

[Insert Your Organization’s Logo Above]

[Incident Name]

[Agency Name]

**Pennsylvania Emergency Management Agency**

**After-Action Quick-Look Report (QLR)**

**[Incident Date]**

# PREFACE

[Summary goes here]

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**SECTION 1: EVENT OVERVIEW**

## INTRODUCTION

[Event Summary Here]

## ACTIVATION/ EVENT DATES:

## [Insert Here]

## CONFIDENTIALITY:

## This After-Action Quick-Look Report is for [Organization] and associated agencies and is For Internal Use Only. Distribution beyond this group is not permitted.

## SCOPE:

## [Insert Here]

## PARTICIPATING ORGANIZATIONS

[List Here]

# SECTION 2: FEEDBACK CHARTS

*Instructions: If you have used Survey Monkey, MS or Google Forms, or other online feedback collection tools and wish to display charts of the feedback collected, they can be inserted here.*

**SECTION 3: PARTICIPANTS’ FEEDBACK**

*Instructions: This is where you’ll provide summaries of the participants’ feedback. It can be captured in themes or by core capability, mission area, etc.*

# SECTION 4: RECOMENDED ACTIONS / CONCLUSION

*Instructions: This is where you should capture any Recommended Actions or Next Steps, identify documents or policies to be updated and who is responsible for updating, and other gaps or needs. Whenever possible, a responsible party and a deadline should also be identified to ensure accountability.*