

[TIMP/Group Name]
TRAFFIC INCIDENT MANAGEMENT PLAN

After Action Review Meeting Summary for the
[Date] [Name of Incident]

[Date]
[Time]
[Meeting Location 1]
[Meeting Location 2]

[This is a template version of the AAR Meeting Summary. This document compliments the “AAR Presentation”. A meeting summary may not be required if an After Action Report will be developed. Not all AAR Meeting Summary will follow the same format. Adjust the agenda according to topics and events. Each incident event requires either an AAR meeting summary or an After Action Report.]

An After Action Review (AAR) was requested for the [Date of Event] incident on [Road]. The following is a summary of the AAR as presented at the meeting. [Write a detailed description of the events]

Incident Overview

[Include detailed summary of events]

Responding / participating agencies included:

[Agency 1]
[Agency 2]
[Agency 3]
[Agency 4]

Factors complicating incident:

[Complication 1]
[Complication 2]

Summary of Success:

[Area of Success 1]
[Area of Success 2]

Summary of Areas of Improvement:

[Area of Improvement 1]
[Area of Improvement 2]



Action Items:

As a conclusion to the AAR, the following items were discussed to improve [TIMP/Group Name] TIMP response for future incidents.

Item	Response/Responsible Party

AAR Attendance Sheet:

[Include picture/image of attendance sheet]