

Purpose: This policy establishes the guidelines to objectively analyze fire department operations in a post emergency environment and not to find fault with any individual, group or company.

- To provide a continuing review and development process through which improved methods and operations may be realized.
- The analysis shall conduct a basic review of the conditions present, the actions taken and the effect of the conditions and actions on the safety and health of members. (NFPA 1500)
- The analysis shall identify any action necessary to change or update any safety and health program elements to improve the welfare of members. (NFPA 1500)

Administration: The Deputy of Operations and Deputy of Health and Safety will have primary responsibility for administration of this policy within the scope of their job descriptions.

Policy: Post Incident Analysis shall be divided into two categories:

- **Informal**
 - Informal analysis shall be conducted by fire department officers on an as needed basis in an effort to provide training and overall improvement in fire department operations.
- **Formal**
 - A formal post-incident analysis shall be conducted for any incident meeting the following criteria:
 1. Any incident which requires a third alarm or greater to bring an incident under control; fourth alarm for brush fires.
 2. Any incident which presents unusual and or challenging problems worthy of analysis.
 3. Any incident involving the serious injury or death of civilians or fire department personnel.

Procedure:

- **Informal analysis**
 - The informal analysis involves an informal discussion of the event which transpired during an emergency incident.
 - The Fire Chief, Asst. Chief or Deputy Chiefs are responsible for initiating the informal analysis process whenever an incident prompts numerous questions by subordinate personnel and/ or may provide a valuable training opportunity.
 - The informal analysis can be utilized at the department level or multi-department level.
 - Personnel may meet in quarters or at the incident scene and discuss the various aspects of the incident.
 - A Chief Officer should serve as the facilitator of the the informal analysis.
 - Training tips relating to the incident should be brought up during the discussion.
 - Important lessons learned as a result of the analysis should be shared with the department through posting a hard copy of the results in each station and/or sharing of information at department training sessions.
- **Formal Analysis**
 - The Formal Analysis is designed to involve all levels of the fire department.
 - It is intended to be utilized as a method of a detailed analysis of major emergency operations.
 - The Incident Commander (IC), usually one of the department officers is responsible for initiating the formal analysis process following every major incident meeting the criteria of item contained in the above policy.
 1. A Formal Incident Analysis shall be conducted within two weeks of the incident.
 2. The Incident Commander shall notify all levels of the department and interested outside agencies of the post incident analysis meeting place, date and time.
 3. The Fire Chief, Asst. Chief or Deputy Chiefs shall appoint a facilitator to conduct the post incident analysis meeting.

4. The Incident Safety Officer shall prepare a written report for the analysis that includes pertinent information about the incident relating to safety and health issues. (NFPA 1500)
5. The Incident Safety Officer shall participate in the post incident analysis. The Safety Officer shall provide information about issues relating to the use of protective clothing and equipment, personnel accountability system, rapid intervention crews, rehabilitation operations and other issues affecting the safety and welfare of members at the incident. (NFPA 1500)
6. The facilitator shall appoint an individual who was not involved in the incident to take notes.
7. A plot plan and all applicable audio/visual aids, such as communications tapes, video tapes and photographs shall be coordinated by the Incident Commander.
8. The analysis shall begin with a description of the involved facts including:
 - a. Incident Management Structure Diagram
 - b. Date
 - c. Time
 - d. Location
 - e. Weather
 - f. Topography
 - g. Apparatus and number of personnel
 - h. Water supply
 - i. Occupancy and life hazards
 - j. Exposures
 - k. Building construction
 - l. Special conditions
9. Fire department operations should be discussed in a chronological order by allowing the involved department officer or senior person to recount and discuss their observations and actions in order of their arrival at the scene.
10. Non-fire department agencies should be allowed to describe their respective involvement in the incident.
11. The Incident Commander shall discuss strategic goals and tactical objectives.
12. After a description of the facts and the operations has been completed, the discussion should focus on what went well and what could be improved upon.
13. The emphasis must be on overall operational improvement and should not focus on embarrassing any individual or group.
14. The facilitator should conclude the analysis by summarizing the key points involved and providing additional comments.
15. Important lessons learned as a result of the analysis should be shared with the department through posting a hard copy of the results in each station and/or sharing information at dept. training.
16. The facilitator shall complete the Facilitator Narrative Description Form. Copies shall be provided to the Fire Chiefs, Deputy Chief of Health and Safety CTFD and all involved companies and officers.
17. For those issues where corrective action is required, The Fire Chief shall determine a target date for the drafting of the CTFD SOGs for changes and /or the provision of a new SOG or policy.

References:

NFPA 1500

6.9A Post Incident Analysis Form