

Cape Elizabeth Fire Department Policy & Procedure Manual

Policy: Post Incident Analysis

Section: 7.300: Fire Ground Safety

Policy # 7.320

Date Effective: 03-29-2010

Purpose: To establish a guideline for reviewing incidents, developing recommendations for improvements via training and policy updates.

Responsibility: All fire department employees shall be familiar with the following department policies.

Policy:

- A. Following any large scale incident (structure fire, multiple company operation, MCI, Water/Cliff rescue) a post incident analysis will be filled out by all companies and submitted to the Deputy Chief of Training.
- B. The Deputy will combine the information and release a draft copy to the Fire Chief. The Chief will review the information and recommendations.
- C. Once the Chief reviews the draft copy he will work to implement the recommended changes. This can be done by changing policies, providing recommended training, creating a committee and/or referring the issues to the Board of Engineers.
- D. Once recommendations have been implemented the Chief will release the finished analysis to the whole department with the any corrected actions listed for all department members to review.
- E. At the end of the calendar year the Training Deputy will review all of the previous year's incident analysis to help create the next years training calendar.

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CAPE ELIZABETH FIRE DEPARTMENT

POST INCIDENT ANALYSIS

DATE: TYPE OF INCIDENT:

LOCATION OF INCIDENT:

1. BACKGROUND INFO
2. WHAT DID WE DO WELL?
3. WHAT CAN WE IMPROVE ON?
4. WHAT TRAINING OR POLICY CHANGES SHOULD BE MADE?
5. WHO WILL BE RESPONSIBLE FOR THESE CHANGES?
6. DATE THAT CHANGES WILL BE COMPLETED / REVIEWED

Next Revision 1/1/2016