



Standard Operating Guideline	
SOG Name:	Post Incident Analysis Report
SOG Number:	400.21
Standard:	TBD
Guideline Owner:	Administration
Implementation Date:	May 31, 2017
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Authority:	Larry H. Williams, Jr, Fire Chief

PURPOSE: The Post Action Report is used to analyze fire, hazardous materials, and emergency medical incidents to obtain information that can be used to educate all fire department personnel on successful techniques and procedures as well as identify any needed training needs or possible operational changes.

A. GENERAL

SECTION 1

The following types of incidents would normally warrant a “Post Action Report.” The Fire Chief may adjust these guidelines depending on the circumstances of the individual incident.

1. All working structure fires. Complete DFD Tactical Worksheet located at Fire 2/DFD Official Forms/Incident Command Folder/DFD Tactical Worksheet.
2. Any fire incident that involves the serious injury and/or death of a civilian.
3. Any incident that involves the serious injury and/or death of a firefighter or fire officer.
4. Unusual medical emergencies; i.e. extensive burn cases, multiple victim incidents, etc.
5. Any serious (Level II) hazardous materials incident.
6. Any unusual incident where fire department operations prove valuable for future training purposes.
7. Incidents resulting in a citizen’s complaint.

SECTION 2

Any officer may initiate a “Post Action Report” on an incident.

SECTION 3

The report should then be forwarded via the chain of command to the Fire Chief. The Fire Chief will review the report with the Chief of Training.

SECTION 4

After review, the Fire Chief will discuss specific issues found with the respective BC to re-enforce and/or require improvement if needed.

SECTION 5

A copy of each report will be kept on file at the Training and Safety Division.

B. GUIDELINES FOR FIRE INCIDENTS

The following information should be included in the Post-Action Report for fire incidents:

1. Fire Incident (Subject of Report)
2. Brief Narrative - Summarize the incident in one paragraph to develop an overview of the incident.
3. Response - Include all apparatus and personnel responding to the reported building address and information obtained en-route and upon arrival. Example: Engine 1, Engine 4, Truck 1 responded with 12 personnel to a reported dwelling fire with occupants reported trapped, heavy smoke issuing from the dwelling upon arrival.
4. Fire Control
 - Include hose line placement, apparatus staging, and manpower allocations
 - Diagram of area involved - this simplifies visualization of apparatus staging, hose line placement, and gives the dimensions of the building and exposure/obstruction problems
 - Ventilation points should be noted with the effectiveness of these openings. In addition, note whether ventilation was accomplished horizontally or vertically, forced or natural
 - Control of utilities as they apply to fire control, and if secured by fire department personnel.
 - Fire extension where applicable and the means by which the extension was checked
 - The time the fire was brought under control
5. Other Factors Effecting Operations
 - Weather - high winds, dense fog, extremes of summer and winter, etc.
 - Obstructions - parked cars, improper apparatus placement, etc.
 - Construction features - cockloft, multiple false ceilings, etc.
6. Communications Overview (Fire Incident) - Use all communications times in order to augment narrative. Record any specific information the dispatcher relayed to responding units. Example: time delays, third party calls, etc.
7. Injury/Fatality Information - Whenever an incident involves the serious injury and/or death of a civilian or firefighter, the following facts should be included:
 - The location of the persons and the fire conditions upon discovery. In addition, a diagram of the area involved and hose line placement.
 - A brief post-mortem report in the case of a fire death to include the extent of the individual's injuries and, in death due to smoke inhalation, the carboxyhemoglobin levels along with any other toxicological analysis.

8. Lessons Learned or Re-enforced - some examples of noteworthy information are:
 - Were sufficient units summoned to affect fire control?
 - Were good communications established and maintained?
 - Was the water supply need recognized for the 3rd and 4th lines to be stretched and supplied from a source other than the one supplying the first and second lines?
9. Conclusion - were the following outcomes achieved?
 - Remove endangered occupants and treat the injured.
 - Stop the fire where it was found.
 - Conserve property after fire control is achieved.
 - Provide for the safety and survival of all personnel.

C. GUIDELINES FOR EMS INCIDENTS

The following information should be included in the Post Action report for EMS Incidents:

1. Medical Emergencies (Subject of Report)
2. Brief Narrative - summarize the incident briefly.
3. Response - Include apparatus, ambulance, and personnel responding; the reported location; and information obtained en-route and upon arrival. Example: a reported auto accident with occupants trapped and arriving to find a multiple victim incident with priority trauma involved.
4. Incident Control
 - Complete evaluation of patient injuries
 - Environmental considerations - weather, location of incident with reference to the degree of accessibility.
 - Large scale medical emergencies may require establishing a staging area, organizing a support sector in addition to extrication, treatment, and transportation sectors. Include an explanation of how the incident escalated and the need to organize such sectors.
 - If applicable, include a diagram of the incident. Example: transportation accidents and below grade accidents.
 - Discuss procedures utilized in treating the victims to understand what were considered priority items - proper triage.
 - Include problems encountered (if any) and lessons learned.
 - Discuss the degree of coordination and cooperation between ambulance and fire personnel. If we are not effectively interacting, we may be deficient and need to evaluate and revise our procedures to deliver an optimum level of patient care.

D. GUIDELINES FOR HAZARDOUS MATERIALS INCIDENTS

The following information should be included in the Post Action Report for Hazardous Materials Incidents:

1. Hazardous Materials Incidents (Subject of Report)
2. Brief Narrative - as with all incidents, the day, date, and time, along with circumstances surrounding the incident.
3. Response - All apparatus and personnel responding, applicable information received en-route and upon arrival. Example:
Engine 6, Haz Mat 2 responded with 10 personnel to a reported tank truck spill and upon arrival found a 3,000 gallon gasoline tank truck overturned with the cargo flowing freely.
4. Material Control
 - Material Identification - determine reference materials used and information obtained.
 - Note location of command post and staging area in relationship to incident site. In addition, make note of location of entry point and decontamination zone. This information can be placed on a diagram to better illustrate appropriate safe distances for such incidents.
 - Note what specialized equipment was used and any special calls or greater alarm assignments.
 - Evacuation may or may not have been necessary. Determine the considerations used to reach a decision.
 - List any outside agencies involved in control and mitigation of the incident. Include manner of contact and the degree of assistance rendered.
 - Was the outcome favorable due to commitment of the department, or did we worsen the conditions? Would we have been better off letting it burn? Did we set priorities and continuously evaluate them?
 - Note all times to include commitment, control, and de-escalation of the incident.

E. GUIDELINES FOR ALL INCIDENTS

SECTION 1

If a firefighter or fire officer is injured or killed, indicate whether all protective clothing and SCBA (where applicable) were in use and properly functioning.

SECTION 2

Indicate when operations went from an offensive to a defensive mode and why.

SECTION 3

Weather conditions affect all incidents. Note prevailing conditions.

(Signature on File)

Larry H. Williams, Jr.
Fire Chief
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