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| Active Shooter/Armed Intruder | November 132022 |
| [Author of the AAR] Report Completed: [Date] | [Facility Name] |

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EXPLANATION OF TERMS

*Examples:*

AAR After Action Report

CMS Centers for Medicaid/Medicare

EPP Emergency Preparedness Program

EOP Emergency Operations Plan

FSX Full Scale Exercise

HPP Hospital Preparedness Program

HSEEP Homeland Security Exercise Evaluation Program

HVA Hazard Vulnerability Assessment

IC Incident Command

ICS Incident Command System

IP Improvement Plan

MHOAC Medical Health Operational Area Coordinator

NIMS National Incident Management System

OEM Office of Emergency Management

PIO Public Information Officer

TTX Table Top Exercise

INTRODUCTION

It is November 13th, 2022 at 9am. It is a typical early winter day with moderate temperatures and your facility is experiencing no adverse conditions at the moment. It is just a normal day at work.

One of your staff approaches you and expresses that they are having some family issues and that they have made the decision to leave their spouse. The staff insists it won’t affect their work performance, but they may need to take some time off to deal with these issues. They do not think their spouse will come to the building, but they want to make you aware.

This particular staff member has been with the facility for over 10 years and is one of your most loved and reliable employees. You make the decision to help accommodate the staff even though it will create an issue with staffing.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different departments and/or staff who participated in the exercise for active shooter. The information was gathered by [*list departments here and various sources of information for the report]*

The recommendations in this AAR should be viewed with considerable attention to the needs for providing safe care to residents. Each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues outlined in this AAR will be addressed in the Improvement Plan and will list corrective actions to complete. This Improvement Plan will serve as a summary of the AAR and as a guide for corrective action over the course of the following year’s training program for staff.

***Incident Overview:***

**At 11:05,** the receptionist/front desk notifies you that the spouse of the employee is at the front desk demanding to see their spouse. This disturbance has alerted much of the staff and your employee is now aware of the commotion their spouse is causing and makes the decision to go talk to their spouse to try to get them to leave.

Your staff member lets you know that they will get their spouse to leave, just give them a few minutes to talk them into leaving. The staff member walks their spouse out to the parking lot to where their spouse parked. They appear to be talking animatedly and you can hear raised voices from where you are. Just then without warning the spouse pulls out a handgun from their waistband and shoots your staff fatally and then turns around and commits suicide.

***Duration:***

*Active Shooter Table-Top Exercise 3 hours*

***Focus*** *(Check appropriate area(s) below)****:***

🞏 Prevention

🞏 Response

🞏 Recovery

🞏 Other

***Activity or Scenario*** *(Check appropriate area(s) below)****:***

🞏 Fire

🞏 Severe Weather

🞏 Hazardous Material Release

🞏 Bomb Threat

🞏 Medical Emergency

🞏 Power Outage

🞏 Evacuation

🞏 Lockdown

🞏 Special Event

🞏 Exercise/Drill

🞏 Other

***Location:***

*[Insert incident/exercise/event location here]*

***Participating Organizations:***

*[Insert organizations here]*

STRENGTHS

*List strengths here.*

AREAS OF IMPROVEMENT

*List Areas of Improvement here.*

RECOMMENDATIONS

*List Recommendations here.*

CONCLUSION AND NEXT STEPS

*Insert Conclusion here.*