

Crash Analysis Studio Findings

[Crash Location]

Held on [DATE]

1. Session Participants

- First and Last Name, Title, Department or Organization Representing

2. Summary of Crash Event

- Description of what happened as best understood by the participants of the Crash Analysis Studio.

3. Contributing Factors

- Studio participants identified the following primary factors that contributed to this crash:
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- Related contributing factors (optional)
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4. Recommendations

- Studio participants identified the following as recommendations to reduce the potential for future harm in response to this collision:
 - Immediate:
 - Description of an immediate action in one sentence.
 - Near Term (within the next 12 months):
 - Description of a near-term action in one sentence.
 - Long Term and/or Systemic:
 - Description of a long-term or systemic action in one sentence.

5. Concluding Statement (optional)

- Summative statement/paragraph of the report and any additional statements or observations that the panelists feel need to be shared that are not already included.

6. Follow Up and Accountability

- **90-Day Update**
 - Description of an immediate action implemented, early observations, and any adjustments.
 - Describe short-term recommendation not yet taken
- **1-Year Update**
 - Description of action implemented, observations, and any adjustments.
 - Describe effectiveness of responses
 - Remaining gaps that are still present.
- **Next Actions**
 - Describe any additional steps the city should take.