

Texas Fire Chiefs Association
DOCUMENT SUBMISSION FORM

Candidate Department: Coppel Fire Department

Best Practice Standard: 6.06
(insert the Best Practice Standard you are working on - example "1.01")

Proofs of Compliance Submitted:
--Copy of Post-Incident Analysis Procedure.

Submitted By: Gregg Loyd	Date: 10/1/2013
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Evaluator's Review

Evaluator:

Date Accepted:

Coppell Fire Department Standard Operating Guidelines



SOG# 05-07 – Post Incident Assessment	Effective Date: 05/01/2008
Fire Chief: <i>[Signature]</i>	Revised Date: 10/1/2013

Purpose: To provide a standard format for post incident reviews to be conducted

Scope: This policy applies to all members of the Operations Division

Directions:

1. The Coppell Fire Department will conduct a Post Incident Assessment (PIA) on all incidents in which a 2nd alarm or greater is requested or any incident that is deemed a “Special Interest” incident.
2. All PIAs will be conducted using the same format and will occur preferably within 2 shifts of the incident or whenever possible. In any case, the incident commander must be present.
3. Any recordings or pictures needed for the PIA will be requested through the BC Office.
4. The following topics will be covered during the PIA:
 - a) **Incident Information**-This is the basic information of the incident including the type of incident, the time of incident, incident weather, incident location, location information and the initial call for service and the units responding.
 - b) **First Impression**-This information includes the initial size-up, initial actions and Incident Action Plan.
 - c) **Tactical Action Plan**-This information includes any changes, reductions or additions to the alarm, apparatus positioning, Pre-Determined Assignments and problems encountered.
 - d) **Incident Outcome**-This information includes the final outcome of the incident to include property condition, patient condition, member condition and compliance with SOGs and accepted practices.
 - e) **Lessons Learned**-This information includes how personnel performed, how compliance with the SOGS improved or hinder the incident, and what we can do in training to improve our next opportunity.
 - f) **Implementation**-Incorporate improvements identified during the PIA.
5. PIAs will typically involve Fire Administration, the shift Battalion Chief, the shift Captains and shift Engineers.

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6. Any information that arises from the PIA that is considered essential or critical will be passed on to each shift immediately following the PIA using the PIA Documentation Form (attached).

PIAs will be used to review and/or establish training topics, SOG reviews, equipment performances and deployment models.