

After Action Report (AAR) Form

Organization Name:

Date:

(The after action report (AAR) is a strategic planning report developed by the IH&R team to accumulate all the related information after an incident that impacted the organization's operations. The IH&R teams will be able to find loopholes in the incident response plans and learn from failures via an AAR.)

Details of the Incident Handler Filling the Form

Name:		Reporting Date:	
Job Title:		Department:	
Mobile Phone:		Email Address:	
Work Phone:		Other Contact Information:	

Details of the Incident

Detailed Description of Incident:

Who identified the incident (IH&R Team Member):

Incident Occurred Time and Date:

Incident ID:

Type of the Incident:

Incident Impact:

☐ Critical ☐ High ☐ Medium ☐ Low

Type of Impact:

- ☐ Loss / Compromise of Data
- ☐ Damage to Systems
- ☐ System Downtime
- ☐ Financial Loss
- ☐ Other Organizations' Systems Affected

<i>Impact Description:</i>			
<i>Incident Threats:</i>			
<i>Response Started Time and Date:</i>		<i>Response Ended Time and Date:</i>	

Activities Performed During the Incident Response:

<i>Incident Responder Name</i>	<i>Activities Performed</i>	<i>Date & Time</i>		<i>Result</i>	<i>Remarks and additional Actions Required</i>
		<i>Start</i>	<i>End</i>		

(This table outlines the areas of improvement required to effectively respond to similar incidents in the future.)

Area of Improvement Form to Enhance the Effective Response:						
Incident Response Activities	Area of Improvement	Response Strategy	Resources Required	Recommendations	Time Required to Improve	
					Start	End