

APPENDIX 2 TO THE BASIC PLAN AFTER-ACTION REPORT

This *After Action Report* format is to be employed by all committed or supporting agencies/departments acting in an assistance role during an emergency.

- I. It is essential that agencies/departments compile and maintain a systematic means of recording the activities of management and staff alike in order to assure:
 - A. A means of determining the sequence of causative events and corrective actions.
 - B. A means of determining responsibility or liability in the event of suits, judgments, and other court actions arising from an emergency.
 - C. A means of furnishing other supporting agencies/departments with substantiating documentation should the need arise.

II. The following outline will be utilized by all agencies as a means of standardization for all such documentation and record keeping.

A. General

1. A description of the emergency, including location, times, dates, and other jurisdictions involved.

B. Operations

1. Strength – Include a description of personnel committed from a given agency/department.

	<u>Date</u>	<u>Agency/Department</u>	<u>Number(s)</u>
Administrative			
Clerical			
Managerial			
Other			
TOTAL			

2. Operations Summary – Include all significant events on a time-phase basis.
 - a. Planning – Preparation
 - b. Alerting – Warning

- c. Operations – Response
- d. Post Operations – Recovery

- 3. Communications – Operations, means, and equipment
- 4. Training – Prior and subsequent to emergency (indicate in what specialized areas)

C. Administration

- 1. Public information and education activities
- 2. Special affairs, problems
- 3. Internal morale and discipline problems
- 4. Losses, casualties

D. Supplies and Equipment

- 1. Special supplies or equipment used, requested, or anticipated
- 2. Value of same

E. Problems

- 1. Personnel
- 2. Information, planning, etc.
- 3. Operations
- 4. Organization
- 5. Training
- 6. Supplies and equipment
- 7. Communications
- 8. Other

F. Lessons Learned and/or Recommendations for the Future

III. List of Attachments

Attachment 1 – Emergency Response Cost Summary