



Rogers Fire Department Standard Operating Procedures

Policy Title:	Post Incident Evaluations		
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PURPOSE

The purpose of this policy is to provide guidance for the completion of a post incident analysis and/or incident evaluation form. 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/chief 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 mass casualty incident
8. Any incident where the incident commander, company officer, or transport unit feels there is sufficient cause for a formal review

9. 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

The process for completing a post incident evaluation is described below.

1. The incident commander shall initiate the process by requesting a post incident evaluation to be initiated by completing an online form. The form contains information regarding the incident and requesting party.
2. The Deputy Fire Chief – Field Operations Division shall log and audit post incident evaluations to ensure all necessary components are completed in a timely manner.
3. The Emergency Response Analyst shall complete the PIA template once a request is received. The template shall be a review of basic incident information and response outputs as required by the Fire Chief.
4. The incident commander shall complete the necessary IPE.
5. Once the IPE and PIA are complete, the presentation and discussion shall be conducted. The presentation shall include an invitation to both the Training Division and Deputy Fire Chief – Field Operations Division. The timeframe from incident to presentation should be no greater than thirty (30) days unless extenuating circumstances are present.
6. All documents and information related to the IPE and PIA shall exist on the shared drive in a folder named by the incident type and address sorted by years.

Incident Performance Evaluation

The IPE portion of the post incident evaluation shall be completed utilizing the appropriate IPE 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 IPE 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 IPE 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*
- 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 an EMS Captain.

Post Incident Analysis

The Post Incident Analysis (PIA) is a formal presentation that is developed by the incident commander and Emergency Response Analyst 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
6. On-going actions and assessments
7. Greater alarm or additional resources activated
8. Incident demobilization
9. Patient outcomes (if applicable)
10. Response metrics, times and applicable data points
11. IPE Summary
12. Lessons learned and improvements needed

The IPE 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 included in the PIA. Pictures taken during or after the incident should be used as visual aids whenever possible and included in the computer folder for the PIA.

Helmet- and vehicle-mounted cameras may 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.