

Sample After-Action Review Form

Event:

Location(s):

Date of Review:

Discussion:

1. What was supposed to happen?

2. What actually happened?

3. Why were there differences?

4. What can we learn?

Comments and/or Immediate Follow Up Actions (as needed)			

Knowledge Share			
What is to be shared/followed up?	Who is responsible for the follow up?	How will that happen?	With whom will it be shared?

What happens next?
•
•
•
•

Resources on After-Action Reviews:

[Tennessee Emergency Management Agency Exercises and Corrective Action](#)

[Tennessee Emergency Management Agency After Action Report](#)

[Readiness and Emergency Management for Schools Technical Assistance Center After-Action Reports: Capturing Lessons Learned and Identifying Areas of Improvement](#)

[Safe and Sound Schools Straight-A Safety Toolkit](#)