DAI Policy 300.00.71 Attachment B - Reporting Serious Incidents Events of Special Interest and Legislative Inquiries
Effective 05-14-18

After Action Review Format

- Cover Page
  - Incident Title & Incident Date
  - Submitted by & Date submitted

- Incident/Event Narrative
  - This should be a short (1 paragraph) summary of the event in narrative form. Include: who, what, why, when, where, how, duration and other relevant information.

- Incident/Event Details/Chronological
  - This is the area for a more detailed breakdown of the incident. What occurred before the incident? Injuries? What steps were taken? List of equipment used? Outside agencies involved? Cost breakdown? Breakdown of ICS roles? Etc., etc.
  - Some AAR's report this in a chronological breakdown or add a chronology here in addition to the narrative.

- After Action Evaluation & Review
  - This section should reflect the significant issues identified or lessons learned from the response; debriefing of the staff involved; and the AAR's conclusions on how this may be mitigated in the future. It culminates in the Corrective Action Plan.

- Corrective Action Plan (CAP)
  - ***This is the single most important part of any AAR***! The Corrective Action Plan details what your AAR discovered that is needed to fix this issue your review found AND a plan complete with identifying the issue; what the recommended action is; exactly who is responsible to complete it; specifying a due date; noting the results. The CAP is intended to improve the agencies functioning and fix the items that were found. **NOTE:** The AAR will also identify some items that could be considered _liabilities_. It is critical the agency/supervisor follow on each item in the CAP to completion to maintain a written record of actions taken. An example follows.

Identified Issue	Recommended Action	Responsible Person(s)	Due Date	Results

- Appendix
  - This section is to be used to provide all additional documents (e.g., pictures, ICS reports, MS Exel spreadsheets detailing costs, staff rosters, etc., etc.