

## **After Action Report**

The AAR is used to provide feedback to participating jurisdictions on their performance during the exercise. The AAR summarizes what happened and analyzes performance of the task identified through the planning process as critical and the demonstrated capacity to accomplish the overall exercise goal. The AAR will include recommendations for improvements based on the analysis, which will be addressed in the IP. An AAR will be prepared for each Tabletop Exercise, Game, Drill, Functional Exercise, and Full Scale Exercise.

To prepare the report, the exercise evaluation team will analyze data collected from the hot wash and/or debrief, participant feedback forms, and other sources (e.g. plans, procedures) and compare the actual results with the intended outcome. The level of detail in an AAR reflects the exercise type and size. AARs describe the exercise scenario, player activities, preliminary observations, major issues, and recommendations for improvement.

## **Improvement Plan**

The IP converts lessons learned from the exercise into concrete, measurable steps that result in improved response capabilities. It is developed by the jurisdiction and specifically details the actions that will be taken to address each recommendation presented in the draft AAR, who or what agency will be responsible for taking the action, and the timeline for completion.