

How to Develop an Incident After-Action Report



Sponsoring Organization: FEMA Continuous Improvement Technical Assistance Program

This training session provides an approach for developing an after-action report (AAR) for a real-world incident. The session presents a development process, providing steps from project scoping through leadership reviews of final products. FEMA will also share an AAR template designed for real-world incident after-action reviews that attendees can use to consider their own unique incident operations.

1 hr.: Fri. 4/19, 10:00am – 11:00am

Instructor:

Lee Zelewicz

Continuous Improvement Technical Assistance Program Manager,
Continuous Improvement Program, FEMA

Lee Zelewicz is the Federal Emergency Management Agency's (FEMA) Continuous Improvement Technical Assistance Program Manager. His role focuses on providing external stakeholders with emergency management functions resources to help build and manage their

continuous improvement capabilities. Mr. Zelewicz has more than 12 years of emergency management and disaster research experience. He has led or supported more than 20 emergency management projects, including nine after-action reviews for federal, state, and local organizations. Since joining FEMA in 2022, he led the continued development and public release of the National Continuous Improvement Guidance in October 2022 and regularly presents on research methods and continuous improvement activities via webinars and in-person presentations and trainings. Prior to joining FEMA, Mr. Zelewicz served as a State and Local Preparedness Supervisor and Operations Planner for IEM, supporting state and local projects. Mr. Zelewicz also served as the Operations Coordinator for Chester County's (PA) Department of Emergency Services in the Emergency Management Division. In this role, he ensured the preparedness of the county's primary and alternate

emergency operations centers (EOC), supported the update of the county's emergency operations plan, and developed new annexes prior to EMAP re-accreditation in 2019. During the county's 13-week EOC activation for COVID-19, Mr. Zelewicz served as the county's primary Resource Support Section Chief. Lee holds a master's degree in anthropology from Arizona State University and supported research at the University of Delaware's Disaster Research Center.