An After Action Report (AAR) gathers information about your organization’s response to what happened during a Tabletop Exercise or a disaster. It also evaluates staff performance and the overall effectiveness of your Disaster Staffing Plan.

An AAR should be written by the Emergency Preparedness Coordinator and Incident Commander after every Tabletop Exercise or disaster.

These questions and items should be included in the AAR. Customize the report to the needs and experiences of your organization.

1. **Summary**
   - Name of the organization.
   - Name of author of the report.
   - Date of Tabletop Exercise or disaster.
   - Location of Tabletop Exercise or disaster.
   - Participants:
     - How many staff members took part?
     - What are their usual roles within the organization?
     - Which roles did they fill during the Tabletop Exercise or disaster?
   - What did you hope to accomplish and learn?
   - Did you accomplish what you wanted to? If not, why?

2. **Planning Phase Overview**
   - Has your organization experienced an emergency before?
   - Did your organization have an emergency plan? If so, describe it.
   - Why did your organization decide to take on this work?
   - When did your Planning Phase begin?
   - Did staff customize their Job Action Sheets during the Planning Phase?
   - Did staff adequately prepare checklists, worksheets and other materials during the Planning Phase?
3. Evaluation and Next Steps
If you prepare the AAR after a Tabletop Exercise, compile results from the Tabletop Evaluation Form to complete this section.

» What were the strongest parts of the Tabletop Exercise or disaster response?
» What were the weakest?
» What do you hope to improve on?
» How effective were the Job Actions Sheets?
» How effective were the checklists, worksheets and other materials?
» How will you improve and update your current Disaster Staffing Plan based on the results of the Tabletop Exercise or disaster? (See Appendix A).
Appendix A: Improvement Plan

A detailed Improvement Plan will document planning gaps or challenges in preparedness which come to light during Tabletop Exercises or disasters. This information is also gathered in After Action Reports and Tabletop Evaluations. Here is a checklist to include in your Improvement Plan. Customize this plan to the needs of your organization.

Specific Gaps and Challenges
» Describe the details of the challenge.
» Which role or roles are involved?
» Which operational period or periods are involved?
» Additional information.

Recommended Solutions
» List and describe potential solutions.
» What changes need to be made to the overall plan?
» What changes need to be made to specific operational periods?
» Which role or roles are involved?

Corrective Actions
» What actions should each role take to fulfill the recommendations?
» Who will follow up on this?

Follow-Up
» Draw up a timeline to complete corrective actions.
» Draw up a timeline and methods to communicate solutions to senior leadership.
» Draw up a timeline and methods to communicate solutions for each role's shortcomings.
» Plan to test corrective actions during additional Tabletop Exercises.