

University Unit After Action Report – Improvement Plan Form (AAR / IP)

Name of University Unit: _____

Point of Contact & Title: _____

Name of Incident or Event: _____ Duration: _____

AAR / IP Meeting Date: _____ Location: _____

1. Type of Drill / Exercise or Actual (real-life) event being evaluated:

Check one box in each section below (a through c) to describe the drill / exercise or actual (real-life) event.

<p>a) Type of Event:</p> <p><input type="checkbox"/> Tabletop Exercise (TTX)</p> <p><input type="checkbox"/> Workshop/Discussion</p> <p><input type="checkbox"/> Full Scale/Functional Exercise</p> <p><input type="checkbox"/> Actual (Real-Life) Event</p>	<p>b) Campus-Based or Community-Based:</p> <p><input type="checkbox"/> Campus-Based Drill / Exercise</p> <p><input type="checkbox"/> Community-Based Drill / Exercise</p> <p><input type="checkbox"/> Actual (Real-Life) Event</p>	<p>c) Internal or External Event or Scenario</p> <p><input type="checkbox"/> Internal Drill / Exercise Scenario</p> <p><input type="checkbox"/> External Drill / Exercise Scenario</p>
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2. Type of Hazard: Referencing your Hazard Vulnerability Assessment (HVA), identify the hazard(s) involved in the drill / exercise or actual (real-life) event.

3. Provide a brief description of the Drill / Exercise Scenario or Actual (real-life) Event. Use additional page(s) if needed.

OBJECTIVE 1: Protection of Life

Plan Reference(s): Continuity of Operations Plan (COOP)

Expected Performance: Life safety is the primary objective of Florida State University, and protective actions should be taken with no undue delay.

Actual Performance Observed/Executed: (What actual performance was observed or executed – list as appropriate, such as protective action decision-making, provision of food and shelter, evacuation assistance)

Major Strengths: (Describe the performance strengths observed which partially or fully achieved the objective; list each strength separately.)

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (Describe the observed performance problems or gaps, and the performance improvements necessary to address them; list each area of improvement separately.)

Improvement Area 1:

Improvement Area 2:

Improvement Area 3:

Analysis: (Provide a root cause analysis of **why** the objective was not achieved.)

OBJECTIVE 2: Communication/Notification

Plan Reference(s): Continuity of Operations Plan (COOP), University Unit Communication Plan (if applicable)

Expected Performance: Protect the health and safety of students, staff and visitors affected by emergencies by the timely dissemination of information to the University Unit.

Actual Performance Observed/Executed: (What actual performance was observed or executed – list as appropriate, such as timely notifications and access to information and services)

Major Strengths: (Describe the performance strengths observed which partially or fully achieved the objective; list each strength separately.)

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (Describe the observed performance problems or gaps, and the performance improvements necessary to address them; list each area of improvement separately.)

Improvement Area 1:

Improvement Area 2:

Improvement Area 3:

Analysis: (Provide a root cause analysis of **why** the objective was not achieved.)

OBJECTIVE 3: Protection of University Assets

Plan Reference(s): Continuity of Operations Plan

Expected Performance: Minimize damage to University property, facilities, research, and the environment. Protection of property is secondary to life safety but is of significant importance because of the critical role the University plays in the greater community.

Actual Performance Observed/Executed: (What actual performance was observed or executed – list as appropriate, such as facility & equipment prep and lockdowns, removing unsecure outdoor items, clean-up of construction sites, etc.)

Major Strengths: (Describe the performance strengths observed which partially or fully achieved the objective; list each strength separately.)

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (Describe the observed performance problems or gaps, and the performance improvements necessary to address them; list each area of improvement separately.)

Improvement Area 1:

Improvement Area 2:

Improvement Area 3:

Analysis: (Provide a root cause analysis of **why** the objective was not achieved.)

OBJECTIVE 4: Maintenance of University Unit Operations

Plan Reference(s): Continuity of Operations Plan

Expected Performance: To the extent possible maintain the essential services of the University Unit to prevent disruption or not further delay of restoration.

Actual Performance Observed/Executed: (What actual performance was observed or executed – list as appropriate. While the University was closed essential services continued to be available. Please consider your pre and post impact responsibilities.)

Major Strengths: (Describe the performance strengths observed which partially or fully achieved the objective; list each strength separately.)

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (Describe the observed performance problems or gaps, and the performance improvements necessary to address them; list each area of improvement separately.)

Improvement Area 1:

Improvement Area 2:

Improvement Area 3:

Analysis: (Provide a root cause analysis of **why** the objective was not achieved.)

OBJECTIVE 5: Assessment of Damages

Plan Reference(s): Continuity of Operations Plan

Expected Performance: Prompt assessment of University Unit impacts and damages to aid decision-makers in response and restoration priority decisions.

Actual Performance Observed/Executed: (What actual performance was observed or executed – list as appropriate)

Major Strengths: (Describe the performance strengths observed which partially or fully achieved the objective; list each strength separately.)

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (Describe the observed performance problems or gaps, and the performance improvements necessary to address them; list each area of improvement separately.)

Improvement Area 1:

Improvement Area 2:

Improvement Area 3:

Analysis: (Provide a root cause analysis of **why** the objective was not achieved.)

OBJECTIVE 5: Restoration of University Unit Operations

Plan Reference(s): Continuity of Operations Plan

Expected Performance: Resumption of University Unit operations, efforts to reduce financial loss, and recovery procedures are vital fundamentals to maintaining continuity.

Actual Performance Observed/Executed: (What actual performance was observed or executed – list as appropriate, such as debris removal, utility restoration, facility repair, damage remediation, contracts & contractors, availability of faculty and staff)

Major Strengths: (Describe the performance strengths observed which partially or fully achieved the objective; list each strength separately.)

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (Describe the observed performance problems or gaps, and the performance improvements necessary to address them; list each area of improvement separately.)

Improvement Area 1:

Improvement Area 2:

Improvement Area 3:

Analysis: (Provide a root cause analysis of **why** the objective was not achieved.)