[Event Name]

Quick Look After-Action Report

Date of Exercise:

Date of Report:

The Quick Look After-Action Report (AAR) is designed to capture response information from Table Top’s (TTX) Games, and Drills. Event 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.

# Overview

|  |  |
| --- | --- |
| **Event Name** | Insert the name of event if available, which should match the name in the document header |
| **Event Dates** | Indicate the start date of the event |
| **Description** | This event is a [TTX, Game, Drill], that lasted for [event duration] at [event location].  |
| **Participating Organizations** | Insert a summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies).  |
| **Point of Contact** | Insert the name, title, agency, address, phone number, and email address of the primary event POC |

# Executive Summary

Exercise Objectives:

Synopsis of the Exercise Scenario:

# Analysis of Activities

The following provides an overview of the performance related to each agency/jurisdiction including the type of activity, highlighting strengths and areas for improvement. Add additional activities as needed.

## Activity 1: [Describe activity from Exercise Objectives]

Was the activity successfully performed? Yes or No

### Areas for Improvement

List actions that could be taken to improve the performance of this activity including;

Plans, policies, procedures, regulations, or laws which need updates and or developed:

## Equipment that should be purchased or repaired:

Training that should be conducted:

## Activity 2: [Describe activity from Exercise Objectives]

Was the activity successfully performed? Yes or No

### Areas for Improvement

List actions that could be taken to improve the performance of this activity including;

Plans, policies, procedures, regulations, or laws which need updates and or developed:

## Equipment that should be purchased or repaired:

Training that should be conducted:

# Improvement Plan

This IP has been developed specifically for [Organization or Jurisdiction] as a result of [Exercise Name] conducted on [date of exercise].

| **Core Capability** | **Issue/Area for Improvement** | **Corrective Action** | **Primary Responsible Organization** | **Start Date** | **Completion Date** |
| --- | --- | --- | --- | --- | --- |
| Core Capability 1: [Capability Name] | 1. [Area for Improvement] | [Corrective Action 1]  |  |  |  |
| [Corrective Action 2] |  |  |  |
| [Corrective Action 3] |  |  |  |
| 2. [Area for Improvement] | [Corrective Action 1] |  |  |  |
| [Corrective Action 2] |  |  |  |