SUMMARY OF ACTIONS (ICS 214)	
DATE/TIME	**MAJOR EVENTS / LOGISTICAL NEEDS** (*Important decisions, significant events, briefings, reports on conditions, etc*)

Southwest Idaho Area Maps

INCIDENT COMMANDER NARRATIVE: To be completed by the IC. The following items will be addressed in the narrative: Location (not legal), time, fire behavior (all phases), topography, fuels, equipment/personnel, tactics, other incidents or circumstances that affect the overall mission, and accidents or injuries that may be related to the fire.

SOUTHWEST IDAHO
INCIDENT ORGANIZER

BOISE INTERAGENCY DISPATCH CENTER. http://www.idahofireinfo.blm.gov/southwest

INITIAL DISPATCH INFORMATION:	
INC NUMBER	
DESCRIPTIVE LOCATION	
COMMAND FREQUENCY	
TACTICAL FREQUENCY	
AIR TO GROUND FREQUENCY	
Relay the following to dispatch upon gaining situational awareness of the fire:	
DESCRIPTIVE LOCATION	
INCIDENT NAME	
SIZE	
SPREAD POTENTIAL	
VALUES THREATENED	
INITIAL ATTACK IC	
Relay the following information to dispatch when fire is declared controlled/out:	
FINAL SIZE	
CONTAINMENT DATE & TIME	
CONTROL DATE & TIME	
OUT DATE & TIME	
FINAL INCIDENT COMMANDER	
FIRE CODE	
UNIT	
IC NAME & SIGNATURE	
IC NAME & SIGNATURE	

Return the completed Incident Organizer to the Unit AFMO for Forest Service fires, Boise Dispatch for Bureau of Land Management, and the Southwest Fire Warden for State incidents.

GPS DATUM: NAD83

VERSION 2016

TABLE OF CONTENTS & INSTRUCTIONS		
DOCUMENT NAME	**REQUIREMENTS**	**PG**
Delegation of Authority	Reference Document	2
Initial Attack Size Up	ALL FIRES	3
Map Sketch & Radio Frequencies	ALL FIRES	4
Spot WX Request & Forecast	For all fires not controlled in the first operational period or if a Fire WX Watch or Warning has been issued	5
Incident Objectives & List of Resources	ALL FIRES	6
Risk Management. Complexity Analysis. Work Rest Ratio. & After Action Review	ALL FIRES	7
ICS-209 Information	Timber fires >100 acres Range fires >300 acres	8-9
Fire Report Information	As Needed	10-11
Summary of Actions	As Needed	12

To: Type 3, 4, 5 Incident Commanders

From: Southwest Idaho Operations Group

Subject: Expectations and Responsibilities for Type 3, 4, and 5 Incident Commanders

The following list of expectations and responsibilities will help each of you in the role of Incident Commander:

- First and foremost MANAGE ALL WILDLAND FIRES SAFELY. Firefighter and public safety is your highest priority.
- Provide and document a briefing using the Briefing Checklist inside the back cover of your IRPG to all firefighters at the beginning of every operational period. Brief all new firefighters of the fire situation and Incident Action Plan as they arrive on scene to your fire.
- Before engaging in any fire management assignments, ensure that Lookouts, Communications, Escape Routes, and Safety Zones (LCES) are in place and effective.
- Ensure all firefighting actions are in full compliance with the Ten Standard Fire Orders and mitigation of applicable Watch Out Situations are complete.
- Conduct a thorough risk assessment of current fire situation using the Operational Engagement Section located in the Incident Pocket Response Guide (IRPG green pages 1-12).
- Manage risk of exposure for all fire personnel; constantly identify and abate hazards, refuse to accept unnecessary risk, and make risk related decisions in accordance with your NWCG Incident Commander qualification level.
- Constantly monitor the effectiveness of the planned strategy and tactics. Immediately delay, modify, or abandon firefighting action on any part of a wildland fire where strategies and tactics cannot be safely implemented. Only execute suppression actions when and where they are safe and effective.
- Request a spot weather forecast at the beginning of every burn period. Take frequent weather observations.
- Perform an Incident Complexity Analysis for Type 3, 4, and 5 incidents upon arrival and each time the situation changes (IRPG pg 9). Review analysis periodically to maintain situational awareness.
- Keep Boise Interagency Dispatch Center (BDC) and the Duty Officer informed of the incident situation and progress.
- Do not assume any collateral duties as a Type 3 Incident Commander.
- Document action to manage firefighter fatigue for all fires that exceed one operational period, ensure compliance with guidelines for work, rest and length of commitment, and pre-approvals and justifications for excessively worked shifts.
- If the media makes contact or arrives on scene: request an agency PIO, ensure they are properly escorted and any comments need to reflect the actual suppression activities without speculation.
- Ensure that performance ratings are completed on all wildland fires for all fireline personnel assigned from outside the local area or if requested.
- Complete and document an After Action Review (AAR) after each operational period.
- Follow the procedure for completing this Incident Organizer as outlined in the table of contents.
- For all suspected human caused fires a Fire Investigator is needed.
- Utilize aviation resources that are effective in controlling the fire and manage costs that are commensurate with values at risk.
- The Duty Officer is the technical representative for the Line Officer.

We have the utmost respect for your knowledge and professionalism. You serve an extremely important leadership role with critical responsibilities. Please understand that your actions will be supported in situations where you take actions to safeguard firefighters and the public.

Lara Douglas, District Manager Boise BLM
Bob Pietras, IDL Resource Area Manager
Cecilia Seesholtz, Forest Supervisor Boise NF

FIRE REPORT INFORMATION *Incident Commander **MUST** ensure local Fire Managers receive this report.*		
FIRE NAME	INC#	FS SO#
DESCRIPTIVE LOCATION		
FINAL LOCAION TRS 1/4 USE:		DATUM NAD 83 & POINT OF ORIGIN
LAT/LONG DD MM SS		
UTM E/N		
LAND OWNERSHIP	PROTECTION AREA	
FIRE STATISTICS		
DATE/TIME OF IGNITION	DATE/TIME CONTROL	
DISCOVERY TIME	DATE/TIME FIRE OUT	
REPORTED BY	TOTAL ACRES INVOLVED	
STATISTICAL CAUSE	FLAME LENGTH	
GENERAL CAUSE	NFDRS FUEL MODEL	
SPECIFIC CAUSE	GENERAL COVER TYPE	
CLASS OF PEOPLE	SLOPE %	
DATE/TIME OF IA	ASPECT	
DATE/TIME CONTAIN	ELEVATION (FEET)	
AIRCRAFT USE - # OF DROPS: AIRTANKER	SEAT	HELICOPTER

STATISTICAL CAUSE
1 Lightning
2 Equipment use
3 Smoking
4 Campfire
5 Debris burning
6 Railroad
7 Arson
8 Children
9 Miscellaneous

SPECIFIC CAUSE
01 Lightning
02 Aircraft
03 Burning vehicles
04 Exhaust—power saw
05 Exhaust—other
06 Logging line
07 Brakeshoe
08 Cooking fire
09 Warming fire
10 Smoking
11 Trash burning
12 Burning dump
13 Field burning
15 Slash burning
16 Right of way burning
17 Resource Mgt burning
18 Grudge fire
19 Pyromania
20 Smoking out bees or game
21 Insect/snake control
22 Job fire
23 blasting
24 Burning building
25 Powerline
26 Fireworks
27 Playing with matches
29 Stove fuel sparks
30 Other

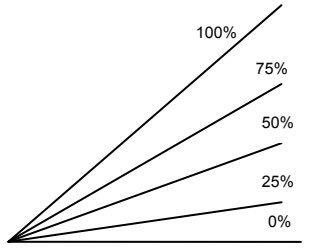
CLASS OF PEOPLE
1 Owner
2 Permittee
3 Contractor
4 Public employee
5 Local permanent
6 Seasonal
7 Transient
8 Other
9 Visitor
0 Not person caused

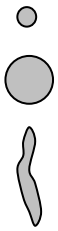
GENERAL CAUSE
1 Timber harvest
2 Harvest other products
3 Forest/range mgt activities
4 Highway
5 Power, reclamation
6 Hunting
7 Fishing
8 Other residential
9 Resident
0 Other

FLAME LENGTH

Flame length is the distance between the tip of the flame and the ground (or surface of the remaining fuel) midway in the zone of active flaming. Because the flame tip is a very unsteady reference, you must estimate the average length over a reasonable period of time.
NOT THE FLAME HEIGHT.

SLOPE PERCENT





ESTIMATING FIRE SIZE
One chain equals 66 feet

- Any fire less than about 5 chains around is about one-tenth (0.10) of an acre

- A fire that is the shape of a circle and is 12 chains around is about one acre (27 chains = about 5 acres)

- A fire that is long and narrow with a somewhat irregular shape that is 18 chains around is about one acres (about 40 chains)

NFDRS FUEL MODELS	
A	Annual grasses and forbs
B	Brush—mature, dense, California chaparral (6 feet or more)
C	Timber—open stand/overstory of conifer or hardwoods with grass and/or scattered brush
F	Brush—moderate, less than six feet
G	Timber—dense conifer stand with heavy timber litter and down woody material
H	Timber—short-needled conifers, sparse undergrowth and thin layer of ground fuels
I	Timber—heavy slash (25+ tons/acre)
J	Timber—moderate slash, clearcuts, or heavily thinned stands
K	Timber—light slash, light thinning or scattered slash under an open overstory
L	Perennial grasses and forbs
P	Needle litter is primary fuel. Some small diameter branch wood & scattering of shrub & grass
T	Brush—light, less than four feet tall, sage brush (grass types immature or stunted brush w/ grass)

GENERAL COVER TYPES	
10	Annual grasses and weeds (mainly cheat grass)
11	Perennial grasses and weeds (bunch grass such as blue bunch and Idaho Fescue)
12	Mountain meadow grasses
15	Sage brush
16	Light brush (fairly easy to walk through)
17	Medium brush (taller and somewhat difficult to walk through)
18	Heavy brush (very difficult or impossible to walk through)
19	Old growth timber with an understory
20	Old growth timber with mixed brush and reproduction understory
21	Young timber (0-4" DBH)
22	Young timber (4-12" DBH, light understory and a moderate amount of litter)
23	Young timber (12-22" DBH, light understory and heavy litter)
24	1-3 year old slash (5-10 tons/acre)
25	4-7 year old slash (5-10 tons/acre)
26	8 years old or more slash (5-10 tons/acre)
27	1-3 year old slash (21 tons/acre or more)
28	4-7 year old slash (21 tons/acre or more)
29	8 years old or more slash (21 tons/acre or more)
30	Litter and downfall (5-10 tons/acre)
31	Litter and downfall (11-20 tons/acre)
32	Litter and downfall (21+ tons/acre)
33	Pinion Juniper
34	Non-forest fuels such as dumps, burning vehicles, buildings, etc

INITIAL ATTACK FIRE SIZE UP *Information for the IC to relay to dispatch for all wildfire incidents*

Incident Name	Date	Time
Est Size	GPS DATUM: NAD83	
Location	LAT	LONG
Incident #	UTM E	N
IC	LEGAL TRS1/4	
QUALIFICATIONS	EST PERSONNEL TO CONTROL	
HOME UNIT	EST EQUIPMENT NEEDED	
CAUSE: H L INV Needed?	SPECIAL NEEDS	
TODAY'S ERC FOR AREA	TODAY'S BI FOR AREA	

CHARACTER % ACTIVE

smoldering creeping running - *ROS: L M H E*

crowning spotting

ESTIMATED SIZE

spot-1/10 1/10-1/4 1/4-1/2 acre 1/2-3/4 acre

1 acre 1-5 acres 6-25 acres 25+

ESTIMATED WIND

calm 0-5 5-10 10-20

20+

WIND DIRECTION

down canyon up canyon downslope upslope

north south west east

variable

FUEL TYPE

grass brush/sage reproduction hvy timber

logging slash thin slash juniper snag

log/duff p pine Doug fir alpine fir

lodgepole

ADJACENT FUEL

grass brush/sage reproduction hvy timber

logging slash thin slash juniper snag

log/duff p pine Doug fir alpine fir

lodgepole

ASPECT

flat north northeast east

southeast south southwest west

northwest ridgetop

SLOPE (%)

flat 0-20 20-40 40+

POSITION ON SLOPE

ridgetop upper 1/3 middle 1/3 lower 1/3

valley/canyon bottom flat or rolling

ELEVATION

Remember to give dispatch regular updates

FIRE MANAGEMENT CONSIDERATIONS TO EVALUATE LONG TERM IMPACTS

VALUES/IMPROVEMENTS

Close proximity Distance from values

POTENTIAL FIRE SIZE

<1000 acres 1000-5000 acres >5000 acres

BARRIERS (i.e. old burns)

Few Moderate Numerous

FUEL CONTINUITY

Continuous Fuels Limited Fuel Breaks

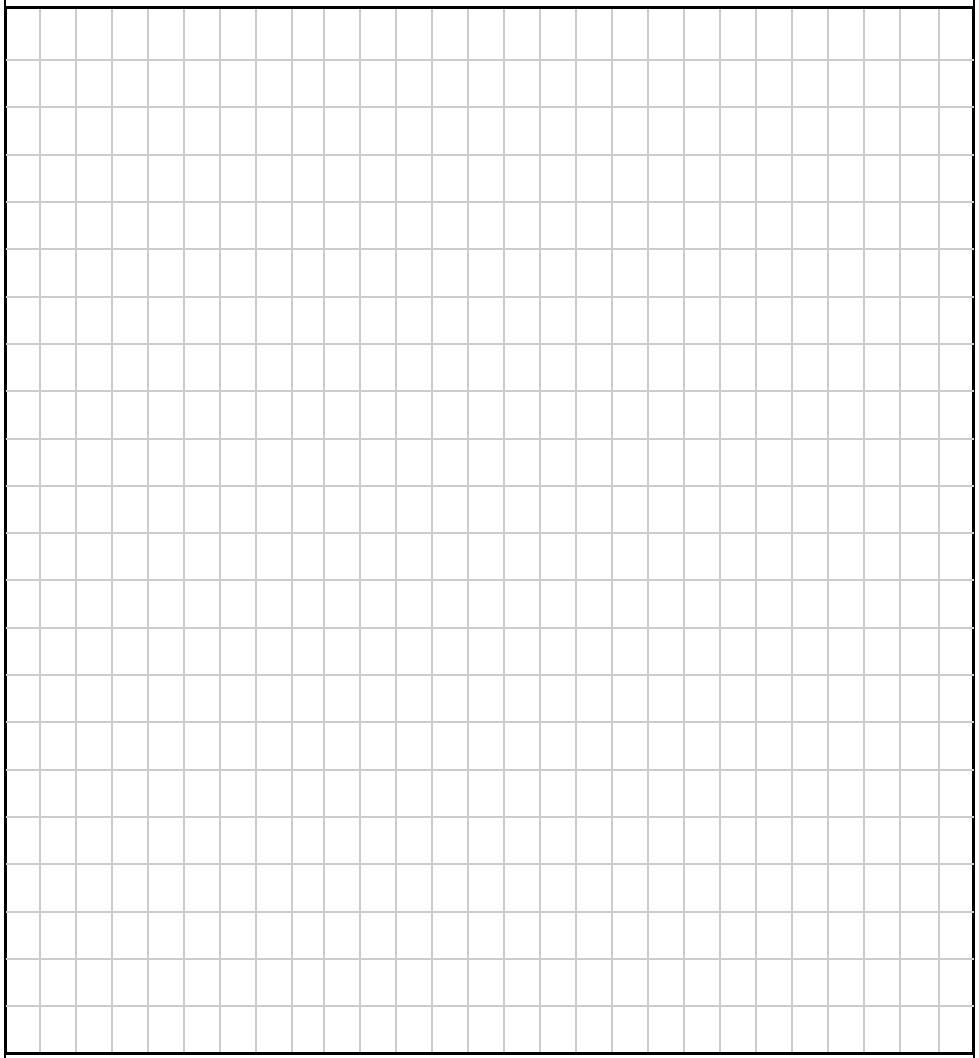
Abundant Fuel Breaks

POTENTIAL DURATION

Short term Long Term

May persist until WX change

MAP SKETCH
Identify the fire origin with an **X** *and show : section #, roads, creeks, trails, fire perimeter etc.*



RADIO FREQUENCIES

NET	FREQUENCY	
COMMAND	RX	TX
SUPPORT/DISPATCH	RX	TX
AIR TO GROUND	RX	TX
AIR TO AIR	RX	TX
TAC 1	RX	TX
TAC 2	RX	TX
F2 EMT STATE COMM	RX 155.280	TX 155.280 TONE 100.0

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread -
Influencing factors during the next operational period
12 hours
24 hours
48 hours
72 hours
Anticipated after 72 hours

37. Strategic Objectives (define planned end-state for incident)

38. Current Incident Threat Summary and Risk Information. Summarize primary incident threats to life, property, communities and community stability, critical infrastructure, key resources, natural and environmental resources, and cultural resources, *Identify potential economic or cascading impacts due to the incident.,*
12 hours
24 hours
48 hours
72 hours
Anticipated after 72 hours

39. Critical Resource Needs to meet incident objectives.
List resource category, kind, and/or type, and amount needed in priority order.
12 hours
24 hours
48 hours
72 hours
Anticipated after 72 hours

40. Strategic Discussion -
Explain the relation of overall strategy, constraints, and current available information to:
- Critical resource needs identified above
- Incident Action Plan and management objectives and targets
- Anticipated results

Explain major problems and concerns such as operational challenges, incident management problems; and social, political, economic, or environmental concerns or impacts

41. Planned Actions for Next Operational Period

42. Projected Final Size	43. Anticipated Incident Mgt Completion Date	44. Projected Significant Resource Demob Start Date
46. Projected Final Incident Cost Estimate	47. Remarks	

Incident Resource Commitment Summary

48. Agency/ Org	49. Resources Sort by kind, type and # of personnel on each	50. # of Personnel not assigned to a resource	51. Total Personnel
52. Total Resources			

53. Additional Cooperating and Assisting Organizations Not Listed Above

NIMS ICS-209 INCIDENT STATUS SUMMARY
To assist the IC when dispatch or plans personnel need this information for the Situation Report and also can be used to justify the need when requesting resources.

1. INC NAME		2. INC#	
3. REPORT VERSION *Initial Update Final*	4. IC & IC Agency	5. INC Organization	6. INC Start Date/Time
7. Current INC Size	8. % Contained	10. INC Complexity	11. Time Period From: *Date/Time* To:
12. Prepared by *Name* *ICS Position* *Date/Time*		13. Date/Time Submitted	
14. Approved by: Name ICS Position		15. Location/Organization 209 Sent to:	

16. State	17. County	18. City	19. Unit/Other.
20. Incident Jurisdiction	21. Origin Land Ownership	22. LAT LONG	
24. Legal	25. Short Area Description		26. UTM *E* *N*

28. Observed Fire Behavior/Significant Events for reporting time period *Describe fire behavior using accepted terminology*				29. Primary Fuel/ Material Involved
30. Damage Assessment *Summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc:*	A. Structural Summary	B. # Threatened *72 Hours*	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential/ Commercial Property			
	G. Other Minor Structures			

31. Public Status Summary *Indicate # of Civilians (Public)*	A. # this reporting period	B. Total # to Date	32. Public Status Summary *Indicate # of Responders*	A. # this reporting period	B. Total # to Date
Fatalities			Fatalities		
Injuries/Illness			Injuries/Illness		
Evacuated			Evacuated		
Sheltering in Place			Sheltering in Place		
In Temporary Shelters			In Temporary Shelters		
TOTAL # of Civilians			TOTAL # of Responders		

Not all Status Summaries are listed if need more refer to Dispatch or the full NIMS ICS 209 Form.

33. Life, Safety, and Health Status/Threat Remarks:	34. Life, Safety, and Health Threat Management	A. Check If Active	B. Notes
	No Likely Threat		
	Potential Future Threat		
35. Weather Concerns	No Evacuations Imminent		
	Planning for Evacuation		
	Evacuations in Progress		

Not all Life, Safety, and Health Threats are listed if need more refer to Dispatch or the full NIMS ICS 209 Form.

The following blocks are not included: 9 Incident Definition. 23 US National Grid Reference. 27 Note any geospatial data attached.

Spot Weather Forecasts should be requested for fires that will exceed initial attack, have potential for extreme fire behavior, or are located in areas where Red Flag Warnings or Fire Weather Watches have been issued.
Appendix E Interagency Standards for Fire and Fire Aviation Operations

SPOT WX OBSERVATION & FORECAST REQUEST

NAME OF INCIDENT/PROJECT		REQUESTING AGENCY	
LEGAL TRS		REQUEST MADE BY	
LAT/LONG DDMMSS		DATE	TIME
UTM E/N		DATUM NAD 83 ZONE 11	
ELEVATION TOP/BOTTOM		FUEL TYPE	
DRAINAGE		SHELTERING	FULL
ASPECT			PARTIAL
SIZE			UNSHELTERED

Weather conditions at incident/project or from RAWS:

PLACE	ELEV	OBS DATE/ TIME	WIND DIRECTION/ VELOCITY		TEMPERATURE		RH	DP	SKY CONDITIONS
			20 FT	EYE LVL	DRY BULB	WET BULB			

REQUEST WX FORECAST				REMARKS
TDA	TNT	TMR		
			LAL	
			HAINES INDEX	
			VENTILATION	
			SKY/WEATHER	
			TEMPERATURE	
			HUMIDITY	
			WIND (EYE LEVEL)	

SPOT WEATHER FORECAST FROM ISSUING WX OFFICE

DATE & TIME:
DISCUSSION OUTLOOK

BURN PERIOD	SKY COVER	TEMP	HUMIDITY	EYE LVL WIND	20 FT WIND	INDICIES
Today This afternoon This Evening Tomorrow	Mostly Sunny Fair Partly cloudy Mostly cloudy Cloudy Variable Clouds	_____ °F High Low Range	_____ % Max Min Range	Upslope Downslope Direction _____ Velocity _____ Gusts _____	Upslope Downslope Direction _____ Velocity _____ Gusts _____	Haines _____ LAL _____ BI _____ ERC _____ Ventilation _____
Today This afternoon This Evening Tomorrow	Mostly Sunny Fair Partly cloudy Mostly cloudy Cloudy Variable Clouds	_____ °F High Low Range	_____ % Max Min Range	Upslope Downslope Direction _____ Velocity _____ Gusts _____	Upslope Downslope Direction _____ Velocity _____ Gusts _____	Haines _____ LAL _____ BI _____ ERC _____ Ventilation _____
OUTLOOK DATE _____	Mostly Sunny Fair Partly cloudy Mostly cloudy Cloudy Variable Clouds	_____ °F High Low Range	_____ % Max Min Range	Upslope Downslope Direction _____ Velocity _____ Gusts _____	Upslope Downslope Direction _____ Velocity _____ Gusts _____	Haines _____ LAL _____ BI _____ ERC _____ Ventilation _____

INCIDENT OBJECTIVES
1. SAFETY of firefighters and public.
2.
3.
4.
Your goal is to manage the incident and not create another. Remember to set contingency plans.

AIRCRAFT RESOURCES								
RESOURCE ID	RESOURCE TYPE	ETA	ON SCENE	# OF PEOPLE	BRIEFED Y/N	ASSIGNMENT	RELEASE TIME	TOTAL DROPS

GROUND SUPPRESSION RESOURCES								
RESOURCE ID	RESOURCE TYPE	ETA	ON SCENE	# OF PEOPLE	BRIEFED Y/N	ASSIGNMENT	RELEASE TIME	TOTAL HOURS

WORK REST RATIO DOCUMENTATION WORKSHEET

GUIDELINES: For every 2 hours of work or travel provide 1 hour of sleep or rest . IC must justify and document work shifts exceeding 16 hours and those that do not meet the 2:1 work/rest guidelines — see below.

DATE	OPERATIONAL PERIOD START TIME	OPERATIONAL PERIOD STOP TIME	TOTAL HOURS WORKED	REST TIME

RISK MANAGEMENT

Maintain your *SITUATIONAL AWARENESS*. Ensure compliance with the 10 Standard Firefighting Orders and LCES. Continually monitor the 18 Situations and apply appropriate mitigation. As the incident progresses, continually re-evaluate your situation. When hazards are identified mitigate them or change tactics and/or strategy. *Refer to page 1 (GREEN) in the IRPG.*

YES	NO	DECISION POINTS
		Controls in place for identified hazards? If no reassess your situation
		Are selected tactics based on expected fire behavior? If no reassess your situation
		Are the current strategy and tactics working? If no reassess your situation

INCIDENT ACTION PLAN SAFETY ANALYSIS (215A) To aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety and health issues and to develop appropriate controls.

OPERATIONAL PERIOD	DIVISION/GROUP	HAZARDOUS ACTIONS/CONDITIONS	MITIGATIONS/WARNINGS/REMEDIES

Indicators of Incident Complexity: Common indicators may include the area involved, threat to life, environment and property; political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, and weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident. The Following are common contributing indicators for initial attack and extended attack complexity types.

Type 5 Incident Complexity Indicators:

General Indicators:
-Incident is typically terminated or concluded (objective met) within a short time once resources arrive on scene.
-For incidents managed for resource objectives, minimal staffing/oversight is required.
-One to five single resources may be needed.
-Formal Incident Planning process not needed.
-Written Incident Action Plan (IAP) not needed.
-Minimal effects to population immediately surrounding the incident.
-Critical Infrastructure, or Key Resources, not adversely affected.

Span of Control Indicators:
-Incident Commander (IC) position filled.
-Single resources are directly supervised by the IC
-Command Staff or General Staff positions not needed to reduce workload or span of control.

Type 4 incident Complexity Indicators:

General Indicators:
-Incident objectives are typically met within one operational period once resources arrive on scene, but resources may remain on scene for multiple operational periods.
-Multiple resources (over 6) may be needed.
-Resources may require limited logistical support.
-Formal Incident Planning process not needed.
-Written Incident Action Plan (IAP) not needed.
-Limited effects to population surrounding incident.
-Critical Infrastructure or Key Resources may be adversely affected, but mitigation measures are uncomplicated and can be implemented within one Operational Period.
-Elected and appointed governing officials, stakeholder groups, and political organizations require little or no interaction.

Span of Control Indicators:
-IC role filled
-Resources either directly supervised by the IC or supervised through an ICS Leader position.
-Task Forces or Strike Teams may be used to reduce span of control to an acceptable level.
-Command Staff positions may be filled to reduce workload or span of control.
-General Staff positions may be filled to reduce span of control.

Type 3 Incident Complexity Indicators:

General Indicators:
Incident typically extends into multiple operational periods.
- Incident objectives usually not met within the first or second operational period.
- Resources may need to remain at scene for multiple operational periods, requiring logistical support.
- Numerous kinds and types of resources may be required.
- Formal Incident Planning Process is initiated and followed.
- Written Incident Action Plan (IAP) needed for each Operational Period.
- Responders may range up to 200 total personnel.
- Incident may require an Incident Base to provide support.
- Population surrounding incident affected.
- Critical Infrastructure or Key Resources may be adversely affected and actions to mitigate effects may extend into multiple Operational Periods.
- Elected and appointed governing officials, stakeholder groups, and political organizations require some level of interaction.

Span of Control Indicators:
- IC role filled.
- Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions.
- Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control to an acceptable level.
- Command Staff positions filled to reduce workload or span of control.
- General Staff position(s) filled to reduce workload or span of control.
- ICS functional units may need to be filled to reduce workload.

***If multiple Type 3 Incident Complexity Indicators are exceeded, consider the next level of incident management support.**

Notes:

AFTER ACTION REVIEW	DATE	IC
INCIDENT NAME		COMPLEXITY
What was planned? What actually happened? What was the difference (from Q1 & Q2)? What can you do different next time?		
ATTENDEES		
AAR LEADER SIGNATURE		DATE
REVIEWED BY		DATE