

City of Belleville Fire Department

Number: 2004

POLICY:

It is the policy of the Belleville Fire Department that a Post Incident Analysis be conducted to evaluate operational procedures and performance of all personnel after a significant incident.

Date S.O.G. Comes Into Effect: May 9, 2011

Date S.O.G. Revised: April 20, 2017

Date Committee Approved S.O.G.: May 9, 2011

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GUIDELINE

1:00 Purpose:

1:01 To conduct a review of emergency operations at an incident and identify any training requirements or issues.

2:00 Procedures:

2:01 An Officer in Charge shall ensure that a Post Incident Analysis is conducted for any significant incident that has occurred. A significant incident may include any of the following:

- Structure Fires
- Motor Vehicle Accidents involving multiple vehicles.
- Haz-Mat incidents
- Mass Casualty incidents
- Any injury or fatality to a Fire Fighter.

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- Any other incident that the Officer in Charge sees important because of the nature of the event.
- 2:02 The Post Incident Analysis should be facilitated within 14 days after the incident by the Training Officer or any other Officer not involved and in accordance with the criteria outlined in the Post Incident Analysis form.
- 2:03 All personnel involved in the incident including the RTO, shall take part in the Post Incident Analysis.
- 2:04 The facilitator of the session (Training Officer or any other Officer not involved in the incident) should complete and sign the Post Incident Analysis form. The Officer in Charge shall review the completed form.
- 2:05 The completed form shall be forwarded to the Chief, Deputy Chief of Operations, Training Officer and the Officer in Charge.
- 2:06 All personnel involved in the incident will have the opportunity to discuss their concerns and make suggestions.
- 3:00 **Scope:**
- 3:01 It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that this guideline is explained and followed.
- 3:02 It shall be the responsibility of **all employees** to understand and adhere to this guideline.

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