

# Annex 6 - After Action Reporting

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## Purpose

An After Action Report (AAR) captures observations of an exercise or real world event (disruption or planned) and makes recommendations for post-exercise/event improvements. An improvement Plan (IP) is then developed that identifies specific corrective actions, assigns these actions to responsible parties, and establishes target dates for action completion.

## Roles and Responsibilities

Role	Responsibility
ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> <li>• Observe and identify areas of institutional strength and opportunities for improvement before, during, and after exercises and real world events.</li> <li>• Participate in AAR and evaluation processes as requested by the EMT</li> </ul>
Emergency Management Team (EMT)	<ul style="list-style-type: none"> <li>• Maintain this After Action Reporting Annex</li> <li>• Identify opportunities to conduct AAR/IPs</li> <li>• Provide a comfortable and safe “judgment free” environment for the AAR participants</li> <li>• Collect written and oral evaluations of events that identifies:               <ul style="list-style-type: none"> <li>○ A chronology of the event and actions taken by BHCC;</li> <li>○ The Core Capabilities that were on display during the event;</li> <li>○ Major Strengths in BHCC’s institutional response; and</li> <li>○ Primary Areas for Improvement in BHCC’s institutional response;</li> </ul> </li> <li>• Develop an IP that identifies               <ul style="list-style-type: none"> <li>○ Actions to address identified Areas of Improvement;</li> <li>○ Stakeholders responsible for implementing those actions; and</li> <li>○ A timeline for action implementation.</li> </ul> </li> <li>• Review and Finalize the AAR/IP</li> <li>• Maintain copies of past AARs on the BHCCPortal</li> </ul>

## Scope

The procedure applies to all BHCC staff, faculty, and contractors. It should be activated following any type of exercise (tabletop, full scale, etc.), disruptive incident (Snow storms, loss of power, etc.), or planned event (commencement, guest dignitary, etc.) that the EMT feels will provide “lessons learned” and opportunities for institutional improvement.

## References

- Homeland Security Exercise and Evaluation Program (HSEEP) Volume III
- After Action Report/Improvement Plan Template

- National Preparedness Goals – Core Capabilities

## Attachments

- HSEEP After Action Report/Improvement Plan Template