**Name of Organization**

**Disaster Recovery**

**After Action Meeting (AAM) Agenda**

December 2021

**Revision History**

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| Revision Number | Revision Date | Summary of Changes Made | Changed By |
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# What is an After-Action Report and Improvement Plan?

During the After-Action Meeting (AAM), participants should seek to reach consensus on strengths and areas for improvement, as well as revise and gain consensus on draft corrective actions. Additionally, as appropriate, AAM participants should develop concrete deadlines for implementation of corrective actions and identify specific corrective action owners/assignees (SMART deliverables). Participant organizations are responsible for developing implementation processes and timelines.

The participants of the AAM should provide the basis for the development of the After-Action Review (AAR) and Improvement Plan (IP) document. The AAR/IP should include an overview of performance related to each exercise objective and associated core capabilities, while highlighting strengths and areas for improvement. Therefore, evaluators should review their evaluation notes and documentation to identify the strengths and areas for improvement relevant to the participating organizations’ ability to meet exercise objectives and demonstrate core capabilities.

Upon completion, the evaluation team provides the draft AAR/IP to the exercise sponsor, typically the leadership team via the Incident Commander, who distributes it to participating organizations as necessary. Participants should review and confirm observations identified in the formal AAR and determine which areas for improvement require further action. Areas for improvement that require action are those that will continue to seriously impede capability performance if left unresolved.

# Exercise Summary

* Incident Assessment and Notification – assess leadership’s ability to process and disseminate accurate information regarding the nature and extent of the incident, any cascading effects, and the status of the response while providing this information with staff and first responders in a timely and direct manner.
* Population/Critical Systems Protective Actions – demonstrate, in accordance with applicable plans, policies, and procedures, the capability of business leadership to develop an action plan and safely implement protective actions to protect staff and essential infrastructure/commodities during and post disaster.
* Business Continuity – demonstrate leaderships’ ability in decision making for the resumption of business activities in a timely, efficient, and sustainable manner.

# Items Identified

* Strengths and accomplishments identified throughout the modules
* Areas for improvement identified throughout the modules

# After Action Report/Improvement Plan Review

* Review AAR and IP document format.
* Discuss how to complete the document and items to be included.
* Discuss time frame for completion.
* Discuss the review process of the document prior to finalizing.
* Discuss handling of the document (change control, and how/will it be distributed)

# Review and Action Items

* Someone should be assigned to these action items, and they should be SMART (Specific, Measurable, Achievable, Realistic, Timely)
* Complete the AAR and IP document
* Route for review and finalization

# Future Meeting Date(s)

* Discuss if continued planning, training, and exercising are needed.

# Questions and Closing

**(Please note the minutes for this meeting should make up the content of the After-Action Report and Improvement Plan template provided)**