

**EXERCISE NAME: XXXXXXXXXXXX**

**Exercise Date: Month Day, Year**

## After Action Report Form

### ADMINISTRATIVE HANDLING INSTRUCTIONS

1. The title of this document is the After Action Report and Improvement Plan following the **[XXXXXXXXXX]** exercise.
2. The information gathered in this AAR/IP is classified as “For Official Use Only” and should be handled as so. This document should be handled, transmitted, and stored in accordance with appropriate directives. Reproduction of this document, in whole or in part, without prior approval from the **[Jurisdiction]** is prohibited.
3. At a minimum, the attached materials will be disseminated only for official use only and when unattended, should be stored in a file or container or area offering sufficient protection against theft, inadvertent access.
4. Points of Contact:

**Design Team Contacts:**

Name

Position

Agency

Address

Address

Phone Number

E-mail address

Name

Position

Agency

Address

Address

Phone Number

E-mail address

Name

Position

Agency

Address

Address

Phone Number

E-mail address

**Director of the Exercise:**

Name

Position

Agency

Address

Address

Phone Number

E-mail address

**Lead Planner of the Exercise**

Name

Position

Agency

Address

Address

Phone Number

E-mail address

## Executive Summary

[Provide a brief summary of the overall, concept purpose and results of the exercise]

## Chapter 1: Exercise Overview

**Exercise Name:**

**Duration:**

**Exercise Date:**

**Sponsor:**

**Type of Exercise:**

**Funding Source:**

**Program:**

**Focus:** e

**Classification:** For Official Use Only

**Scenario:**

**Location:**

**Participating Organizations:**

**Number of Participants:**

Players:

Observers:

Controllers/Evaluators/Facilitators:

Actors:

**Exercise Overview:** This exercise consisted of the following activities:

This will be a multimedia, facilitated tabletop exercise. Players will participate in the following three distinct modules:

- Module 1: Vehicle Borne Improvised Explosive Device an Overview
- Module 2: Initial Response
- Module 3: Ongoing Operations

Each module begins with a multimedia update that summarizes the key events occurring within that time period. Following the updates, participants review the situation and engage in group discussions of appropriate response issues. For University of Kansas Vehicle Borne Improvised Explosive Device TTX the group is composed of the following:

- Law Enforcement
- Fire
- Emergency Management
- School Administration
- Public Information

**Exercise Evaluation:** The purpose of this exercise is to provide participants an opportunity to evaluate current response concepts, plans, and capabilities for a response to a XXXXX event at the [Jurisdiction or Organization]. The exercise will focus on local emergency responder command and control coordination, critical decisions, notifications, and the integration of State and Federal assets necessary to save lives and protect public

health and safety. The role of public information strategies will be critical to the overall response effort.

## Chapter 2: Exercise Objectives

Objective 1:

Objective 2:

Objective 3:

## Chapter 3: Exercise Events Synopsis

- Provide a chronological order of significant events of the exercise in bullet format

## Chapter 4: Analysis of Critical Task Performance

### Target Capability:

Task:

Summary of Issue:

Consequence:

Analysis:

Recommendations:

### Target Capability:

Task:

Summary of Issue:

Consequence:

Analysis:

Recommendations:

## **Target Capability-**

**Task:**

**Summary of Issue:**

**Consequence:**

**Analysis:**

**Recommendations:**

## **Conclusions:**

Appendix A: Exercise Scenario

Appendix B: Improvement Plan

Appendix C: Sign-In Sheets

Appendix D: Acronyms

Appendix E: Other supporting Documents