

COES 210 After Action Report Format

Rev 060722

Introduction

The completion of after action reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete an after action report within 120 days after each declared disaster.

Section 2450 (a) of the SEMS Regulations states that"Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).

CARES will use the After Action Report for all activations.

Functions of After Action Reports

An After Action Report serves the following important functions:

- Source for documentation of response or drill activities.
- Identification of problems/successes during emergency or training operations.
- Analysis of the effectiveness of SEMS/ICS components.
- Describes and defines a plan of action for implementing improvements.

Responsibility for After Action Reports

The CARES member in command (or designee) of the emergency or exercise will be responsible for completing the After Action Report. Other members of the CARES organization or responders may also be required to complete reports respective to their assignment. CARES will distribute the report as needed.

After Action Report Outline

- i. Introduction and Background
- ii. Type/location of Event / Drill / Exercise
- iii. Description of Event / Drill / Exercise
- iv. Chronological Summary of Event / Drill / Exercise
- v. Response at SEMS Levels (as appropriate)
Include a summary, conclusions, the field response, and other local, operational area, regional, state or federal response.
- vi. Interacting Systems, Agencies, and Programs
Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating entities (utilities, American Red Cross, university departments, etc.) telecommunications and media interactions.
- vii. Improvements, Conclusions, Recommendations
As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.
- viii. Training Needs
- ix. Recovery Activities (as applicable)
- x. References: Maps, charts, training materials, etc.