

[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].

Issue/Area for Improvement	Corrective Action	Primary Responsible Organization	Organization POC	Start Date	Completion Date

Add additional rows, as needed.