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:**