{Name of Exercise}

After-Action Report/Improvement Plan

{Date}

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks 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.

# Exercise Overview

|  |  |
| --- | --- |
| **Exercise Name** |  |
| **Exercise Dates** |  |
| **Scope** |  |
| **Core Capabilities** |  |
| **Objectives** |  |
| **Threat or Hazard** |  |
| **Scenario** |  |
| **Sponsor** |  |
| **Participating Organizations** |  |
| **Point of Contact** |  |

## Area 1: Command and Coordination

The strengths and areas for improvement for the aspects of command and coordination are described in this section. Comments received from Controllers, Evaluators, Hot Wash and Participant Feedback Forms were used to identify common themes in the Strengths and Areas for Improvement.

### Strengths

Strength 1:

**Strength 2:**

**Strength 3:**

### Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1.1:

Analysis:

Observation:

Area for Improvement 1.2:

Analysis:

Area for Improvement 1.3:

Analysis:

**Area 2: Communications**

The strengths and areas for improvement for communications are described in this section. Comments received from Controllers, Evaluators, Hot Wash and Participant Feedback Forms were used to identify common themes in the Strengths and Areas for Improvement.

### Strengths

Strength 1:

**Strength 2:**

**Strength 3:**

### Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 2.1:

Analysis:

Area for Improvement 2.2:

Analysis:

Area for Improvement 2.3:

Analysis:

## Area 3: Hazmat Operations

The strengths and areas for improvement for the aspects hazmat operations are described in this section. Comments received from Controllers, Evaluators, Hot Wash and Participant Feedback Forms were used to identify common themes in the Strengths and Areas for Improvement.

### Strengths

Strength 1:

Strength 2:

Strength 3:

### Area for Improvement

Area for Improvement 3.1:

Analysis:

Area for Improvement 3.2:

Analysis:

Area for Improvement 3.3:

Analysis:

## Area 4: Chlorine Institute Emergency Response Kit “C” Application

The strengths and areas for improvement for the aspects of application of the Chlorine Institute Emergency Response Kit “C” are described in this section. Comments received from Controllers, Evaluators, Hot Wash and Participant Feedback Forms were used to identify common themes in the Strengths and Areas for Improvement.

### Strengths

Strength 1:

Strength 2:

Strength 3:

Strength 4:

### Area for Improvement

Area for Improvement 3.1:

Analysis:

Area for Improvement 3.2:

Analysis:

Area for Improvement 3.3:

## **Analysis:**

## **Observation:**

# Appendix A: Improvement Plan

This Improvement Plan has been coordinated by {insert coordinating agency} and developed by the involved agencies specifically for {insert agencies involved}.

 [INSERT IP TABLE ONCE COMPLETE]

# Appendix B: Exercise Participants

|  |
| --- |
| **Participating Organizations** |
| **Local**  |
|  |
|  |
|  |
| **NGOs** |
|  |
|  |
|  |
| **State** |
|  |
|  |
|  |
|  |
| **Federal** |
|  |
|  |
|  |

# Appendix C: Participant Feedback Analysis

**Recommendations and Corrective Actions**

|  |  |
| --- | --- |
| **Strengths** | **Areas for Improvement** |
|  |  |

|  |  |
| --- | --- |
| **Corrective Action(s)** | **Priority** |
|  |  |
|  |  |
|  |  |
|  |  |

**Exercise Design and Conduct: Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment Factor** | **Strongly****Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** | **N/A** |
| The exercise was well structured and organized. |  |  |  |  |  |  |
| The exercise scenario was plausible and realistic. |  |  |  |  |  |  |
| The controller(s) were knowledgeable about the area of play and kept the exercise on target.  |  |  |  |  |  |  |
| The exercise documentation provided to assist in preparing for and participating in the exercise was useful. |  |  |  |  |  |  |
| Participation in the exercise was appropriate for someone in my position. |  |  |  |  |  |  |
| The participants included the right people in terms of level and mix of disciplines. |  |  |  |  |  |  |
| This exercise allowed my agency/jurisdiction to practice and improve priority capabilities. |  |  |  |  |  |  |
| After this exercise, I believe my agency/jurisdiction is better prepared to deal successfully with the scenario that was exercised. |  |  |  |  |  |  |

**Additional Feedback on Exercise Design**

*Compiled from hot wash & participant feedback forms*