Jurisdiction

After-Action Report

Incident Name –

 [Date] – DRAFT/FINAL

**Points of Contact**:

For questions regarding this report:

Insert Name

Organization

Phone Number

Email:

For jurisdictions utilizing EMPG funds, refer to the most current EMPG Program Guide for criteria needed in order to use real world event AAR/IP in lieu of an exercise.

# Executive Summary

This After-Action Report (AAR) provides a summary of findings gathered from Your Organization staff following the Event. This report is an effort to document strengths, observations, areas for improvement and potential courses of action.

## Event Summary and Context Tell the Story Below

[Highlight Key events, dates, times, critical actions taken, hotwash notes in chronological order]

[List supporting agencies, how many operational periods, external resources required, attach IAP as Appendix]

##

## Data Collection

This AAR pulls out information collected from discussions with staff and stakeholders. The information is gathered from notes documenting response/recovery efforts, and hotwashes conducted. It is not all-inclusive and focuses on actions within the control of Your Organization. Other agencies and jurisdictions may conduct separate AARs and Improvement Plans.

**Example:** 5 field site visits from 3 inspectors were conducted between 03/01/2025 – 03/7/25 to Central City Park, noting the minimal damage from collapsed trees started with $5,000 and ending in $22,000 in damage during the time-period on structures and equipment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interview Participants** | **Hot Washes** | **Field Site** **Visits** | **Survey Responses** | **Focus Groups** | **Feedback****Forms** |
| [Number of participants] | [Number of hot washes] | [Number of field site visits] | [Number of survey responses] | [Number of focus groups] | [Number of feedback form responses] |

Additional input for this report came from the numerous meetings, workshops, seminars and dialogue that has occurred between Your Organization and key stakeholders.

# Key Findings

While this report compiles data and summaries from several sources, it is not all-inclusive. It highlights key findings that are most feasible and critical to correct. This report also focuses on areas of improvement for Your Organization and its working relationships with key partners.

Table 1: Summary of Key Findings

| **Key Findings** |
| --- |
| 1.
 |
|  |
|  |

## Key Finding 1:

### Summary & Observations

[Briefly describe what the situation was and how did it enhance/hinder the objectives]

### Strengths:

1.

### Areas for Improvement: (clearly state what the problem was or the gap):

### Potential Corrective Action:

1.A.1.

1.B.1.

1.C.1.

## Key Finding 2:

### Summary & Observations

[Briefly describe what the situation was and how did it enhance/hinder the objectives]

### Strengths:

1.

### Areas for Improvement: (clearly state what the problem was or the gap):

### Potential Corrective Action:

2.A.1.

2.B.1.

2.C.1.

## Key Finding 3: Damage Assessments and Site Inspections

### Summary & Observations

[Briefly describe what the situation was and how did it enhance/hinder the objectives]

### Strengths:

1.
2.

### Areas for Improvement: (clearly state what the problem was or the gap):

### Potential Corrective Action:

3.A.1.

3.B.1.

3.C.1.

1. Improvement Plan

Table 2: Areas for Improvement and Courses of Action

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Findings** | **Issue/Area for Improvement** | **Potential Corrective Action** | **Responsible Org/POC** | **Start Date** | **Completion Date** |
| 1.  | 1. [Issue/Area for Improvement]
 | 1.A.1. [Corrective Action] |  |  |  |
| 1. [Issue/Area for Improvement]
 | 1.B.1.[Corrective Action] |  |  |  |
| 1. [Issue/Area for Improvement]
 | 1.C.1. [Corrective Action] |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Findings** | **Issue/Area for Improvement**  | **Potential Corrective Action** | **Responsible Org/POC** | **Start Date** | **Completion Date** |
| 2. | 1. [Issue/Area for Improvement]
 | 2.A.1. [Corrective Action] |  |  |  |
| 1. [Issue/Area for Improvement]
 | 2.B.1. [Corrective Action] |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Findings** | **Issue/Area for Improvement**  | **Potential Corrective Action** | **Responsible Org/POC** | **Start Date** | **Completion Date** |
| 3. | 1. [Issue/Area for Improvement]
 | 3.A.1. [Corrective Action] |  |  |  |
| 1. [Issue/Area for Improvement]
 | 3.B.1 [Corrective Action] |  |  |  |