AFTER ACTION REPORT

**Name of Person completing report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Drill/Exercise/Event/Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Drills or Exercises:**  Drill (check one):    \_\_\_ Fire  \_\_\_ Lockdown (INTERNAL Threat)  \_\_\_ Lockdown (EXTERNAL Threat)  \_\_\_ Evacuation    \_\_\_Other (specify):  \_\_\_Tabletop Exercise  \_\_\_ Functional or Full-Scale Exercise  \_\_\_ Other (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **OR** | **Incident Response:**  \_\_\_Incident Response (check one):  \_\_\_ Fire  \_\_\_ Lockdown (INTERNAL Threat)  \_\_\_ Lockdown (EXTERNAL Threat)  \_\_\_ Evacuation  \_\_\_ Real World Event  \_\_\_Other (specify): |
| **Description of Incident/Event:** | | |
| **Participation:** (Provide a list of individuals and/or agencies participating/responding to in the event) | | |

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| **Timeline of Events:** |
| **Lessons learned:** (Provide an overview of lessons learned related to staff, students, training coordination, impact to school operations, etc.) |
| **Successes:** (Provide special recognition to individual and school staff efforts, tasks accomplished, etc.) |
| **Recommendations:**  (Provide any recommendations for improvements or changes to the emergency plan and procedures and how they will be addressed.) |

**Additional Notes:**