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1. EVALUATION AND CAPTURE OF LESSONS LEARNED

- a. Team Leaders should use station, individual and message logs (Tab 11) to summarize the significant events that should be included in the After Action Report (AAR).
- b. If a simplex path check record (Tab 7, page 7-D-1) was made, it should also be provided with the AAR.
- c. Whether an actual event or exercise, Team Leaders and team members should take notes throughout the exercise of other noteworthy events for possible inclusion in the team AAR not recorded in logs.

2. AFTER ACTION REPORT TEMPLATE

- a. Each Team Leader (0-12) is responsible to compile an AAR Test Record form (if used) for their team. Teams and/or individuals augmenting other teams will provide input to the respective Team Leader for inclusion in their after action report.
- b. All AARs together with copies of the Simplex Path Test Record must be completed no later than 7 days following the conclusion of the event or exercise and sent to the CCARES/RACES EC/RO via email to EC@ccareswa.org .
- c. The template shown in Attachment A includes the information elements to be reported. This template is provided as a MS Word template from the website. The template can be supplemented with additional information on plain paper attachments referencing the item number if more space is needed.

ATTACHMENTS

- A – CCARES/RACES AAR FORM
- B – Exercise Evaluation Guide (HSEEP-EEG)