |
| **Threat or Hazard** |  |
| **Objectives** |  |
| **Scenario** |  |
| **Participating Organizations** | Find in ***Appendix B: Participating Organizations*** |
| **Point of Contact** |  |

*Table 1. Exercise Overview*

# Exercise Summary

[*Include a summary of the exercise*]

# Analysis of Event Operations

The following exercise objectives in Table 1 describe the expected exercise outcomes. Objectives are linked to core capabilities, which are distinct critical elements necessary to achieve specific mission area(s). The objectives and aligned core capabilities are guided by organization priorities and previous exercise lessons learned.

|  |  |  |
| --- | --- | --- |
| ***Objective*** | ***Core Capability*** | ***Rating*** |
| [Objective 1] |  |  |
| [Objective 2] |  |  |
| [Objective 3] |  |  |
| [Objective 4] |  |  |

*Table 2.*

Ratings Definitions:

* **Performed without Challenges (P):** The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
* **Performed with Some Challenges (S):** The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
* **Performed with Major Challenges (M):** The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
* **Unable to be Performed (U):** The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).

# Objective 1

*[Include Objective Language]*

**Strengths**

Exercise evaluators observed the following strengths:

* *Strength 1*:
* *Strength 2*:
* *Strength 3*:

**Areas for Improvement**

The following areas require improvement to reach full capability level:

* *Area for Improvement 1*:
  + Reference:
  + Analysis:
* *Area for Improvement 2*:
  + Reference:
  + Analysis:

# Objective 2

*[Include Objective Language]*

**Strengths**

Exercise evaluators observed the following strengths:

* *Strength 1*:
* *Strength 2*:
* *Strength 3*:

**Areas for Improvement**

The following areas require improvement to reach full capability level:

* *Area for Improvement 1*:
  + Reference:
  + Analysis:
* *Area for Improvement 2*:
  + Reference:
  + Analysis:

# Appendix A: Exercise Schedule

|  |  |
| --- | --- |
| *Time* | *Exercise Component* |
| 0000 – 0000 | *Example: Exercise Begin* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Table 3. Exercise Schedule*

# Appendix B: Exercise Participants

|  |
| --- |
| ***Internal Departments/Divisions*** |
| *Example: Facilities Staff* |
| *Example: Finance Staff* |
| *Example: Director’s Office* |
|  |
| ***External Partners*** |
| *Example: Multnomah County* *Office of Emergency Management* |
| *Example: Joe’s Electric Company* |
|  |
|  |

*Table 4. Exercise Participant*

# Appendix C: Improvement Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Objective | Issue/Area for Improvement | Proposed Corrective Action | Capability Element  *(Planning, Training, Organization, Exercise, Equipment)* | Responsible Organization |
| Objective 1 |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Objective 2 |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Table 5. Improvement Plan*