

ESCAMBIA COUNTY FIRE-RESCUE

Rules, Policies, and Guidelines

3100.025

Post Incident Analysis

Implemented: 2/14/11

Revised:

Paul Williams, Fire Chief

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PURPOSE:

Post Incident Analysis (PIA) - the reconstruction of an incident to assess the chain of events that took place, methods used and the actual results of the department's action. The main purpose is to reinforce actions that are effective, and to give insight into how the department's operations could be improved in the areas of procedures, training and equipment.

SCOPE:

All Personnel

PROCEDURE

PIA should be performed on virtually every significant emergency call. The depth and nature of the analysis should be based on the circumstances. The PIA may be either formal or informal.

An informal PIA is normally held as soon as is practical after the emergency, and may be as simple as a table top discussion at the station. Documentation of the informal PIA is not required, although the purpose is identical to that of a formal PIA.

A formal PIA is *mandatory* under the following circumstances

- Serious injury or death of a Fire-Rescue employee
- Multiple civilian fire casualties
- Third alarm or greater response
- Extraordinary fire loss (i.e. total loss of a commercial structure)
- Incidents which require long term commitment of resources
- Level 3 MCI
- Incidents of an unusual nature as determined by the Deputy Chief of Operations or Fire Chief

A formal PIA is suggested for the following

- Injury of a Fire-Rescue employee
- Single civilian fire casualty
- First and Second alarm response
- Incidents resulting in a significant fire loss (i.e. 50% of commercial structure)
- Level 1 or Level 2 MCI's

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The responsibility for implementation of the PIA will be assigned by the Deputy Chief of Operations. A formal PIA consists of two activities; the PIA meeting and the written report.

PIA Meeting - is intended to bring together participants involved in all aspects of the incident, although this may be limited by staffing. When possible, each unit supervisor should be given the opportunity to discuss the incident from their perspective. The meeting will be facilitated by the individual appointed by the Deputy Chief of Operations. The facilitator should insure that the PIA is conducted in a constructive manner, controlling individual criticism or inappropriate comments. The PIA meeting should be conducted within two weeks of the incident.

To prepare for this meeting, the following items should be obtained

- CAD Incident history
- Tape recording of 911 call and pertinent radio transmissions
- Quick Access Survey, if available
- Applicable SOGs
- Scene sketch
- Overhead transparencies, slides, video footage or photographs of the Incident

Personnel to be considered for inclusion in the PIA meeting should include

- Companies and command staff assigned to the incident
- Investigations
- Training & Safety Division
- Deputy Chief of Operations
- Other affected agencies

A suggested agenda for such a meeting is as follows

- Introductions of participants
- Reinforce the reason for performing the PIA
- Brief description of the incident
- Chronological review of observations and actions taken, i.e. first arriving unit, second arriving unit, incident commander, etc.
- Strategic goals and objectives - As defined by the Incident Commander
- Specific identification of problems associated with procedures, training or Equipment