

# After Action Report / Improvement Plan

School: \_\_\_\_\_

Date: \_\_\_\_\_

- Event: (check one)     Drill  
                                   Fire  
                                   Tornado  
                                   Earthquake  
                                   Lockdown  
                                   Tabletop  
                                   Mock –Drill (Full Scale)

- Incident: (check one)  Fire  
                                   Tornado  
                                   Earthquake  
                                   Lockdown  
                                   Intruder  
                                   Other: specify \_\_\_\_\_

Start time: \_\_\_\_\_

Time at which there was 100% accountability for students, staff, and visitors: \_\_\_\_\_

Time conducted: \_\_\_\_\_

Individuals included: \_\_\_\_\_ (continue on back)

Commendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_