



SWAT AFTER ACTION REPORTING COURSE OVERVIEW AND INSTRUCTIONAL GOALS

COURSE LENGTH: 8 Hours (1 Day)

COURSE OVERVIEW

This one-day course will enable tactical leaders to objectively evaluate critical incidents and tactical operations after they occur. Major subject areas will include how to reconcile operational plans with what occurred, after action documentation, conducting post incident debriefings and developing meaningful improvement plans.

INSTRUCTIONAL GOALS

Upon completion of this course the attendee will be familiar with:

1. How to develop operational plans that lend themselves to after action reporting
2. Necessary reporting fields
3. How to identify personnel failures and failure types
4. How to prepare for and conduct a post incident debriefing
5. How to develop meaningful improvement plans



SWAT AFTER ACTION REPORTING DAY TO DAY / HOUR TO HOUR AGENDA

DAY ONE

Hours:	Instruction:
0800-0830	Course Administration
0830-1000	Operation Plan and After Action models
1000-1100	Proper Documentation to include injuries, Property Damage, Equipment Failures, Policy Failure
1100-1200	Personnel Failures and Accountability
1200-1300	Lunch
1300-1400	Conducting a Post Incident Debrief and Creating a Culture of Responsibility
1400-1500	Improvement Plans and Training Cycles
1500-1700	Group Exercises



SWAT AFTER ACTION REPORTING

COURSE OUTLINE

- I. Preface
 - A. Course Overview
 - B. Instructional Goals
 - C. Agenda
 - D. Outline
 - E. Co-Host Logistics

- II. Operation Plan and After Action Report Models
 - A. Elements of an Operation Plan
 - B. Elements of an After Action Report

- III. Proper Documentation
 - A. Why Do We Need to Document Post Incident?
 - i. Criminal and Civil Litigation
 - ii. Potential Discipline Violations
 - B. Reporting Fields
 - i. Injuries
 - ii. Property Damage
 - iii. Equipment Failures
 - iv. Policy or Practice Failures

- IV. Personnel Failures
 - A. What Should or Shouldn't Be Documented
 - B. Failure Resulting from:
 - i. Inadequate Training
 - ii. Poor Decision Making

- V. Post Incident Debriefings
 - A. Building A Culture of Responsibility
 - B. Preparing for The Debriefing
 - C. Commander/Team Leader's Responsibilities
 - D. Who Has a Voice in The Debriefing?
 - E. Note Taking
 - F. Assigning Responsibility

- VI. Improvement Plans and Training Cycles
 - A. Assigning Ownership
 - B. Referencing AARs in Lesson Plans
 - C. How to Develop and Follow Through On Improvement Plans



SWAT AFTER ACTION REPORTING CO-HOST LOGISTIC REQUIREMENTS

CLASSROOM

Adequate seating for up to 34 students with tables, good ventilation
Marker board and markers
Flip chart with paper

AUDIO VISUAL

LCD Projector for computer presentation
Large projection screen (minimum of 6'x6' screen size)
Speaker system to connect to laptop for audio
Extension cord and power strip
AV table or cart

OTHER

Access to copier



SWAT AFTER ACTION REPORTING STUDENT EQUIPMENT LIST

INDIVIDUAL

Law Enforcement ID

This course is conducted entirely in the classroom

Laptop is helpful to the student, but not mandatory

Business casual dress may be worn