**Sample After Action Report Template**

Exercise Name:

Duration:

Exercise Date:

Sponsor:

Type of Exercise:

Funding Source:

Focus:

Scenario:

Location:

Participating Organizations:

Participants:

Number of Participants:

Exercise Overview:

Exercise Evaluations:

**Note:**The “Exercise Overview” section should be used to briefly describe the following:

* Describes the specific details of the exercise
* Identifies the organizations that participated in the exercise
* Describes how the exercise was structured
* Describes how the exercise was implemented and carried out

Listed above are the details that are required in the AAR “Exercise Overview” section.

**Exercise Goals and Objectives**

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**Note:**The “Exercise Goals and Objectives” section is used to briefly list the goals and objectives for the exercise. These are developed during the exercise planning and design phase and are used to define the scope and content of the exercise as well as the organizations that will participate. List each Goal followed by the Objective for the respective Goal.

**Exercise Events Synopsis**

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**Note:**The “Exercise Events Synopsis” section is used to provide an overview of the scenario used to facilitate exercise play and the actions taken by the players to respond to the scenario. The activities are presented in the general sequence and timeline that they happened at each site. The events synopsis provides officials and players with an overview of what happened at each location and when. It is also used to analyze the effectiveness of the response, especially the time sensitive actions. It provides a means of looking at the ramifications of one action not happening when expected on actions taken by other players and on the overall response. The “Exercise Events Synopsis” should include the synopsis, the modules for the exercise, and a timeline of events for each element of play.

**Objectives-based Evaluations**

Identify the changes/improvements needed in your emergency plans and procedures (ERP), if applicable, and any other applicable documents that may be evaluated.

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Did the exercise meet its objectives?

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(If applicable) Did the exercise:

* Build on the lessons learned from previous exercises?
* Enhance the awareness of and educate participants on emergency planning?
* Allow participants to assess their ability to coordinate responded with other participating organizations?
* Test the effectiveness of communication protocols and procedures between the EOC(s) and site(s)?
* Allow you to identify areas in need of improvements in your plans?

**Note:**This section is used to analyze exercise objectives and design. You may choose to consider the above questions during this process.

**Conclusions**

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**Note:**The “Conclusions” section of the report should be used as a summary of all the sections of the AAR. It should include the following:

* Participants demonstrated capabilities
* Lessons learned for improvement and major recommendations

A summary of what steps should be taken to ensure that the concluding results will help to further refine plans, procedures, training for this type of incident