



After-Action Report/Improvement Plan (AAR/IP) Writing Tips

A complete AAR/IP includes the following sections:

- Exercise overview.
- Analysis of exercise objectives while incorporating the Federal Emergency Management Agency (FEMA) core capabilities.
- Improvement plan.

It is not required, but highly recommended, to use the Homeland Security Exercise and Evaluation Program (HSEEP) AAR/IP template.

AAR/IP Layout:

- **Exercise overview:** Mission and description of the exercise.
 - Exercise type, date, and scope.
 - FEMA five mission areas and 32 core capabilities that were exercised.
 - Objectives of the exercise.
 - Threat/hazard, scenario, participating organizations, and points of contact.
- **Analysis of objectives and core capabilities:** Aligning the exercise objectives and FEMA core capabilities to provide consistent evaluation.
 - Each exercise objective is analyzed against applicable core capabilities with noted strengths and areas for improvement.
 - Simple discussion-based exercises (e.g., tabletop) may use around two to three core capabilities, while more complex operations-based exercises (e.g., full-scale) may use more than three core capabilities.
 - This will be scaled up or down depending on the complexity of the exercise.
- **Improvement plan:** Based off the analysis of core capabilities section, this is where the organization will develop the corrective actions.
 - If using the HSEEP template: Appendix A: Improvement Plan, list the core capabilities that have areas for improvement. The organization will further develop the improvement items to include:
 - Corrective action, capability element, primary responsible organization, organization point of contact, and start/completion dates.

HSEEP Toolkit and Core Capabilities links:

- FEMA Preparedness Toolkit (HSEEP templates):
<https://preptoolkit.fema.gov/web/hseep-resources>.
 - The **AAR/IP template** can be found in the Improvement Planning folder after you download the toolkit.
- FEMA Mission Areas and Core Capabilities: <https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities>
- FEMA Core Capabilities Development Sheets: <https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities/development-sheets>

Complete AAR/IP and exercise questions can be emailed to: MSP-EM@michigan.gov