[Exercise Name]

After-Action Report/Improvement Plan

[Date]

# Exercise Overview

|  |  |
| --- | --- |
| **Exercise Name** | [Insert the formal name of exercise, which should match the name in the document header] |
| **Exercise Dates** | [Indicate the start and end dates of the exercise] |
| **Scope** | This exercise is a drill, planned for [exercise duration] at [exercise location].  |
| **Objectives** | [List exercise objectives] |
| **Threat or Hazard** | [List the threat or hazard (e.g. hurricane, radiological release, influenza, flooding, etc.)] |
| **Scenario** | [Insert a brief overview of the exercise scenario. |
| **Sponsor** | [Insert the name of the sponsor organization] |
| **Participating Organizations** | [List participant organizations] |
| **Point of Contact** | [Insert the name, title, agency, address, phone number, and email address of the primary exercise POC, or individual who wrote the After-Action Report.] |

## The following sections provide an overview of the performance related to each exercise objective, highlighting strengths and areas for improvement.

## [Objective 1]

### Strengths

The [full or partial] capability level can be attributed to the following strengths:

Strength 1: [Observation statement]

Strength 2: [Observation statement]

Strength 3: [Observation statement]

Add additional Strengths, as appropriate.

### Areas for Improvement

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

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap.

Reference: [List any relevant plans, policies, procedures, regulations, or laws.]

Analysis: [Provide short summary of why the full capability level was not achieved.]

Add Additional Areas for Improvement if needed

### Objective 2

### Strengths

Strength 1: [Observation statement]

Strength 2: [Observation statement]

Strength 3: [Observation statement]

Add additional Strengths, as appropriate.

### Areas for Improvement

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap.

Reference: [List any relevant plans, policies, procedures, regulations, or laws.]

Analysis: [Provide short summary of why the full capability level was not achieved.]

Add Additional Areas for Improvement if needed

# Appendix A: Improvement Plan

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

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| --- | --- | --- | --- | --- | --- |
| **Issue/Area for Improvement** | **Corrective Action** | **Primary Responsible Organization** | **Organization POC** | **Start Date** | **Completion Date** |
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Add additional rows, as needed.

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