**Purpose:** *Post Incident Reviews can be helpful to ensure that incident operations are conducted as safely and effectively as possible.*

**Procedure:**

**Informal Post Incident Reviews:**

1. An informal Post Incident Review should be conducted when a supply line has been laid and charged with water. The incident commander may also conduct an informal Post Incident Review if deemed appropriate.
2. An informal Post Incident Review is conducted at the scene by the incident commander prior to the release of companies from the scene.
3. When informal Post Incident Reviews are conducted at the incident scene, they are to be done out of the presence of the public.
4. An informal Post Incident Review need not be documented in writing.

**Formal Post Incident Reviews:**

1. A formal Post Incident Review should be conducted for incidents where a second alarm (or greater) has been requested, the incident was a Level 3 Hazardous Materials Incident or a member of the fire department was injured at the scene resulting in three or more days of lost duty days. (The formal Post Incident Review does not exclude the safety committee review of the incident).
2. A formal Post Incident Review is conducted in a classroom setting at the fire station. It is conducted by the incident commander, fire chief or deputy fire chief. It should be scheduled for the next on-duty day for the platoon that responded to the incident. The formal Post Incident Review may be scheduled for a later date depending upon the magnitude of the incident and the availability of other responding organizations to attend the Post Incident Review.
3. Mutual aid departments and other responding organizations involved in the incident should be invited to participate in the formal Post Incident Review.
4. A formal Post Incident Review shall be documented in writing. The training officer shall be responsible for creating the written document, filing the document in the training files and distributing copies of the review. Copies of the written document shall be provided to all responding departments and organizations. Copies shall also be provided to all chief officers who should discuss the review with their personnel in a company training setting.

**Outline for Points to Cover for Post Incident Reviews:**

1. The outline on the attached page shall be used to conduct the Post Incident Review.
2. Laminated copies of the outline shall be placed in all Accountability Kits for reference as needed.
3. *Was dispatch information timely and effective?*
4. *Was scene size-up performed timely and relayed effectively?*
5. *Was arrival of units timely and staging location effective?*
6. *Incident Command System functions:*
7. Was Command established timely and effectively used?
8. Was Accountability established timely and effectively used?
9. Were Personnel Accountability Reports performed when appropriate?
10. Was Safety established timely effectively used?
11. Was a Rehab sector established as appropriate?
12. *Adequacy of Resources:*
13. Was the number of firefighters at the scene sufficient?
14. Was the number of fire apparatus at the scene, including mutual aid response, sufficient?
15. Was fire station coverage appropriately provided in a timely manner?
16. Were EMS resources present as appropriate?
17. Was law enforcement resources present as appropriate?
18. Was utility company resources present as appropriate?
19. Were ancillary response agencies (EMA, Health, etc.) requested as appropriate, responded in a timely manner and used effectively?
20. *Scene Safety:*
21. Was personal protective equipment used appropriately?
22. Was Rapid Intervention established in a timely manner?
23. Was air monitoring performed effectively?
24. Was “free-lancing” precluded?
25. *Search and Rescue:*
26. When applicable, were search and rescue functions implemented timely and effectively?
27. *Water Supply and Delivery:*
28. Was the water supply established timely and effectively used?
29. Was the water delivery system established timely and effectively used (such as master streams or proper size and number of hand-lines)?
30. Were there any problems with fire confinement and extinguishment?
31. *Protection of Exposures:*
32. When applicable, was protection of exposures provided timely and effectively?
33. *Ventilation:*
34. Was ventilation established in a timely manner and used effectively?
35. *Salvage and Overhaul:*
36. When appropriate were salvage and overhaul activities implemented in a timely manner and used effectively?

*12. Other:*

A. Are there other issues affecting the incident to be discussed?

B. Are there topics that should be referred to training for future opportunities?