

MaineDOT After Action Review Form

The purpose of this form is to document the response, actions, and recovery from an event or incident. The focus of the form is to capture the performance activities as they occurred to determine what happened, why it happened and how to sustain the strengths of the response and improve on any identified weaknesses.

The goal of collecting the information is first to identify activities that contributed to positive outcomes, so they can be replicated. The secondary goal is to recognize some weaknesses that may have resulted from specific circumstances so that improvements can be made at future event or incident scenes. The use of this form will assist with identifying policies and procedures that need to be developed in specific areas to improve future performance and if additional training, exercising or planning is needed by response personnel.

After Action Review Input Form

This form should only be completed by incident response personnel who were on scene at the time of the incident.

Introduction

Name:

Agency:

Date of form:

Phone or email:

Incident Overview

Date of Incident:

Incident type:

Incident cause and recommendations for future correction or prevention:

Location:

Incident Notification time:

Time of Arrival:

Roadway Clearance Time (All lanes open for travel):

Incident Clearance Time (All responders left the scene):

Time of Departure:

Field Observations

Who notified you of the incident, when and how?

Describe the situation upon your arrival to the scene:

Describe the Plan of Action that was established.

Yes No

Was Unified Incident Command established?

Was the media notified of the incident? Yes No

Personnel

Number of responders on scene:

Other Agency on Scene:

Additional Notes:

Analysis

Yes No

Were you made aware of detours or other traffic changes?

What detours or traffic changes were made to alleviate congestion or the flow of traffic?

What resources or services did you provide?

What assignments or orders were given?

Briefly explain any problems you encountered and how they were resolved.

Briefly explain what went well during the response.

Briefly explain areas for improvement.

Based on the event are there policies and procedures that need to be updated or developed?

For in person AARs the following rules of discussion and agenda are recommended for use.

AAR RULES of Discussion
Professional Discussion
Everyone Participates
Not a Critique
Does Not Grade Success or Failure
One Person Speaks at a Time
Leave Personalities Out

AAR AGENDA
Introductions
Rules of Discussion
Review of General Scenario
Summary of Response
Discussions of Actions (following timeline)
Review of Strengths and Weaknesses
Closing Remarks