

After Action Report

DARYL JOHNSON

PUBLIC SAFETY COMPLIANCE SPECIALIST

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Objectives



Define

Define what an After Action Report (AAR) is and how it's used



Understand

Understand the value and importance of the basic concept of an AAR



Identify

Identify the structure/elements of an AAR

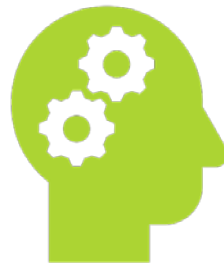
What is an After Action Report?

- ▶ An AAR is a tool used to provide feedback after an exercise or incident.
- ▶ The report summarizes what took place during the event, analyzes the actions taken by participants, and provides areas needing improvement.
 - ▶ Evaluates performance
 - ▶ Documents effectiveness and efficiency of response
 - ▶ Analyzes critical procedures/policies
 - ▶ Recommends improvements

AAR goals



Identify strengths and areas of improvements



Propose measures to counteract problematic areas



Obtain and document "lessons learned"

Who benefits from an AAR?



POLICY MAKERS



ADMINISTRATORS



ORGANIZATION
OFFICIALS



PRACTITIONERS/
RESPONDERS



OTHER PARTNERS



THE COMMUNITY

What's the value?

- ▶ Broad understanding of event(s)/action(s)
- ▶ Enhances future operational planning
- ▶ Assists policy development/revision
- ▶ Protects resources in the future
- ▶ Improves overall future response
- ▶ Information sharing

When to use an AAR

- ▶ Seminars
- ▶ Trainings
- ▶ New strategies
- ▶ Natural events
- ▶ Exercises
- ▶ and more!

AAR formats are simple

- ▶ Brief
- ▶ Full
- ▶ Formal HSEEP (Homeland Security Exercise Evaluation Program) standardized or modified format

Structure of an AAR



Situation overview (description/timeline)



Goals/objectives of critical actions



Analysis of action outcomes



Performance analysis of critical tasks
(strengths/weaknesses)



Conclusion (lessons learned)




Recommendations for improvement

Critical considerations

- ▶ Objectivity: actual response/outcomes
- ▶ Effectiveness of policies and procedures
- ▶ Areas of strength to maintain
- ▶ Candid areas of improvement
- ▶ Recommendations for improvement

Other elements of an AAR

- ▶ Obtain feedback
 - ▶ Debrief/hotwash
 - ▶ Formal or informal
- ▶ Glossary for acronyms
- ▶ Circulate AAR draft to appropriate parties
- ▶ Deliver final report to leadership



After Action Reports provide a formal opportunity to better prevent, prepare, respond to and recover from any incident – whether planned or unplanned.

Review

We discussed the following:

- 1) the basic concept of an AAR,
- 2) situations where an AAR might be used, and
- 3) structure and elements included in an AAR.



Q & A

Thank you for listening!

