



TOUCH OF AGLOW DISASTER RELIEF

Directions for Completing the After Action Report

The purpose of the After Action Report is to share successful strategies and to identify and correct issues that slowed response, caused disruptions, etc.

- Fill out the name and position of the person preparing the report (SERP, EPC, etc.)
- Identify the location of the emergency/disaster (community, state, region depending on the size of the area affected)
- Report the nature of the emergency/disaster responded to and your response (ice storm, earthquake, fire, extreme heat/cold, building collapse, etc.)
- Tell us about what went well for your response (personnel were accepted by community first responders; personnel had attended training [what kind?] that prepared them to respond; communications were clear and complete, etc.) This will assist others who may need to respond to a similar disaster to be better prepared.
- Identify issues that had a negative effect on your ability to assist in the response. (Did first responders not know who you were and thus were reluctant to allow you to assist them? Did you have problems with communicating with your response personnel? Did you recognize a need for some specialized kind of training?) An example might be:
 - **Description of Problem:** We didn't know where within the Incident Command System our volunteers should report.
 - **Outcome:** Delayed our assignment to an appropriate task within the system.
 - **Real or Potential Adverse Outcomes:** This could have caused us to not be accepted as part of the responders. It could have led to conflicting communications between the Incident Commander and our volunteer team leader.
 - **Recommendation:** Have volunteers complete the on-line FEMA Course in IS 100 and IS 700 and then ask a Police or Fire person to conduct a table top exercise with us.
 - **Note:** The After Action Report should be submitted as soon as possible after the actual incident, but no later than 48 hours after the incident is over. (**You may submit the form prior to completing the consequence, analysis and recommendations and complete those sections later; however the entire form should be submitted no more than two weeks after the event**).