**After Action Review (AAR)**

**(Insert Date)**

Insert Facility Name

Active Shooter Drill



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## EXERCISE OVERVIEW

|  |  |
| --- | --- |
| **Exercise Name** | **Active Shooter Exercise** |
| **Exercise Dates** | Insert day, date, and time of exercise |
| **Scope** | This exercise was a real-life scenario planned for 1 hour at insert facility name. It included all day-shift employees, as well as students and visitors present during the drill. |
| **Mission Areas** | * Protection * Response |
| **Core Capabilities** | Fatality Management Information Sharing Operational Coordination  Public Health and Medical Services. |
| **Threat or Hazard** | Active Shooter |
| **Scenario** | An unidentified person entered the back entrance of the facility and was armed with a handgun. He walked the facility partway through, then turned around and exited the building walking towards the front entrance. |
| **Participating Organizations** | [Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). |
| **Point of Contact** | [Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)] |

## GENERAL INFORMATION

### Exercise Objectives and Preparedness Capabilities

|  |  |
| --- | --- |
| **Exercise Objective** | **Core Capabilities** |
| Objective 1: Identify and evaluate plans for response and mitigation of potential Active Shooter event. | **Planning** |
| Objective 2: Assess the roles and effectiveness of coordination between public safety officials and insert facility name in reacting to an Active Shooter event in accordance with existing plans. | **Information Sharing** |
| Objective 3: Examine and evaluate facility incident response plans used during an Active Shooter event. | **Planning** |
| Objective 4: Identify and evaluate response, mitigation, and recovery actions associated with an Active Shooter event at their facility. | **Risk Management** |
| Objective 5: Identify gaps, redundancies, developmental activities, and best practices in standard procedures in response to an Active Shooter event. | **Risk Management** |

**Table 1. Exercise Objectives and Associated Capabilities**

### Participants:

The participants for the exercise were as follows:

🞗 Terrorism Liaison Officer

🞗 Director of Quality Management

🞗 Security

🞗 Pharmacist

🞗 Facilities

🞗 Police Department Captain

### Exercise Report

The purpose of this After Action Report is to provide a brief analysis of the results from the Active Shooter Exercise. This Active Shooter Exercise was developed to practice the coordination and communication activities in an Active Shooter scenario impacting insert facility name. The exercise provided a unique opportunity to understand, prepare and respond to any similar incidents that may occur in the future. Additionally, the After Action Review (AAR) provides an opportunity to evaluate and address facility operations related to security.

As the Team worked through each Module section, the evaluators documented the discussions and specific issues that were deliberated over by the participants. In many cases the participants basically walked themselves through the issue in order to understand the situation and what the appropriate response should be. The issues discussed have been detailed and placed under the appropriate Module which pertained to those comments.

When issues came up during discussions that required specific actions to correct a deficiency in our procedures or policies, the recommendations were noted as an “Action Item” under the Module associated with the needed action. Additionally, the information regarding action items can also be found below.

The Active Shooter exercise will help identify weaknesses in our plans and procedures and also identify areas of strength in our response capabilities. As such, strengths are identified.

### Scenario

A white male enters your facility back door near, has a handgun and shoots the unit secretary. He then shoots at a visitor who comes out of a room to see what is going on. Employees start yelling “Active Shooter, tall white male in all black, coming

from back door entrance.” An employee hears the noise and walks toward the main lobby to investigate. The shooter fires at the approaching employee, but the employee dives for cover and the shooter misses. The shooter continues into the building, then decides to leave through the same door, making his way towards the front of the facility. Employees start yelling “Active Shooter now alongside the building walking towards front of the facility. An employee already outside from hearing the first shot calls 9-1-1.

### Strengths & Areas for Improvement

|  |
| --- |
| **Overall Debrief Notes (List strengths identifies as well as areas needing additional attention)** |
| **Strengths:**   * List   **Areas for Improvement:**   * List |

## [Objective 1]

The strengths and areas for improvement for each core capability aligned to this objective are described in this section.

### Strengths

The success of the objective can be attributed to the following strengths:

Strength 1: [Use complete sentences to describe each major strength.]

Strength 2: [Use complete sentences to describe each major strength.]

Strength 3: [Use complete sentences to describe each major strength.]

### Areas for Improvement

The following areas require improvement to achieve the full objective level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List relevant plans, policies, procedures, laws, and regulations, or sections that apply. If no references apply to the observation, it is acceptable to simply list “Not Applicable.”]

1. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]
2. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]

Analysis: [The analysis section should be the most detailed section of an Observation. Include a description of the behavior or actions at the core of the observation, as well as a brief description of what was discussed and the implications/consequence(s) noted. If a strength was identified, include any relevant innovative approaches discussed by the exercise participants.]

Area for Improvement 2: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List relevant plans, policies, procedures, laws, and regulations, or sections that apply. If no references apply to the observation, it is acceptable to simply list “Not Applicable.”]

1. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]
2. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]

Analysis: [The analysis section should be the most detailed section of an Observation. Include a description of the behavior or actions at the core of the observation, as well as a brief description of what was discussed and the implications/consequence(s) noted. If a strength was identified, include any relevant innovative approaches discussed by the exercise participants.]

## [Objective 2]

### Strengths

The success of the objective can be attributed to the following strengths:

Strength 1: [Use complete sentences to describe each major strength.]

Strength 2: [Use complete sentences to describe each major strength.]

Strength 3: [Use complete sentences to describe each major strength.]

### Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List relevant plans, policies, procedures, laws, and regulations, or sections that apply. If no references apply to the observation, it is acceptable to simply list “Not Applicable.”]

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**Appendix A: Corrective Action/Improvement Plan**

| **Objective** | **Issue/Area for Improvement** | **Corrective Action Plan of Action** | **Critical Element Impacted** | **Primary Responsible Organization** | **Start Date** | **Completion Date** |
| --- | --- | --- | --- | --- | --- | --- |
| [Objective Name] | 1. [Area for Improvement] | [Corrective Action 1] | [Element] | [Responsible Party] | [mm/dd/yyyy] | [mm/dd/yyyy] |
| [Corrective Action 2] | [Element] | [Responsible Party] | [mm/dd/yyyy] | [mm/dd/yyyy] |
| [Corrective Action 3] | [Element] | [Responsible Party] | [mm/dd/yyyy] | [mm/dd/yyyy] |
| 2. [Area for Improvement] | [Corrective Action 1] | [Element] | [Responsible Party] | [mm/dd/yyyy] | [mm/dd/yyyy] |
| [Corrective Action 2] | [Element] | [Responsible Party] | [mm/dd/yyyy] | [mm/dd/yyyy] |