

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: Coppel Fire Department

Best Practice Standard: 6.07 Near-Miss Program In Place  
(insert the Best Practice Standard you are working on - example "1.01")

**Proofs of Compliance Submitted:**

1. The Coppel Fire Department SOG #00-27 Post Incident Assessment addresses Near Miss Incidents. These Incidents are disseminated throughout the department during the formal PIA meeting (Page 2, highlighted).
2. The City of Coppel also addresses near miss incidents utilizing the "Employee Safety and Accident Review Committee" or ESARC. This committee is comprised of employees from multiple departments, and addresses accidents and near miss incidents throughout the city. A copy of the ESARC manual is available onsite during the formal site review. A further explanation of ESARC is included (Page 4).

<b>Submitted By:</b> Gregg Loyd	<b>Date:</b> 10/1/2013
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**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

## Coppell Fire Department Standard Operating Guidelines



<b>SOG# 05-07 – Post Incident Assessment</b>	<b>Effective Date:</b>
<b>Fire Chief:</b> <i>[Signature]</i>	<b>Revised Date:</b> 10/11/2013

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

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

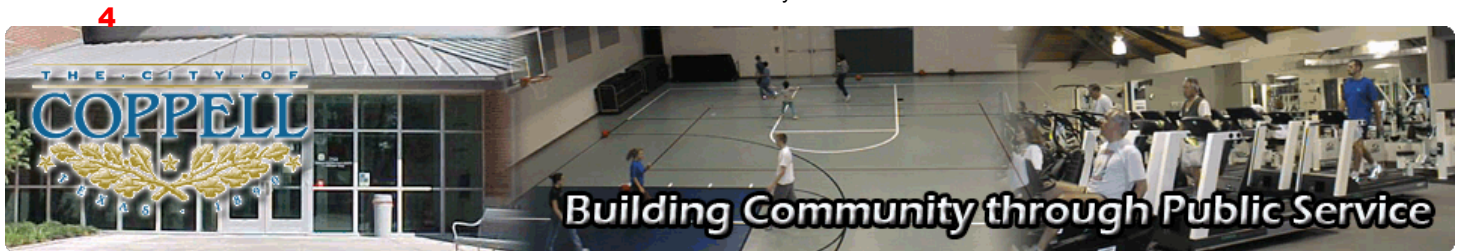
**Directions:**

1. The Coppell Fire Department will conduct a Post Incident Assessment (PIA) on all incidents in which a 2<sup>nd</sup> 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 as soon as possible including all Incident Command staff. In the event this is not feasible in a timely manner the incident commander must be present at a minimum.
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.
  - g) **Near Miss Incidents**- Identify any unintentional unsafe occurrences that could have resulted in personal injury, a fatality or property damage. These are incidents where only a fortunate turn of events prevented an injury, fatality or property damage.

5. PIAs will typically involve Fire Administration, the shift Battalion Chief, the shift Captains and shift Engineers.
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.

Every PIA will include a follow-up on all CISD that were done in relation to the incident reviewed.



[Committees](#) › Safety

Safety



ESARC is the Employee Safety and Accident Review Committee. The purpose of ESARC shall be to prevent future accidents and injury by any and all the following means:

- Considering safety suggestions made by employees and management.
- Reviewing all personal injuries, vehicular accidents occurring in Town vehicles, vehicle/equipment damage and abuse, and safety violations. The City Manager or designee reserves the right to personally review accidents involving department heads.
- Making all city employees aware that injuries and accidents are considered serious matters and that the prevention of accidents and injuries is the responsibility of all employees.
- Investigating and reviewing all facts relating to specific accidents and determine cause or causes of accidents and injuries.
- Making determinations as to whether the accident and/or injury was preventable (could have been avoided) or non preventable. Some preventable accidents and/or injury may be considered "at fault." A record of preventable accidents will be placed in the employees personnel file.
- Following up on recommendations made by ESARC to be sure appropriate preventative action has been taken. In every incidence, it will be the intention of ESARC work in cooperation with city departments to foster an awareness of safety and to publish preventive information (employee names excluded) on all accidents and/or injuries to prevent needless future occurrences.

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