



Rogers Fire Department Standard Operating Procedures

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| Policy Title: | Post Incident Evaluations | | |
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PURPOSE

The purpose of this policy is to provide guidance and process for the completion of a post incident analysis. This process serves to improve department capability through the systematic review of performance at emergency incidents.

POLICY

Because of the dynamic nature of emergency responses, incidents where significant resources are committed should be reviewed to ensure that performance is constantly being analyzed and improved.

A post incident evaluation can be conducted on any incident at the discretion of the company officer; however, they are required to be performed anytime the following criteria are met:

1. A civilian fatality occurs, resulting from the fire or rescue incident
2. Large diameter hose line is deployed and charged at an incident
3. A firefighter suffers an injury, resulting from a fire or rescue incident
4. Scene time in excess of 2 hours, at a fire, rescue, or hazardous condition incident
5. Entry to a hazardous atmosphere occurs in Level A or B PPE
6. Any multi-unit response, regardless of initial dispatch, where more than one unit is required to transport *critical* victims from the scene

7. Any “workable cardiac arrest” dispatched inside the city, or anytime “high performance CPR” is initiated, regardless of patient outcome
8. Any mass casualty incident
9. Any incident where the incident commander, company officer, or transport unit feels there is sufficient cause for a formal review
10. Pharmacological assisted intubations
11. Any time there is a rapid decline in patient disposition, or a death during transport
12. Prolonged extrications or entrapments that require the use of pneumatic lifting bags, shoring or other technical rescue equipment

A post incident evaluation shall consist of the following two components:

- Incident Performance Evaluation (IPE), broken down by incident classification
 - IPE-Structure fire
 - IPE-Medical Response
 - IPE-Technical Rescue
 - IPE-Hazardous Materials Incident
- Post Incident Analysis (PIA) presentation and discussion

Incident Performance Evaluation

The (IPE) portion of the post incident evaluation shall be completed by utilizing the appropriate Incident Performance Evaluation form to grade the incident. IPEs may not be available for each specific incident type, but are developed for broad classifications of incidents (hazardous materials, technical rescue, structure fires, and emergency medical incidents). Each form is designed to evaluate the performance of department members at emergency incidents in order to determine if all organizational objectives and standards were met.

The Incident Performance Evaluation form consists of a list of objective statements, categorized by function, to which an evaluator assigns a score based on how well the objective was met. The evaluator should utilize the applicable Incident Performance Evaluation Guide to assist in determining how closely each individual objective was met. The following Score Rating Scale shall be utilized to grade each objective:

0 – Performance unacceptable

1 – Performance less than satisfactory and needs

- improvement*
- 2 – *Performance satisfactory*
 - 3 – *Performance exceptional and efficient*

It should be the goal of all RFD personnel to achieve a rating of two (2) or better on each individual objective and on the comprehensive document. Individual objectives not observed or not applicable to the incident should be marked accordingly.

The Incident Performance Evaluation shall be completed by the Incident Commander and reviewed by the Deputy Fire Chief – Field Operations Division in order to insure completeness and accuracy. EMS IPEs should be reviewed by the EMS Captain assigned to Clinical Improvement.

Post Incident Analysis

The Post Incident Analysis (PIA) is a formal presentation (preferably in Microsoft Power Point) that is developed by the Incident Commander and presented to those responders who were present at the incident. The PIA should cover the following topics:

1. Incident type, date, and number
2. Initial dispatch information
3. Pre-arrival size-up
4. Arrival size-up
5. Initial actions and assignments
 - a. May include information from cardiac monitor, if an EMS PIA
6. On-going actions and assessments
7. Greater alarm or additional resources activated
8. Incident termination
 - a. Should include patient outcome for EMS incident PIAs
9. Lessons learned

The Incident Performance Evaluation form should be utilized as a resource in the preparation of the PIA.

A copy of any applicable 911 calls and radio audio should be requested from the dispatch center through the Fire Chief's office or obtained from the Citywide Tour Commander. Pictures taken during or after the incident should be used as visual aids whenever possible. Any presentation developed shall be kept and shared with all department members via the fire department shared drive on the computer network.

Helmet- and vehicle-mounted cameras will be provided by the department. These devices shall be utilized for the post incident

evaluation and integrated into the PIA. Cameras issued to members are required to be activated anytime they don their PPE at a reported structural fire, hazardous materials incident, technical rescue, or motor vehicle collision. Members may record other incidents and events at their discretion. Video captured on these cameras is for dissemination within the department and not outside agencies or sources without the approval of the Fire Chief.