After Action Review Final Report

Event Name

Date

**Background**

 *Description of the Event*

**The following were in attendance: (Name/ Agency)**

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**Summary of After Action Review**

*Report objectives and scope, include any high level findings or recommendations*

**Key Preparedness Activities (where applicable)**

*Identify any preparedness activities that took place or were in place prior to the event*

**Key Response Activities**

*List Key response acitivities*

**Key Recovery Activities (where applicable)**

*List Key recovery activities where applicable*

**Discussion of any mitigation work that is required and/or being undertaken**

*Brief description of current mitigation work following the event or that was started during the event*

*What went well (Strengths)*

*List Strengths*

*What went wrong (Challenges)*

*List Challenges*

*Activities Outlined to Build On Success and Improve Challenges*

*List follow up Activities and Priority Levels*

**Recommendations and key findings**

*Summarize Recommendatiosn and Key Findings from the Event*

*Timeline for Activities and Assignments*

*Outline the timeline for activities and required changes as well as who is responsible for completing this work.*

***Conclusion***