



POLICY MANUAL

Emergency Operations - Reports

Incident Review

Revised: 04-08-04

Code: 1 - 4 - 5

Book Chapter Subject

Page 1 of 2

5.0 Purpose: Establish Procedures for Reviewing Major Incidents.

5.01 Scope: All Emergency Response Personnel.

5.02 **GOAL**

To allow all members to gain knowledge and benefit from the experiences of those who participated in a working fire or other significant incident .

To thoroughly review working fires or other significant incidents.

5.03 **TYPES OF INCIDENTS TO BE REVIEWED**

1. Working fires with substantial damage.
2. Hazardous materials incidents where a significant release occurred.
3. Multi-casualty incidents or serious injuries to firefighters.
4. Unusual or unique incidents.
5. Any incident deemed appropriate by the Battalion Chief.

5.04 **REVIEW PROCESS**

Tailboard:

This review process should start at the incident by conducting a "tailboard" discussion with as many members as possible. This should be a brief discussion of the incident with special attention to immediate concerns that need to be addressed along with feedback from members who will not be on duty for the formal review. This should be a group discussion away from the public. Comments should be noted and presented at the formal review.

Formal Review:

The formal review should occur as soon after the incident as possible (usually the next duty shift). All on-duty personnel and the Training Officer should attend the formal review. The formal review should consist of the following:

1. **Initial Actions**

Initial response, size-up and actions. This is a brief discussion on the very first actions taken. Personnel should discuss the results of the initial actions and any alternatives that could have improved these operations.



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Page 2 of 2

5.04 REVIEW PROCESS (Cont.)

2. Strategy and Tactics

- a. *Fires* - Rescue, Fire Control and Property Conservation. In this category questions should be asked covering these three areas depending on how it fits the particular call.
- b. *Other Incidents* - The appropriate procedures and practices will be used to discuss these areas depending on the type of incident.

3. I.C.S.

Discuss which elements of the incident command system were used. Diagram out the command structure.

4. Safety

Discuss safety concerns.

5. Open Discussion

To address or discuss any other concerns or comments relating to the incident. Also include tailboard review comments, if not already covered.

5.05 INCIDENT SUMMARY

An incident summary shall be developed for each incident reviewed. The Training Officer should develop these and attend all reviews, if possible. If he is not in attendance, the first-in fire officer shall develop this summary. This review will be distributed to all personnel so they can benefit from the incident experience and be better informed about significant incidents that occur in the City. The following format shall be used: (see Policy 1-4-6)

NOTE: This format can also be used for major training exercises with the summary being a blend of all shifts.