# Simple After-Action Report (AAR) Template

Report Date:
Completed by:
Incident name:
Incident Date:

## Participants

|  |  |
| --- | --- |
| Name | Title |
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## Incident Review: What was expected to happen?

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| --- | --- |
| Recommended Discussion Questions | Observations |
| What was expected to occur? |  |
| Were there previous plans or strategies intended for events like this? |  |
| What resources were available to you before the event? |  |
| Who was expected to respond during this kind of event? |  |

## Incident Analysis: What happened?

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| Recommended Discussion Questions | Observations |
| What was the timeline of the incident? |  |
| Who responded? What did they do? |  |
| What resources did you need? |  |
| Who did you communicate with and what were they told? |  |

## Strengths: What went well, and why?

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| --- | --- |
| Recommended Discussion Questions | Observations |
| What were the most helpful plans or strategies? |  |
| What resources helped with the response? |  |
| What new/in-the-moment actions were effective? |  |
| What technology was the most helpful? |  |

## Areas for Improvement: What can be improved, and how?

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| --- | --- |
| Recommended Discussion Questions | Observations |
| Were there processes that did not work as intended during the incident? |  |
| What resources were the least helpful? |  |
| What new/in-the-moment actions did not help or made things worse? |  |
| What technology failed when you needed it? |  |

## Action Plan: What are you going to do?

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| Action Item | Lead Staff | Due Date |
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