

**Big Bend Healthcare Coalition  
Real Event/Exercise  
After Action Report – Improvement Plan (AAR/IP) Form**

**Real-Life Event/Exercise Date(s):**

**Duration:**

**AAR/IP Meeting Date:**

**Location:**

**Select the type of real-life event/exercise being evaluated**

- Select appropriate:**
- Internal Drill/Exercise
  - External Drill/Exercise
  - Internal Real-Life Event
  - Community-Based Exercise

- Select Appropriate:**
- Tabletop Exercise
  - Workshop/ Discussion
  - Full Scale/Functional Exercise
  - Community Real-Life Event

**Referencing your Hazard Vulnerability Assessment, Identify the Threat(s) and/or Hazard(s) Responded to (Real-Life or Evaluated Exercise)  
Briefly Describe:**

**Provide a Brief Description of the Scenario (Exercise or Real-Life Event)**

### Exercise/Real - Life Event Objective(s)

Describe the distinct outcomes that you wanted to achieve during the real-life event or exercise/drill. The Objectives should be referenced to a specific performance expectation contained within your Emergency Operations Plan (EOP).

Objectives should be: simple, measurable, achievable, relevant, and time-bound

(Typically, anywhere from 3-5 objectives, clearly and concisely stated, should suffice during an exercise or real-life event. Certainly, you may choose to add more if it meets your needs)

#### OBJECTIVE 1:

**Plan Reference(s):** (List the section of your Emergency Operations Plan (EOP) which relates to this Objective)

**Expected Performance in Achieving Objective:** (What specific performance relates to achieving/meeting the objective)

**Actual Performance Observed/Executed:** (What actual performance was observed or executed – list as appropriate)

**Major Strengths:** (Describe the observed performance which partially or fully achieved the objective – complete more/less strengths as appropriate)

Strength 1:

Strength 2:

Strength 3:

**Areas for Improvement:** (Describe the performance necessary to meet the objective. Clearly describe the observed performance problem or gap (complete more/less areas for improvement as appropriate)

Area for Improvement 1:

Area for Improvement 2:

Area for Improvement 3:

**Analysis:** (Where appropriate - provide a root cause analysis of **why** the objective was not partially or fully achieved)

## OBJECTIVE 2:

**Plan Reference(s):** (List the section of your Emergency Operations Plan (EOP) which relates to this Objective)

**Expected Performance in Achieving Objective:** (What specific performance relates to achieving/meeting the objective)

**Actual Performance Observed/Executed:** (What actual performance was observed or executed – list as appropriate)

**Major Strengths:** (Describe the observed performance which partially or fully achieved the objective – complete more/less strengths as appropriate)

Strength 1:

Strength 2:

Strength 3:

**Areas for Improvement:** (Describe the performance necessary to meet the objective. Clearly describe the observed performance problem or gap (complete more/less areas for improvement as appropriate)

Area for Improvement 1:

Area for Improvement 2:

Area for Improvement 3:

**Analysis:** (Where appropriate - provide a root cause analysis of **why** the objective was not partially or fully achieved)

## OBJECTIVE 3:

**Plan Reference(s):** (List the section of your Emergency Operations Plan (EOP) which relates to this Objective)

**Expected Performance in Achieving Objective:** (What specific performance relates to achieving/meeting the objective)

**Actual Performance Observed/Executed:** (What actual performance was observed or executed – list as appropriate)

**Major Strengths:** (Describe the observed performance which partially or fully achieved the objectives – complete more/less strengths as appropriate)

Strength 1:

Strength 2:

Strength 3:

**Areas for Improvement:** (Describe the performance necessary to meet the objective. Clearly describe the observed performance problem or gap (complete more/less areas for improvement as appropriate))

**Area for Improvement 1:**

**Area for Improvement 2:**

**Area for Improvement 3:**

**Analysis:** (Where appropriate - provide a root cause analysis of **why** the objective was not partially or fully achieved)

#### **OBJECTIVE 4:**

**Plan Reference(s):** (List the section of your Emergency Operations Plan (EOP) which relates to this Objective)

**Expected Performance in Achieving Objective:** (What specific performance relates to achieving/meeting the objective)

**Actual Performance Observed/Executed:** (What actual performance was observed or executed – list as appropriate)

**Major Strengths:** (Describe the observed performance which partially or fully achieved the objectives – complete more/less strengths as appropriate)

**Strength 1:**

**Strength 2:**

**Strength 3:**

**Areas for Improvement:** (Describe the performance necessary to meet the objective. Clearly describe the observed performance problem or gap (complete more/less areas for improvement as appropriate))

**Area for Improvement 1:**

**Area for Improvement 2:**

**Area for Improvement 3:**

**Analysis:** (Where appropriate - provide a root cause analysis of **why** the objective was not partially or fully achieved)





## ADDITIONAL AFTER-ACTION REPORT DOCUMENTATION

For internal drills/exercises – Document participating departments, unit, sections, staff, on sign-in sheets

For inter-agency/organization exercises: Document participants on sign-in sheets

For community-based exercises that you participate in: Request a copy of the sign-in sheets from the sponsoring agency/organization

For Real-Life Events: Maintain shift rosters, schedules, assignments, as appropriate.

### After-Action Report Primary Point of Contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_