

Incident/Event Name: _____

Date of Incident: _____ **AAR Date:** _____

Location: _____

Facilitator: _____

Participants: (List key team members)

1. Objectives & Expectations

(What was supposed to happen?)

- Planned goals/strategy:
- Expected outcomes:

2. What Actually Happened?

(Timeline of key events – stick to facts)

- Summary of actions taken:
- Major deviations from plan:

3. What Went Well?

(Strengths & successes)

- 1.
- 2.
- 3.

4. Areas for Improvement

(Challenges, gaps, and lessons learned)

- 1.
- 2.
- 3.



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After Action Review (AAR) Template

5. Action Plan

Recommendations	Responsible Person	Deadline	Status
Example: Update communication protocol	John Doe	MM/DD/YYYY	[] Not Started / [] In Progress / [] Complete

Notes: